



AUTORIDADE TRIBUTÁRIA Gabinete da Comissário



“Seja um bom cidadão, seja um novo herói para a nossa Nação”

ANÚNSIU PÚBLIKU

Atualizasaun Informasaun Sobre Perfil Kontribuinte

Autoridade Tributária Timor-Leste sei realiza atualizasaun ba **perfil dadus kontribuinte** hodi garante informasaun sira iha Sistema Administrasaun Tributária (SIGTAS) fiável no atualizadu.

Husu ba kontribuinte sira hotu atu prienxe **Formuláriu Atualizasaun Informasaun Kontribuinte** nian atu nune'e bele verifika no, karik prezisa, halo revizaun ba kontribuinte sira nia informasaun privadu no empreza nian.

Bele asesu ba Formuláriu iha:

- Website ATTL: (<https://attl.gov.tl/application-domestic-forms/>)
- Iha Edifísiu Tributária (Pizu 8 – Ministério Finansas)

Formuláriu Submisaun:

Ami husu ba kontribuinte sira atu prienxe formuláriu no haruka fali mai ami via email e-tax@mof.gov.tl, ka entrega formuláriu direta iha **Pizu 8, Ministério Finansas, Aitarak-Laran**

Ba Informasaun adisionál, halo favor komunika ba;

Sr. Jaime de Jesus Calcona

Ofisial Rejistu kontribuinte

Tel: (77488909)

Email: e-tax@mof.gov.tl

Díli, 28 Agostu 2025



Emitidu Hosi:

Uldarico Rodrigues

Komisáriu Autoridade Tributária



AUTORIDADE TRIBUTÁRIA

Gabinete da Comissário



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PUBLIC NOTICE

Taxpayer Profile Information update

The Timor-Leste Tax Authority is undertaking a **taxpayer profile data update exercise** to ensure our data in Tax Administration System (SIGTAS) is accurate and up-to-date.

All taxpayers are requested to complete the **Taxpayer Information Update Form** in order to verify and, if necessary, revise their personal and business information.

Forms are available:

- On our website: (<https://attl.gov.tl/application-domestic-forms/>)
- At our Tax Office (level 8 – Ministry of Finance).

Submission of forms:

We encourage taxpayers to complete and email them back to e-tax@mof.gov.tl, or return them by hard copy to level 8 ministry of Finance.

For further information, please contact
Mr. Jaime de Jesus Calcona
Taxpayer Registration Officer
Tel ; 77488909
Email: e-tax@mof.gov.tl

Díli, 28 August 2025





A.T.T.L.
AUTORIDADE TRIBUTÁRIA
TIMOR-LESTE

APLIKASAUN NIF

NEGOSIU- DOMESTIC

FORMULÁRIU-001

Formuláriu ida-ne'e uza de'it ba empresa ho tipu: Unipessoal Lda, Lda, e.n.i.n. (SoleTrader), Fundasaun, Filiál Kompañia Estranjeiru, Empresa Estadu, S.A, Asosiásaun, no Kooperativa

SEKSAUN 1 - INFORMASAUN JERAL

(Base legal: Bazeia ba artigo 48, Regulamentu UNTAET 2000/18 - (amended))

*Naran Negosiu: Naran Komersiu:

*Tipu Negosiu:

- ☐ UNIPessoal LDA
 ☐ LDA
 ☐ REPRESENTANTE KOMPANIA ESTRANJEIRU
 ☐ S.A
 ☐ COOPERATIVA
☐ E.N.I.N. (SOLE TRADER)
 ☐ FUNDASAUN
 ☐ EMPRESA ESTADO NIAN
 ☐ ASSOSIASAUN

***Enderesu :**

***Kontaktu :**

Nasaun : Email:
 Distritu : Telefone:
 Sub-Distritu : Fax No:
 Aldeia :
 Naran Dalam:
 Postcode:

Korespondensia Oficial ! ☐ Email

☐ Enderesu

Prefere Lingua korespondensial:

☐ Tetun
 ☐ Portuguese
 ☐ English

SEKSAUN 2 - KONTAKTU PESSOAS AUTORIZADU BA ENTIDADE

Importante: Pelu menus Direktor ka Representativu ida, ne'ebe hela iha Timor-Leste ho responsabilidade ba asuntu impostu nian.

*Naran Primeiru : *Naran klaran : *Apalidu:
 *Kargu: *Nu Telemovei : *Email*:.....

SEKSAUN 3 -REPRESENTANTE OR REFERENTE

*Naran Primeiru : *Naran klaran : *Apalidu:
 *Kargu: *Nu Telemovei : *Email*:.....

SEKSAUN 3 -NAIN BA EMPRESA

Lista Partisipante Nain iha empresa ida ne-e (100%) (favor fornese lista karik Nain ba empresa liu 3 ba leten)

No.	NARAN NAIN/OWNERSHIP	NIF/TIN	NAIN/OWNERSHIP (%)

SEKSAUN 4- DIRETORIAIS (INKLUIDU: DIRETUR, FIDUZIARIU, PARSEIRU, NSST, NE'EBE RELEVANTE)

no	Naran Banku	Bank Account	Lokalizsaun Banku

SEKSAUN 3 - DESKRISAUN AKTIVIDADE NIAN

* Aktividade Prinsipal:

Kodigu ISIC:

Data Inisiu: / /

Kodigu ISIC seluk: (N/A - Karik la Iha)

1. 3. 5. 7. 9.

2. 4. 6. 8. 10.

Perguntas:

1. Negosiu iha sertifikadu investimentu? ☐ lae ☐ Sim **Karik Sim, Saida mak ita isenta husi impostu?, Tipu Taxa.....**

2. Empregadu nain hira maka sei servisu ho ita? **Laos-Residente:_____ Residente:_____**

3. Rendimentu bruto husi operasaun durante fulan 12 ikus nian? _____ USD

4. Estimativa ba rendimentu bruto hira maka sei hetan iha fulan _____ USD

12 nia laran?

5. Negosiu ne'e sei selu aluga ba rai, edifisiu ka apartament/uma? ☐ lae ☐ Sim **karik Sim, favor fornese NIF uma-nain:**

6. Negosiu ne'e sei selu servisu/subkontrata ba ema individual/empresa seluk ne'ebe la'os iha Timor-Leste? ☐ lae ☐ Sim

7. Negosiu sei simu royalties? ☐ lae ☐ Sim

8. Negosiu ne'e sei halao servisu konsultoria ka atividade konstrusaun? ☐ lae ☐ Sim

9. Negosiu ne'e sei halao servisu transportasaun aereu no maritimu? ☐ lae ☐ Sim **Karik Sim:**

10. Negosiu ne'e sei halao servisu dezednasaun? ☐ lae ☐ Sim ☐ Hotelaria ☐ Catering ☐ Bar ☐ Restaurante ☐ Telekomunikasaun

SEKSAUN 4 - INFORMASAUN KONTA BANKARIA

no	Naran Banku	Bank Account	Lokalizsaun Banku

SEKSAUN 4 - PRESIJA ANEKSU DOKUMENTUS

- ☐ • kopia Estatuto Kompania
- ☐ • Copia Certidão Registro Comercial - CRC
- ☐ • Mapa Lokalizasaun establishmentu
- ☐ Lista Empregadu Residente no Laos-Residente (NIF)
- ☐ Dokumentu relevante seluk ne'ebé mak relevante ba aplikasaun ne'e

Impotante:Se Empregado la iha TIN, Halo favor prience formulariu Individuál nian no submete hamutuk ho kontratu serbisu."

SEKSAUN 5 - SERTIFIKASAUN KONTRIBUINTE

Hau, _____, sertifika katak informasaun hotu ne'ebé hau apresenta los no hau mos hatene katak sekarak fô informasaun falsu ka lalos sei prosessa tuir dalan legal

Assinatura Aplikante _____ Data: ____/____/____ Ita bo'ot iha obrigasaun atu
hatene lei imposto Timor-Leste nian. Se karik presisa assistensia ruma, halo favor visita website Autoridade Tributaria nia :
<https://attl.gov.tl/>

BA OFISIAL DEIT

☐ **Approva** **NIF Registadu:** _____

☐ **Rejeita** **Razaun:**

Ba Repartisaun

☐ Dili
 ☐ Baucau
 ☐ Bobonaro
 ☐ RAEOA
 ☐ Lautem
 ☐ Viqueque
 ☐ Manatuto
 ☐ Aileu

☐ Suai
 ☐ Ermera
 ☐ Maliana
 ☐ Ainaro
 ☐ Bobonaro

Naran Oficial:: _____ Assinatura _____ Data: ____ / ____ / ____



TIN APPLICATION ENTERPRISE - DOMESTIC

FORM-001

This form is only use for enterprise type: Unipessoal, Lda, Lda, e.n.i.n. (Sole Trader), Foundation, Branch of Foreign Company State Owned Enterprise, S.A Association, and Cooperative.

SECTION 1 - GENERAL INFORMATION

(Legalbase: Under the sec. 48 of UNTAET REGULATION 2000/18 as amended)

Enterprise Name : Trade Name:

Enterprise Type:

☐ UNIPessoal LDA	☐ LDA	☐ BRANCH OF FOREIGN COMPANY	☐ S.A	☐ COOPERATIVE
☐ E.N.I.N. (SOLE TRADER)	☐ FOUNDATION	☐ STATE OWNED ENTERPRISE	☐ ASSOCIATION	

Trading\Mailing Address:

Country :
District:
Sub-District:
Village:
Street Name:
Postcode:

Enterprise Contact Information :

Email:
Phone:
Fax No:

For official correspondence !

☐ Email Address
☐ Mailing Address

Preferred Language of Correspondence: ☐ Tetun ☐ Portuguese ☐ English

SECTION 2 - PRIMARY AUTHORIZED CONTACT PERSON FOR ENTITY

First Name*: Middle: Surname*:

Position Held*: Mobile Phone Number*: Email*:

SECTION 3 - REPRESENTATIVE OR REFEREE

Important: Director or Representative living in Timor-Leste must be designated as responsible for tax matters.

First Name*: Middle: Surname*:

Position Held*: Mobile Phone Number*: Email*:

SECTION 4 - OWNERSHIP

List of Ownership's share participation of this Enterprise (100%): Please provide external excel/table if more than 3

No.	Owner Name	TIN	Ownership (%)

SECTION 5- DIRECTORSHIP, (INCLUDES; DIRECTOR, TRUSTEE, PARTNER, ETC. WHERE RELEVANT)

no	name	Phone Number/Email	TIN (Optional)

SECTION 3 - DESCRIPTION OF BUSINESS ACTIVITIES

* Primary Activity : ISIC Code:

Enterprise Started Date: / /

ISIC Code of secondary activities: (if none, put N/A)

1. 3. 5. 7. 9.
2. 4. 6. 8. 10.

Questions:

1. Do the enterprise has an investment certificate? ☐ No ☐ Yes *if, yes. What tax type are you exempt? , Tax Type*
2. How many employees will you have? *Non-resident: _____ Resident: _____*
3. What was your gross income during the last 12 months of operations? _____ USD
4. What is your expected gross income next 12 Months? _____ USD
5. Will the enterprise be paying rent for land, buildings, or Apartments? ☐ No ☐ Yes *-----> If Yes, Please provide Withholder TIN:*
6. Will the enterprise be receiving royalties? ☐ No ☐ Yes
7. Will the enterprise provide construction and consulting Service ☐ No ☐ Yes
8. Will the enterprise provide air or sea transportation services? ☐ No ☐ Yes
9. Will the enterprise be providing designate services? ☐ No ☐ Yes
10. Will the enterprise be paying for services/subcontracts to individuals or enterprises outside Timor-Leste? ☐ No ☐ Yes *-----> If Yes, ☐ Catering ☐ Hotel ☐ Bar ☐ Restaurant ☐ Telecommunication*

SECTION 4 - BANK INFORMATION

no	Bank Name	Bank Account	Lokalizaun Banku

SECTION 6 - SUPPORTING DOCUMENT

- ☐ Copy of the Articles of Company ☐ List of Employee Citizen and Non - Resident (TIN)
- ☐ Copy of Certidão Registo Comercial - CRC ☐ Any other document relevant to this application
- ☐ Map location of each establishment

Important: If Employee does not has a TIN, please fill up Individual form and submit with employment contract.

I, _____ (name of Owner applicant or official Representative) certify that all of the information provided by me is true and accurate. I am aware that providing false information is punishable by Law.

Signature of applicant or official Representative: _____ Date: ____/____/____

Please contact the National Directorate of Domestic Revenue if you have any questions about this application form, tax matters or tax obligations. You are responsible to know the **tax laws** of Timor-Leste as they apply to you. The **tax laws** and explanations are available on <https://attl.gov.tl/>.

OFFICE USE ONLY

☐ Approved ☐ TIN Registered: _____

☐ Rejected ☐ Reason: _____

Tax Division assigned to:

☐ Dili ☐ Baucau ☐ Bobonaro ☐ RAEQA ☐ Lautem ☐ Viqueque ☐ Manatuto ☐ Aileu
☐ Suai ☐ Ermera ☐ Maliana ☐ Ainaro ☐ Bobonaro

Official Name: _____ Signature _____ Date: ____/____/____