



**Revenue
Services**
Lesotho

GUIDE ON ELECTRONIC TAX CLEARANCE CERTIFICATE (E-TCC)

“Re Tjena Ka Uena”

Electronic Tax Clearance Certificate Guidelines

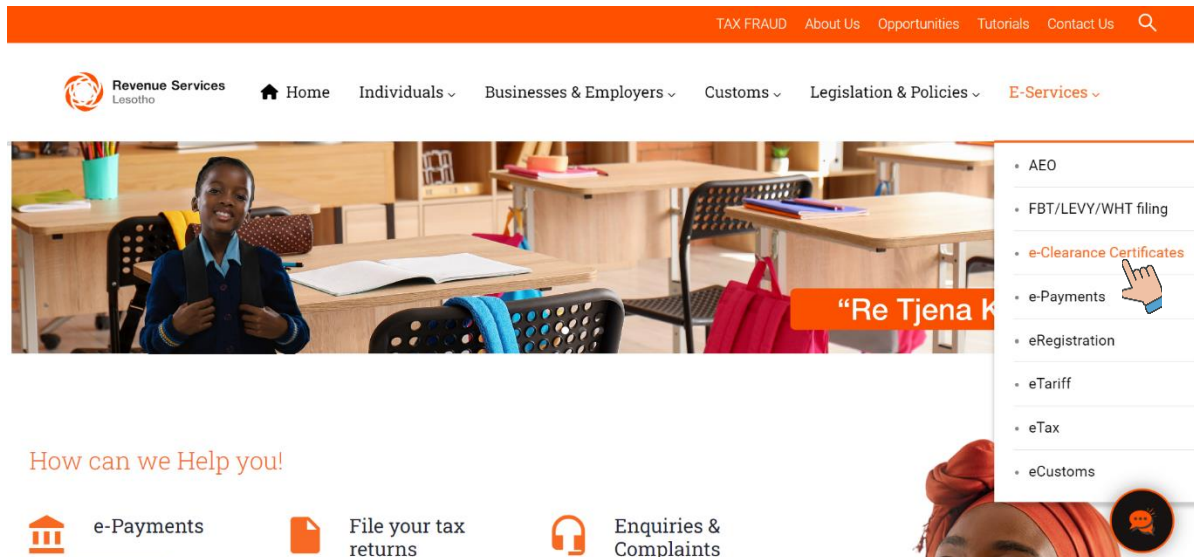
To apply for an Electronic Tax Clearance Certificate (ETCC), follow the steps below:

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

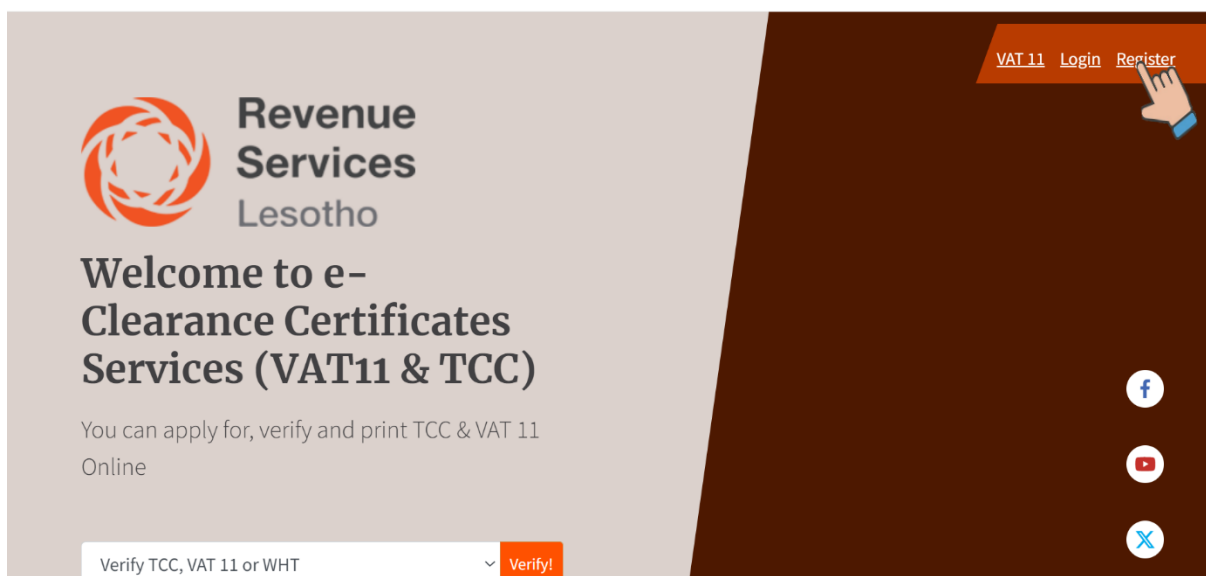
1.1 Visit the RSL website – www.rsl.org.ls.

1.2 Go to – E-Services

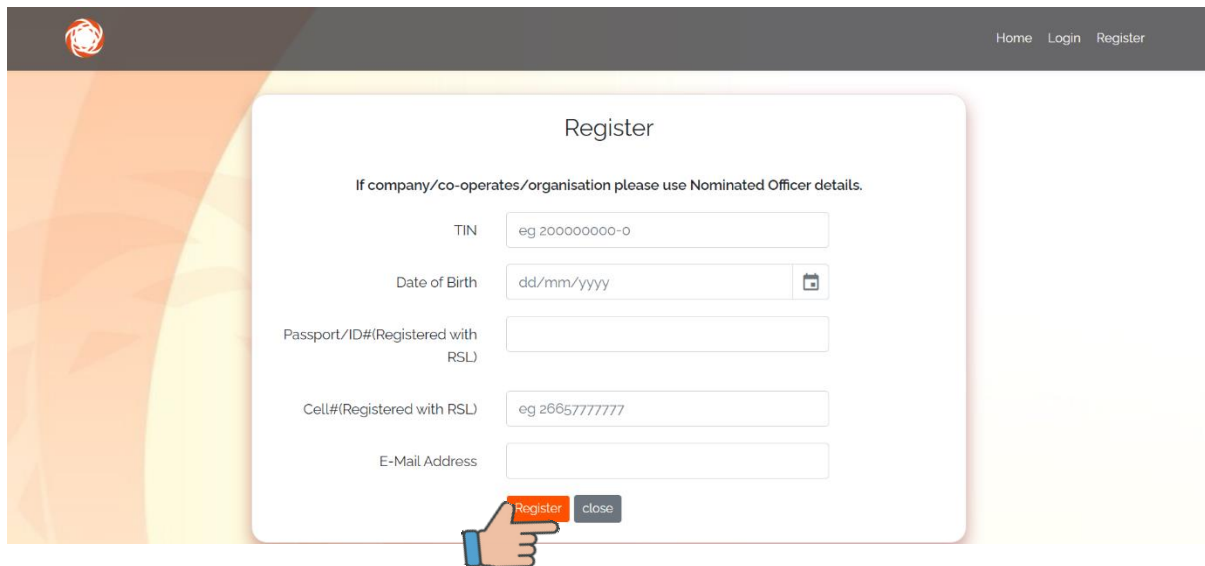
1.3 Go to – e-Clearance Certificates



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.



Register

If company/co-operates/organisation please use Nominated Officer details.

TIN

Date of Birth 

Passport/ID#(Registered with RSL)

Cell#(Registered with RSL)

E-Mail Address

[Register](#) [close](#)

You will then receive verification code through sms which you will enter and click “submit” button.

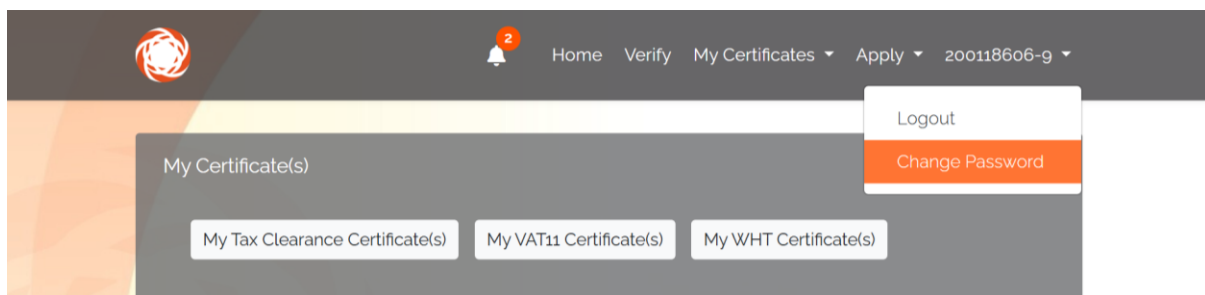
1.5 Log in with the default Password (password123)

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**



Home Verify My Certificates Apply 200118606-9

Logout

Change Password

My Certificate(s)

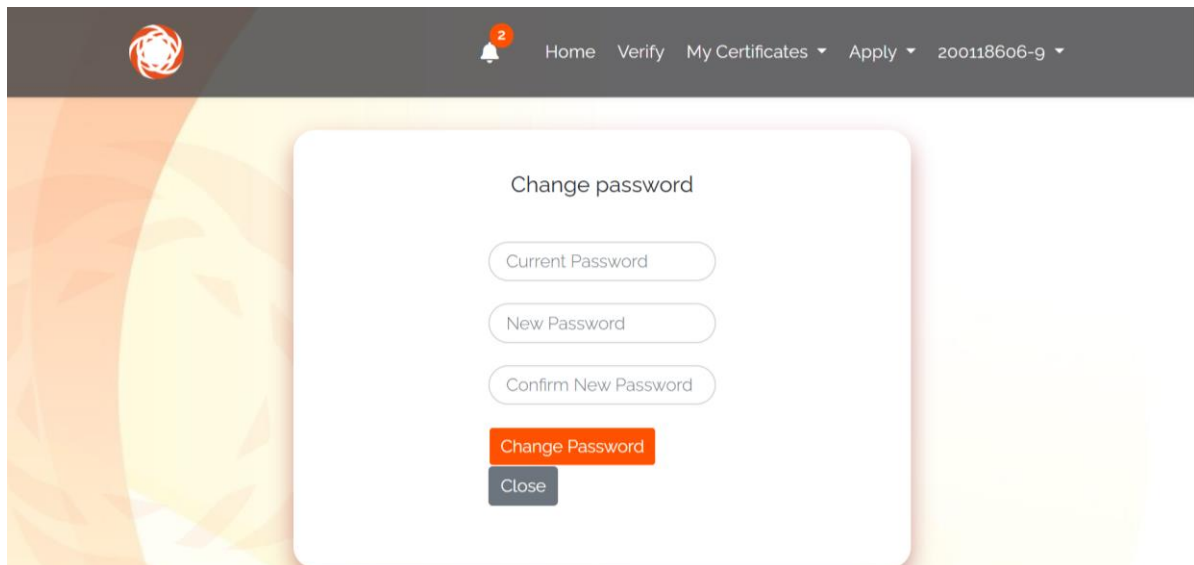
My Tax Clearance Certificate(s) My VAT11 Certificate(s) My WHT Certificate(s)

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



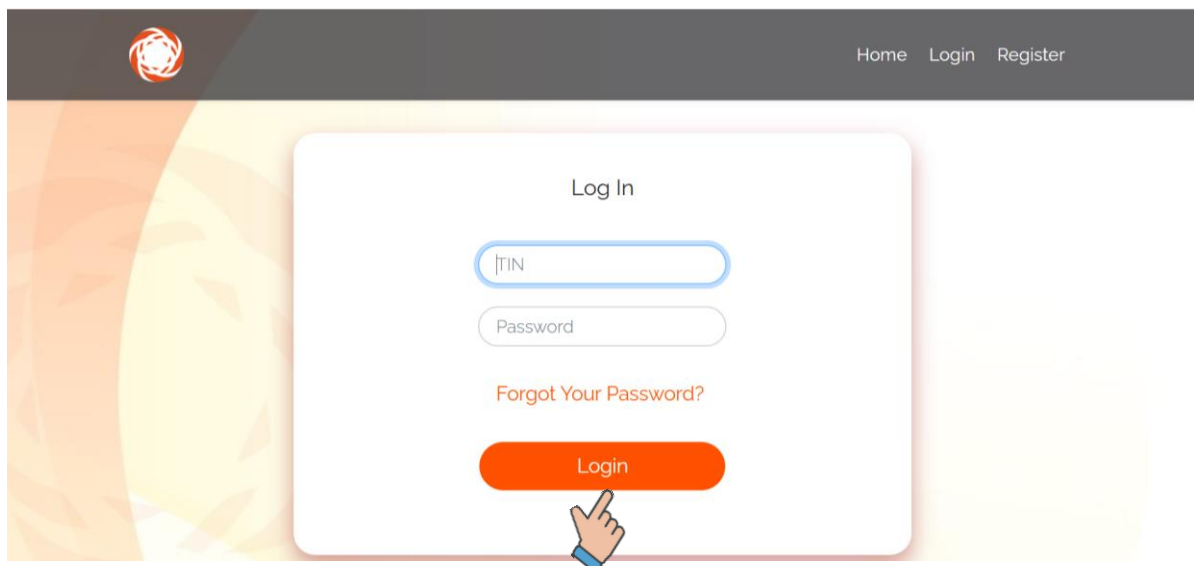
The screenshot shows a web dashboard with a dark header bar. On the left is a logo. On the right are navigation links: Home, Verify, My Certificates, Apply, and a user ID 200118606-g. A notification bell icon with the number 2 is also present. The main content area has a light orange background with a large, semi-transparent white box in the center. This box is titled 'Change password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below these fields are two buttons: an orange 'Change Password' button and a grey 'Close' button.

2.7 A confirmation message indicating that your password has been successfully changed will be displayed on the dashboard.

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

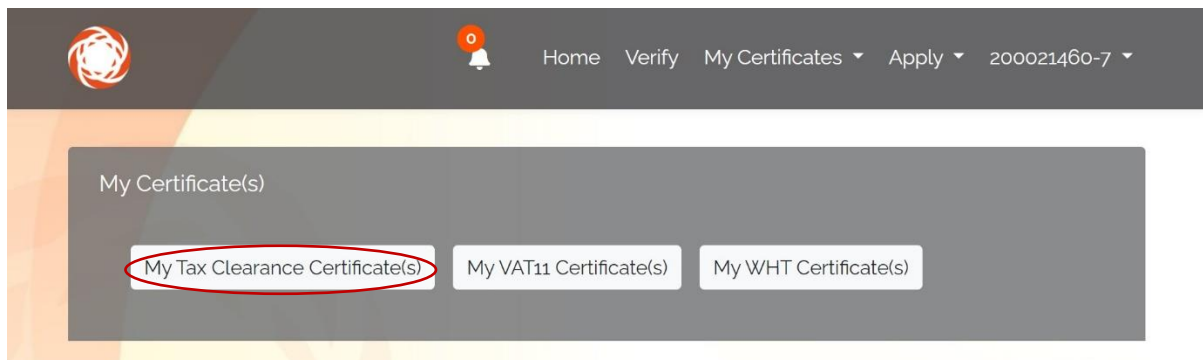
Taxpayers first have to qualify in order to access Tax Clearance Certificates (TCC) automatically. Qualifying Taxpayers mean Taxpayers whose accounts have no outstanding tax returns and or tax payments therefore can access Tax Clearance Certificate automatically.

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

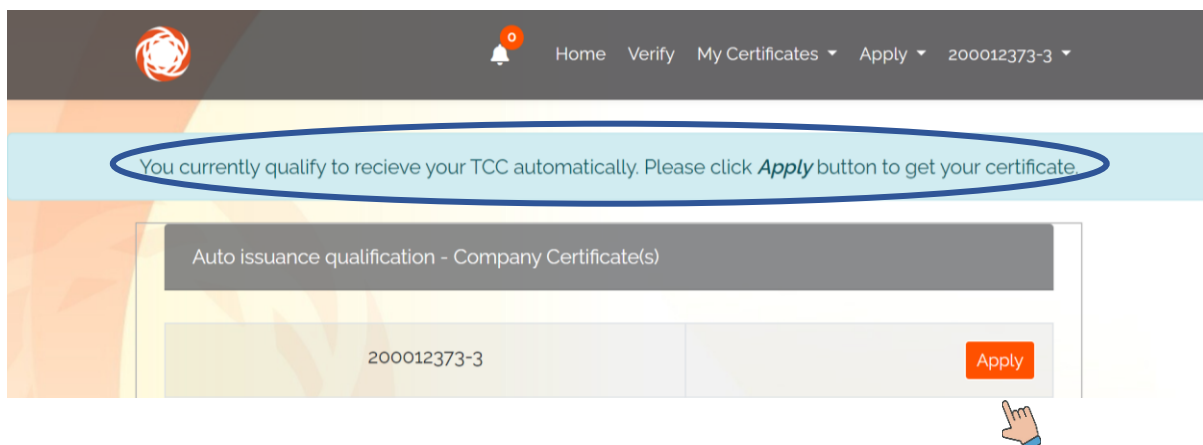


The screenshot shows a web dashboard with a dark header bar. On the left is a logo. On the right are navigation links: Home, Login, and Register. The main content area has a light orange background with a large, semi-transparent white box in the center. This box is titled 'Log In' and contains two input fields: 'TIN' and 'Password'. Below these fields is a link 'Forgot Your Password?' in orange text. At the bottom of the box is an orange 'Login' button. A hand icon is pointing at the 'Login' button.

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

Auto issue my TCC

Registration type: company/co-operates/organisation

TIN: 200012373-3

Legal Name: MOEKA COMMUNICATIONS (PTY) LTD

Cell#(Registered with RSL): 26659090741

E-Mail Address:

Nominated Officer: MPOBOLE, MOEKETSI

company/co-operates/organisation: Select Business

Trade Licence: MOEKA COMMUNICATIONS

Trade Code: MOEKA COMMUNICATIONS (PTY) LTD

Apply Close

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.

My Tax Clearance Certificate(s)

7083258741--HUMANITIES FARM AND POULTRY	View
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back

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

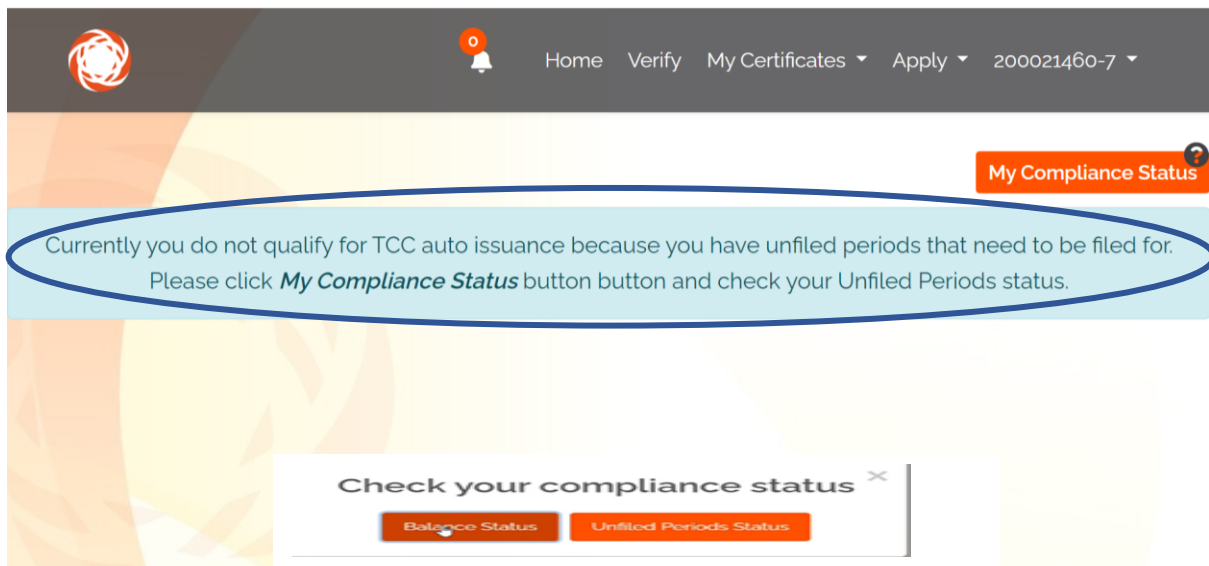
4.1. Enter your e-TCC Login credentials: TIN & password

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. Once you comply by either submitting unfiled returns or settling outstanding tax payments, you can automatically access your Tax Clearance Certificate by following the steps outlined above for qualifying Taxpayers.

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

There are two ways 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

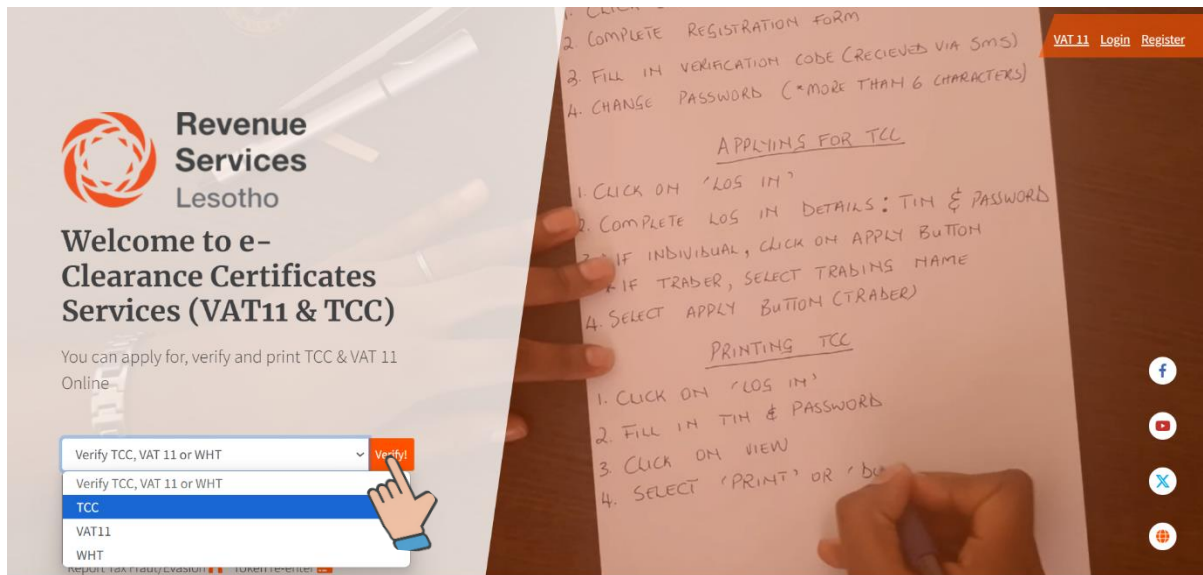
5.1.1 Go to – E-Services

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.

Disclaimer

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