



**Revenue
Services**
Lesotho

**GUIDE ON E-TAX
REGISTRATION**

“Re Tjena Ka Uena”

How to Register for Tax in e-Taxation (e-Tax) Platform

There are two ways in which an individual or Taxpayer (sole traders and individual Taxpayers) can register for Tax online through e-Tax platform:

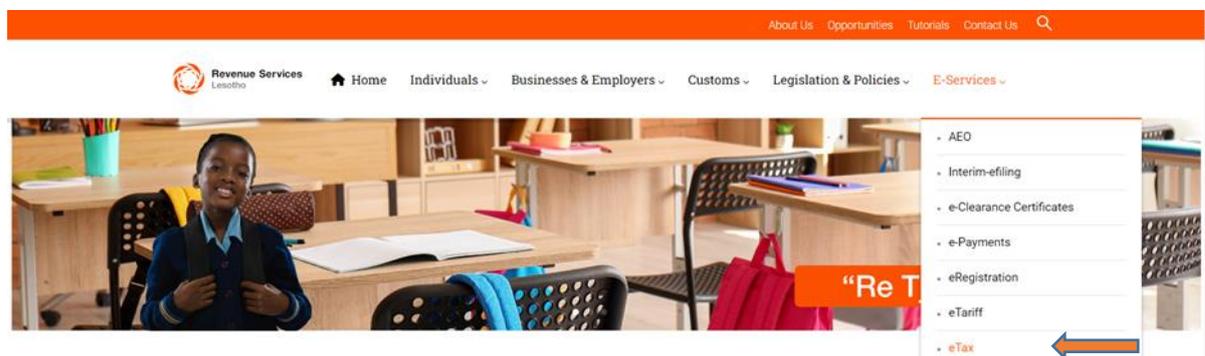
1. An individual who wants to register with RSL as a sole trader and individual Taxpayer (Obtain Taxpayer Identification Number-TIN).
2. A Taxpayer who is already registered for tax (sole traders & individual Taxpayers) and want to register in e-Tax platform.

- 1. An individual who wants to register with RSL as an individual Taxpayer such as sole trader, employee, professional, consultant etc. to obtain Taxpayer Identification Number)**

Follow the steps below to obtain TIN:

1.1 Visit RSL website on <http://www.rsl.org.ls>

1.2 Go to **E-Services>>eTax**



1.3 Click **Register now** and create a unique username and password and click **Next**.



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Username

Password

Remember me

Login

Forgot your password?
 If you still don't have an account, [Register Now](#) to access the registration form



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Account Info | Mobile Validation | Email Validation | Security Questions | Terms and Conditions | Privacy Policy

Spaces will be removed from your username and all characters will be UPPERCASE

Unique Username

Enter your Password

Confirm your Password

Previous **Next**

1.4 Validate your active cell number and email address and click **send code**. You will receive codes on both the entered cell number and email address, which you must input. Click '**Next**' to proceed.



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Account Info | **Mobile Validation** | Email Validation | Security Questions | Terms and Conditions | Privacy Policy

Lesotho (+266) Mobile number

Send Code

Previous **Next**



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Account Info | Mobile Validation | **Email Validation** | Security Questions | Terms and Conditions | Privacy Policy

Enter your email

If you already have a Tin enter it below, otherwise leave it blank

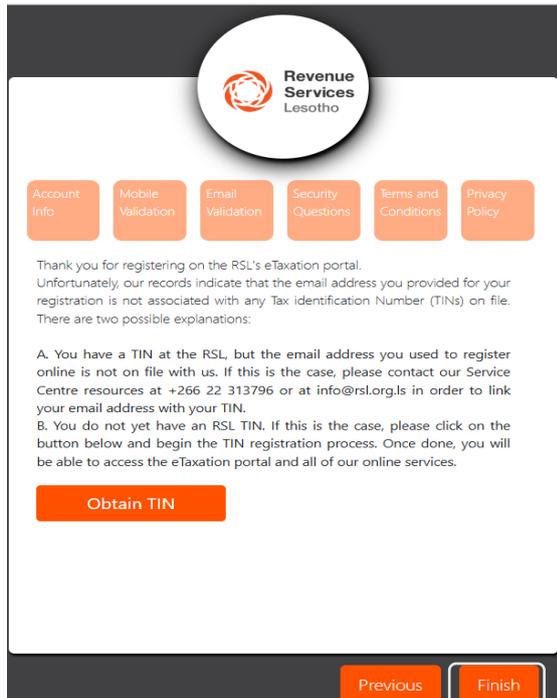
Tin Legal Name

Send Code

Previous **Next**

1.5 Select 3 security questions and provide answers. (Please write down the questions and answers and save them somewhere for easy reference. This will be helpful if you forget your username or password.) Click **Next**.

1.5 Read the definitions, interpretations, and privacy policy. Accept them by ticking the corresponding check boxes, then click **Next** and **Finish**.



1.6 Click Obtain TIN and Finish

Note: For any changes to registration details, except for updating contact information such as mobile number, telephone number, or email address, visit the RSL website at www.rsl.org.ls > E-services > eRegistration > Business Registration to update details such as the trader's license.

1.7 You will be redirected to online registration page where you will select the relevant registration type (**I will be conducting business activities as a sole trader or None of my income comes from business activities and I do not wish to register as a sole trader.**). Fill in the fields provided such as personal details, correspondence, miscellaneous and banking details, including upload of all required documents and click **SAVE**.

The screenshot shows the 'Online Registration' form. At the top right, there is an orange 'NEXT' button. The form title is 'Online Registration'. Below the title, there is a 'Registration Type:' label followed by a dropdown menu. The dropdown menu is open, showing three options: 'I will be conducting business activities under this Tax Identification Number (TIN) as a Sole Trader', 'I will be conducting business activities under this Tax Identification Number (TIN) as a Sole Trader', and 'None of my income comes from business activities and I do not wish to register as a Sole Trader'. The first two options are identical and are highlighted with a blue selection bar.

1.8 Click the **Submit Application** button and confirm that the information you provided is accurate and truthful by clicking **Yes**. A confirmation message will then appear on your screen, indicating that your application has been successfully submitted.

1.9 You will then receive your TIN through your email address within 24 hours after submission of all relevant documents such as trader's license and bank confirmation letter.

Note:

If you're a sole trader without a nominated officer or tax accountant, you will automatically be your own nominated officer. In the tax accountant/nominated officer section, select "No" and fill in your details as the nominated officer.

2 A Taxpayer who is already registered with RSL (with a TIN) and wants to register in e-Taxation platform must follow the steps from 1.1 to 1.6 above.

Note: Enter your TIN under 4.1 above and the legal name will be auto-populated.

After filing all the required fields click **finish**. You will now be able to access the platform by logging in with the username and password you created.

Note: E-tax registration for obtaining TIN is available only for sole traders and individual Taxpayers. Companies follow the standard process. After registering the company with the Ministry of Trade and Industry, you'll receive a TIN from RSL. To complete registration with RSL you must upload supporting documents (e.g., trader's license, bank confirmation letter etc.) through RSL website: www.rsl.org.ls>> E-services>> eRegistration >> Business Registration (Individual/Business). Complete the required fields, upload relevant documents, and submit the form.

Disclaimer

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