



**Revenue
Services**
Lesotho

**GUIDE ON ELECTRONIC
TAX CLEARANCE
CERTIFICATE (E-TCC)**

“Re Tjena Ka Uena”

Electronic Tax Clearance Certificate Guidelines

To apply for an Electronic Tax Clearance Certificate (ETCC), follow the steps below:

1. Register for an Electronic Tax Clearance Certificate (e-TCC)

1.1 Visit the RSL website – www.rsl.org.ls.

1.2 Go to – E-SERVICES

1.3 Go to – e-Clearance Certificates

1.4 Click on Register on the top right

Fill in the relevant details in the fields provided and click on the Register button at the bottom of the screen, then you will receive verification code through sms which you will enter and click “submit” button.

1.5 Log in with the default Password (password123)

2. How to change default login password:

It is not mandatory to change default password but if you prefer to change it follow the steps below:

2.1 Login with your e-TCC credentials (TIN and default password)

2.2 Click on the dropdown arrow next to your TIN on the top right to click **change password**

2.3 Enter current password (default password)

2.4 Enter a new password (6 digits or more)

2.5 Confirm your new password

2.6 Click change password button

2.7 Feedback that your change of password is successful will be displayed on the dashboard.

3. Steps to access auto e-TCC as a Qualifying Company or Sole trader

Taxpayers first have to qualify in order to access Tax Clearance Certificates (TCC) automatically. Qualifying Taxpayers mean Taxpayers whose accounts have no outstanding tax returns and or tax payments therefore can access Tax Clearance Certificate automatically.

3.1. Enter your e-TCC Login credentials: TIN & password

3.2. Go to **My Certificates** menu and click “**My Tax Clearance Certificates**” button. This will land you on the certificates page

3.3 For qualifying accounts, screen will show Auto Issuance Qualification message and Taxpayer’s TIN. Click “**apply**”

3.4. Select trade name you wish to apply Tax Clearance Certificate for. For individuals, select your names as they will be automatically displayed.

3.5. Then click “**Apply**” button to generate certificate automatically

3.6. Click **view** button on the listed certificates in “My Clearance Certificate(s)” list

You will now be able to download and save or print your Tax Clearance Certificate.

4. Steps to access e-TCC as a non-qualifying Company or Sole trader

4.1. Enter your e-TCC Login credentials: TIN & password

4.2. Go to **My Certificates** menu and click “**My Tax Clearance Certificates**” button. This will land you on the certificates page.

4.3. Screen will show message indicating reasons for not qualifying for e-TCC Auto-Issuance & “Compliance Status” on the top right

4.4. Click on “**My Compliance Status**” button

4.5. Click on “**Balance Status**” or “**Unfiled Periods Status**” to check details of compliance status

4.6. After complying either by submitting unfilled returns or paying outstanding payments then you can access Tax Clearance Certificate automatically by following the steps above under qualifying Taxpayers.

5. Electronic Tax Clearance Certificate (e-TCC) Verification

There are two way in which Taxpayers can verify the validity or authenticity of the Tax Clearance Certificate by following the steps below:

5.1 Visit the RSL website

5.1.1 Go to – E-SERVICES

5.1.2 Go to – e-Clearance Certificates

5.1.3 On the e-Clearance Certificates home page – click on the text box dropdown to select TCC

5.1.4 Then click **Verify** to enter the Certificate ID from the Tax Clearance Certificate in the text box, then click **Verify TCC**

5.1.5 The valid TCC will pop up

5.2. Scan the QR quote on the certificate which will display e-TCC link, click on the link and it will show the name of the owner of the certificate.

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