

# Oinsa halo Pedidu/Imprime Sertidaun Dividas ba **VIZA EXTENSION** Liuhusi E-Tax.

**Halo favor tur Step 15** ne'ebe mak hanesan tur mai ne'e

Step 1) Klik iha Module “Certificate” iha Menu hodi display/hatudu lista opsaun

Step 2) Klik iha Clearance Request,

**A.T.T.L. AUTORIDADE TRIBUTÁRIA TIMOR-LESTE**  
Autoridade Tributaria Timor Leste

eTax\_Public Home Accounts Declarations Certificates Payments Objections (4) ostalina Belo

Accounts Total Account Balance : US\$ 131.02 Consolidated Tax Account Statement

Account Number	Tax Type	Balance	Filing Currency
13686	Domestic Monthly Wages Income Tax for Resident	US\$ 131.02	US\$
10545	Domestic Income Tax		US\$
13393	Domestic Summary Final Withholding Tax		US\$
15025	Domestic Installment Tax		US\$

Declarations for account # 13686

Tax Type	Establishment	Tax Base	Taxable Object	Form Title	Start of TaxPeriod	End of TaxPeriod	Due Date	Currency	Tax Center
Domestic Monthly Wages Income Tax for Resident				Domestic Monthly Wages Income Tax for Residen-Form	Aug 1, 2022	Aug 31, 2022	Sep 22, 2022	US\$	DILI

Step 3) Klik arrow Request Type depois hili Tax Clearance Certificate

Step 4) Klik “New” atu halo pedidu Sertidaun Dividas

Request Type TAX CLEARANCE CERTIFICATE

Select Request Type

List of Certificates Now

Request Number	Request Status	Request Type	Certificate Type	Tax Type	Request Date	Certificate No.	Action
52495	Printed	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 3 MONTHS		Jun 1, 2023	ATL0000002731404	Search Clear Details
52058	Failure	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 3 MONTHS		May 30, 2023		Details
52057	Failure	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 3 MONTHS		May 30, 2023		Details
51822	Failure	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 3 MONTHS		May 26, 2023		Details
51810	Failure	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 3 MONTHS		May 26, 2023		Details

## “Note Importante”

Antes ba Step 5, tenki komprenden katak Tipu Documentus ba Cetidaun Devidas hamutuk ha'at (4) mak hanesan: **All Commercial Activities- 3 Months, All Commercial Activities- 1 Month, Viza Extension- 3 Months, no Viza Extension-1 Month**. Hili tuir ita-bo'ot sira nia necesidade Kompañã. All commercial Activities mak Devidas ba Atividades hotu ne'ebé relasiona ho kompañã, no Viza Extension ne refere ba Devidas Individual liliu ba pessoal estranjeiru sira ne' bé presija atu halo vistu servisu ou extende sira nian Vistu de Servisu (Working Viza).

Toma nota mos ba ita bo'ot sira hotu katak Devidas fulan 1 ba **All Commercial Activities- 1 ou Month, Viza Extension-1 Month** ne'e presija nafatin koordenasaun / komunikasaun ho ofisial Autoridade Tributária hodi hetan aprovasaun tanba presija justifikasaun ne'ebé resonabel.

Step 5) Iha Request Type: **Tax Clearance Certificate**

Step 6) Klik arrow TIN: TIN sei automatic display/ mosu ne'ebe registado iha SERVE IP no AT.

Step 7) Klik arrow DOCUMENT TYPE: Tipu Dokumentus ba Sertidaun de Devidas hamutuk ha'at  
(4) mak hanesan: iha ne;e ita-bo'ot hili

- All Commercial Activities- 3 Months,
- All Commercial Activities- 1 Month,
- **Viza Extension- 3Months,**
- No, Viza Extension 1 Month.

Ita hili tuir necesidade kompania maibe ita hili **Viza Extension- 3Months**: period Normal hanesn exemplu iha matadalan ida-ne'e.

Step 8) Klik iha arrow Enteripes: naran empreza sei automatic display/ mosu basea naran registado iha SERVE.IP no iha AT.

Step 9) Klik arrow **Reason**: depois hili **EXTENSION VISA**

Step 10) Klik "**Validity Date**" hili date emite ohin Loron Sertidaun Dividas, no Expiry Date sei automatica mosu

Step 11) Hakerek Naran Kompletu director ba empreza iha kolom **Director's/ Individual Name**  
(*MOHAMAD FAKHRURROZI, PAULO DOS REIS* hanesan exemplu ba matadalan ida ne'e)

Step 12) Click iha **Select Employee**: sei mosu tabela list employee atu hili (hare etapa 13)

The screenshot shows a 'Certificate Request' form with the following fields and callouts:

- 5: Request Type (TAX CLEARANCE CERTIFICATE)
- 6: TIN (1044748)
- 8: Enterprise (PRIMA COM, LDA)
- 10: Validity Date (24-08-2023)
- 7: DOCUMENT TYPE (VISA EXTENSION - 3 MONTHS)
- 9: Reason (VISA EXTENSION)
- 11: Director's/ Individual Name (MOHAMAD FAKHRURROZI, PAULO DOS REIS)
- 12: Select Employee button

Other visible fields include: Request No, Request Date (24-08-2023), Request Status, Request Source (eTax), Taxpayer Name (PRIMA COM, LDA), Establishment, Tax Type, Application Form No (Select Application No), Expiry Date (24-11-2023), Pre Printed Control No, and Application Reason. Buttons for 'Cancel' and 'Save' are at the bottom right.

Step 13) Hare lista employere hodi hili no click ba specifiku Individual ou pessoal ne'ebé atu husu devidas. Iha ne'e, ita hili no click **Mrs MARIA COSTERIANI** hanesan exemplu iha matadalan ida-ne'e

**Select An Employee**

Employee Name	Employee TIN	National Id No	Employer Main Trade Name	Employer Registered Name
Mrs MARIA COSTERIANI	7002670		PRIMA COM, LDA	PRIMA COM, LDA
Mr YAN MENG	7021144		PRIMA COM, LDA	PRIMA COM, LDA
Mr NUR ISLAM	7012171		PRIMA COM, LDA	PRIMA COM, LDA
Mr ANITO DE SENA	3003176		PRIMA COM, LDA	PRIMA COM, LDA
Mrs MARIA BEATRIZ S. VIEGAS	3070510		PRIMA COM, LDA	PRIMA COM, LDA

Navigation: 1

Step 14) Verifika (Cross Check) ba Naran pessoal spesifiku nebe Akresenta (add) iha **Employee Information** atu husu devidas ne'e

Step 15) Klik **Save**: Depois klick save, Sistema sei automatic generate Sertifikadu Dividas ou Rejection. Nota mos katak lina koneksaun Internet bele impaktu tanba ne'e sei lori minutu balun hodi sistema bele halo validasaun.

**Certificate Request**

Request N <sup>(Left Indent)</sup>		Request Status	
Request Date	24-08-2023	Request Source	eTax
Request Type	TAX CLEARANCE CERTIFICATE	DOCUMENT TYPE	VISA EXTENSION - 3 MONTHS
TIN	1044748	Taxpayer Name	PRIMA COM, LDA
Entreprise	PRIMA COM, LDA	Establishment	
Tax Type		Reason	VISA EXTENSION
Application Form No	Select Application No	Expiry Date	24-11-2023
Validity Date	24-08-2023	Director's/ Individual Name	MOHAMMAD FAKHRURROZI, PAULO DOS REIS
Pre Printed Control No			
Application Reason			

Buttons: Cancel, Save

**Employee Information**

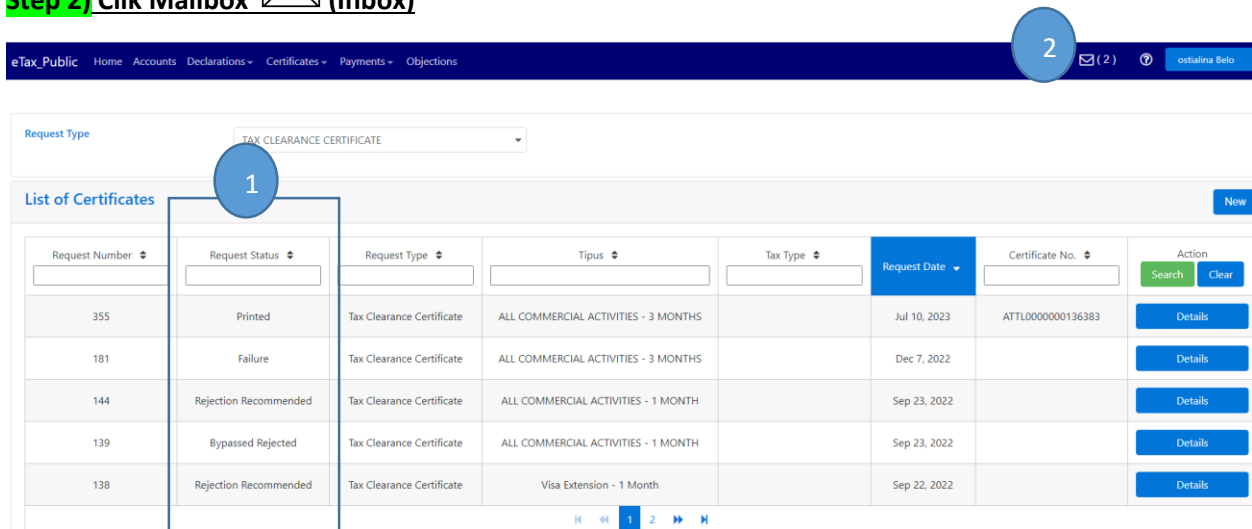
Employee Name	Employee TIN	National Id No	Tax Division	Employer Main Trade Name	Employer Registered Name
Mrs MARIA COSTERIANI	7002670		DILI	PRIMA COM, LDA	PRIMA COM, LDA

# Oinsa Imprime Sertidaun de Devidas **halo tuir Step 5** hanesan tuir mai

**Step 1)** Atu Imprime Sertidaun de Devidas, ita Check uluk **“Status Request: Printed, Failure, Rejection Recommended”**.

- Se Request Status **Printed**: Kontinua ho Etapa tuirmai **(Etapa Segundu)**
- Se Request Status **Failure**: Bele hare rasik madadaln Oinsa Atu Cek Sertidaun Dividas ho **Request Status “Failure”**.
- Se Reques Status mak **Rejection Recommended**: *tenki Komunika ho Kobransa Diresaun Nasional Receitas Domestica (DNRD no DNPM – AT) hodi hetan approvasaun*

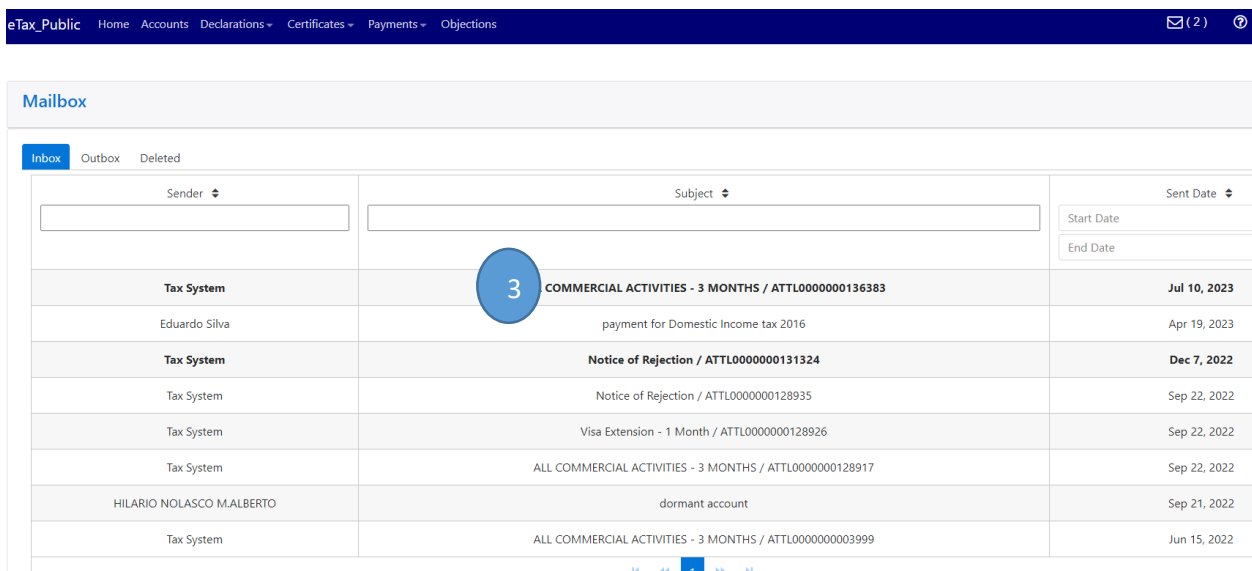
**Step 2)** **Clik Mailbox**  **(Inbox)**



Request Type: TAX CLEARANCE CERTIFICATE

Request Number	Request Status	Request Type	Tipus	Tax Type	Request Date	Certificate No.	Action
355	Printed	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 3 MONTHS		Jul 10, 2023	ATTL0000000136383	Details
181	Failure	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 3 MONTHS		Dec 7, 2022		Details
144	Rejection Recommended	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 1 MONTH		Sep 23, 2022		Details
139	Bypassed Rejected	Tax Clearance Certificate	ALL COMMERCIAL ACTIVITIES - 1 MONTH		Sep 23, 2022		Details
138	Rejection Recommended	Tax Clearance Certificate	Visa Extension - 1 Month		Sep 22, 2022		Details

**Step 3)** Click Iha All Commercial Activities-3 Months (Depois dada Tun ba kriak Download file refere).



Mailbox

Inbox Outbox Deleted

Sender	Subject	Sent Date
Tax System	COMMERCIAL ACTIVITIES - 3 MONTHS / ATTL0000000136383	Jul 10, 2023
Eduardo Silva	payment for Domestic Income tax 2016	Apr 19, 2023
Tax System	Notice of Rejection / ATTL0000000131324	Dec 7, 2022
Tax System	Notice of Rejection / ATTL0000000128935	Sep 22, 2022
Tax System	Visa Extension - 1 Month / ATTL0000000128926	Sep 22, 2022
Tax System	ALL COMMERCIAL ACTIVITIES - 3 MONTHS / ATTL0000000128917	Sep 22, 2022
HILARIO NOLASCO M.ALBERTO	dormant account	Sep 21, 2022
Tax System	ALL COMMERCIAL ACTIVITIES - 3 MONTHS / ATTL0000000003999	Jun 15, 2022

**Step 4)** Click Blue Hyperlink [tr430r\\_1363.PDF](#) (ita nian nu sei diferente) atu Download Sertidaun Dividas.

Sender	Subject	Sent Date
		Start Date End Date
Tax System	ALL COMMERCIAL ACTIVITIES - 3 MONTHS / ATTL000000136383	Jul 10, 2023
Eduardo Silva	payment for Domestic Income tax 2016	Apr 19, 2023
Tax System	Notice of Rejection / ATTL0000000131324	Dec 7, 2022
Tax System	Notice of Rejection / ATTL0000000128935	Sep 22, 2022
Tax System	Visa Extension - 1 Month / ATTL0000000128926	Sep 22, 2022
Tax System	ALL COMMERCIAL ACTIVITIES - 3 MONTHS / ATTL0000000128917	Sep 22, 2022
HILARIO NOLASCO M.ALBERTO	dormant account	Sep 21, 2022
Tax System	ALL COMMERCIAL ACTIVITIES - 3 MONTHS / ATTL0000000003999	Jun 15, 2022

Reply Delete Print

Jul 10, 2023  
Tax System  
ALL COMMERCIAL ACTIVITIES - 3 MONTHS / ATTL0000000136383  
To: ostalina Belo, Product Support

Attachments: [tr430r\\_13638.PDF](#)

ALL COMMERCIAL ACTIVITIES - 3 MONTHS / ATTL0000000136383

**Step 5)** Output Sertidaun Dividas



**REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE**  
**MINISTÉRIO DAS FINANÇAS**  
**AUTORIDADE TRIBUTÁRIA**



**5**

**CERTIDÃO DE DÍVIDAS**  
**CERTIFICATE OF DEBTS / SERTIDAUN DÍVIDAS**

Número do Documento: ATTL0000000136383

**O Comissário da Autoridade Tributária de Timor-Leste, certifico que**  
*The Commissioner of the Tax Authority of Timor-Leste, certifies that*  
Kornisáriu Autoridade Tributária de Timor-Leste, seritfika katak

**Nome do Contribuinte:** **AUTORIDADE TRIBUTARIA TIMOR-LESTE (ATTL)**  
*Taxpayer Name / Naran Kontribuente:*

**NIF:** 6001240  
*TIN:*

**Director:** Manuel da Silva  
*Director / Direktor:*

**Sede:** Rua Aitarak Laran Mof Pizu 8 Kampung Alor Dom Aleixo, Dili, Timor-Leste  
*Address / Enderesu:*

**Data de Emissão:** 10 Julho 2023 **Válido Até:** 10 Outubro 2023  
*Issued Date / Loron Hasal: Valid Until / To'o Loron:*

**não tem dívida fiscal para o Estado da RDTL:**  
*has no tax debt owing to the State of the RDTL:*  
la iha divida impostu ne'ebé deve hela ba Estadu RDTL:

**Este certificado é emitido para todas as atividades comerciais, exceto para a extensão de Visto.**  
*This certificate is issued for all commercial activities, except for Visa extension.*  
*Sertifikadu ne'e emitidu ba atividades komersiais hotu-hotu, eksetu ba estensaun Viza.*



**ULDARICO MARIA RODRIGUES**  
Comissário da Autoridade Tributária

Ministério das Finanças, Aitarak-laran Dili, Timor-Leste  
[Autoridade Tributária Timor-Leste](#)