



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



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 -SASIN

*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, TRUSTEE, PARSEIRU, NSST, NE'EBE RELEVANTE)

no	Naran Kompletu	Nu Telf	TIN (Optional)

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?	☐ Iae ☐ Sim	Karik Sim, Saida mak ita isenta husi impostu?, Tipu Taxa.....
2. Empregadu nain hira maka sei servisu ho ita?		
3. Rendimentu bruto husi operasaun durante fulan 12 ikus nian?		Laos-Residente: _____ Residente: _____
4. Estimativa ba rendimentu bruto hira maka sei hetan iha fulan 12 nia laran?	USD _____ USD _____	
5. Negosiu ne'e sei selu aluga ba rai, edifisiu ka apartament/uma?	☐ Iae ☐ 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?	☐ Iae ☐ Sim	
7. Negosiu sei simu royalties?	☐ Iae ☐ Sim	
8. Negosiu ne'e sei halao servisu konsultoria ka atividade konstrusaun?	☐ Iae ☐ Sim	
9. Negosiu ne'e sei halao servisu transportasaun aereu no maritimu?	☐ Iae ☐ Sim	
10. Negosiu ne'e sei halao servisu dezednasaun?	☐ Iae ☐ Sim	Karik 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 | ☐ Lista Empregadu Residente no Laos-Residente (NIF) |
| ☐ • Copia Certidão Registo Comercial - CRC | ☐ Dokumentu relevante seluk ne'ebé mak relevante ba aplikasaun ne'e (Declaracao Previa nsst) |
| ☐ • Mapa Lokalizasaun establishmentu | |

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 fó 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 | ☐ RAEQA | ☐ Lautem | ☐ Viqueque | ☐ Manatuto | ☐ Aileu |
| ☐ Suai | ☐ Ermera | ☐ Maliana | ☐ Ainaro | ☐ Bobonaro | | | |

Naran Ofisial: _____ Assinatura _____ Data: ____/____/____



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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





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 - 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 Copy of Certidão
- ☐ List of Employee Citizen and Non - Resident (TIN)
- ☐ Map location of each establishment
- ☐ List of Employee Citizen and Non - Resident (TIN)
- ☐ Any other document relevant to this application (Declaracao Previa and etc.)

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://atti.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: ____/____/____