



NATIONAL DIRECTORATE OF DOMESTIC REVENUE
NATIONAL DIRECTORATE OF PETROLEUM REVENUE

NDDR
NDPR

APPLICATION FOR TIN - INDIVIDUAL

Form No: 0002.1

Please complete this form using blue or black pen only and print neatly using BLOCK letters. Instructions on how to complete this form are provided on the back of this form

Section A – Name and Birth Details	
1. Do you have a TIN? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, write your TIN? _____
2. What is your full name? Family Name: _____ First Name: _____ Other Names: _____	
3. What is your date of birth (dd/mm/yyyy) __ __ / __ __ / ____	4. Sex: M F
5. District of birth? _____ (Only complete if you were born in Timor Leste)	6. Nationality? _____
7. In which language would you prefer to receive information and correspondence from the ETRS? Bahasa Indonesia <input type="checkbox"/> English <input type="checkbox"/> Portuguese <input type="checkbox"/>	
Section B – Taxpayer Identification Details	
Passport <input type="checkbox"/> No. _____	Driver's License <input type="checkbox"/> No. _____
Birth Certificate <input type="checkbox"/>	
Other Id: <input type="checkbox"/> (provide details ie type and no.) _____	
Employers Declaration: I, (full name) _____ declare that the information that I have provided on this form is true and correct.	
Signature: _____	Date _____
Employer's taxpayer name: _____ TIN _____	
<i>Please note that there are penalties for providing false information</i>	

Section C – Address and Residency Details

8. What is your home address?

Street No _____ Street Name _____ Village _____

Sub-district _____ District _____

9. Are you a resident of Timor Leste for tax purposes? Yes No

10. Are salary and wages your only source of income Yes No

If you answered 'No' provide details of your other income source(s)

Business Income Rental Income Other (provide details) _____

Employee/Individual Declaration: I, (full name) _____

Declare that the information that I have provided on this form is true and correct.

Signature: _____ Date: _____

Please note that there are penalties for providing false information

Office Use Only

TIN: _____

Information Collected by: _____ Date: _____

General Instructions

Employees: If you are an employee, you must have a TIN to ensure that your employer deducts tax from your wage at the correct rate.

Before the National Directorates of Domestic Revenue or Petroleum Revenue (NDDR & NDPR) can allocate a TIN to you, they must have proof of your identity. You must produce one of the documents listed in Section B to your employer as proof of your identity. If you do not do this, you will not be issued a TIN. You will be advised of you TIN details after your Application for Tax Identification Number (TIN) form has been processed.

If you do not have already have a TIN, complete Sections A and C, then take your identification document and the form to your employer who will then complete Section B. If you already have a TIN, you are only required to complete questions 1, 2, 3, and 5 in Section A, then sign the employee declaration and return the Application for TIN form to your employer. You do not have to provide proof of your identity again.

Sole-Proprietors: You must complete this form if you wish to register an enterprise and you don't already have a TIN. You must also complete the General Business Registration form. You will need to complete sections A, B (except the employer declaration) and C. Please provide your identity documents at the time of lodging your Application for Tax Identification Number (TIN) form.

The notes below will assist you to complete this form.

SECTION A: TO BE COMPLETED BY THE EMPLOYEE/SOLE TRADER

- 1. TIN:** If you do not have a TIN, please tick 'No' and continue to answer the remainder of the questions in Sections A and C. If, you already have a TIN, please tick 'yes' and write your TIN in the space provided. You should then complete Questions 2 and 3 in Section A, sign the employee declaration and return the form to your employer. You do not have to answer any more questions on this form.
- 2. Name:** Please write your full name. This is the name that appears on all official documents.
- 3. District of birth:** Only answer this question if you were born in Timor Leste
- 4. Preferred language:** By indicating your preferred language, we can ensure that you can easily understand any information provided to you by the NDDR or NDPR.

Continue to Section C and then if you are an employee, hand the form to your employer. If you are a sole trader, complete

SECTION B: TO BE COMPLETED BY EMPLOYER IF YOU ARE AN EMPLOYEE,

The NDDR or NDPR cannot issue a TIN to your employee until they have provided proof of identity. To assist the employee to obtain a TIN you are requested to provide details of your employee's identification document. The employee must show you one of the documents listed below. Please tick the box showing the type of document sighted by you and record the document number (if applicable).

You must also make sure that you complete the employer declaration. Failure to complete the declaration may delay the processing of this form. Remember to include your TIN number.

SECTION C : TO BE COMPLETED BY THE EMPLOYEE/SOLE TRADER

Home Address: This is the street address at which you currently live. This address cannot be a post office box number. If you are not a resident for tax purposes you must give us your overseas address.

Residency: You will generally be a resident for tax purposes if you have a permanent home in Timor Leste.

Sources of income: If you receive income from sources other than salary and wages the NDDR or NDPR may require additional information from you. You will be contacted if further information is required.

Employee/Individual Declaration: Before you sign the declaration, please take time to ensure that the information that you have provided is correct. You must make sure that you complete the declaration. If you leave out any details it will delay processing your application.

FURTHER INFORMATION

You can find out more information about the wage income and other taxes on the Ministry of Finance website located at <http://www.mof.gov.tl/taxation/> If you require further assistance in relation to this form or about the wage income tax, please telephone the NDDR on 3310059 or the NDPR on 333 9542 or you may visit the NDDR or NDPR for assistance between the business hours 9am and 5pm, Monday to Friday, public holidays excepted.

The NDDR offices are located:

- ***Dili District Office: Rua Pres. Nicolao Lobato, (opposite the Ensul Building), Dili,***
- ***Baucau District Office, Villanova St, Kota Baru, Baucau***
- ***Maliana District Office, Holsa St., Maliana***

The NDPR is located on the ground floor of Building 5, Palacio da Governo.