



**Revenue
Services**
Lesotho

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

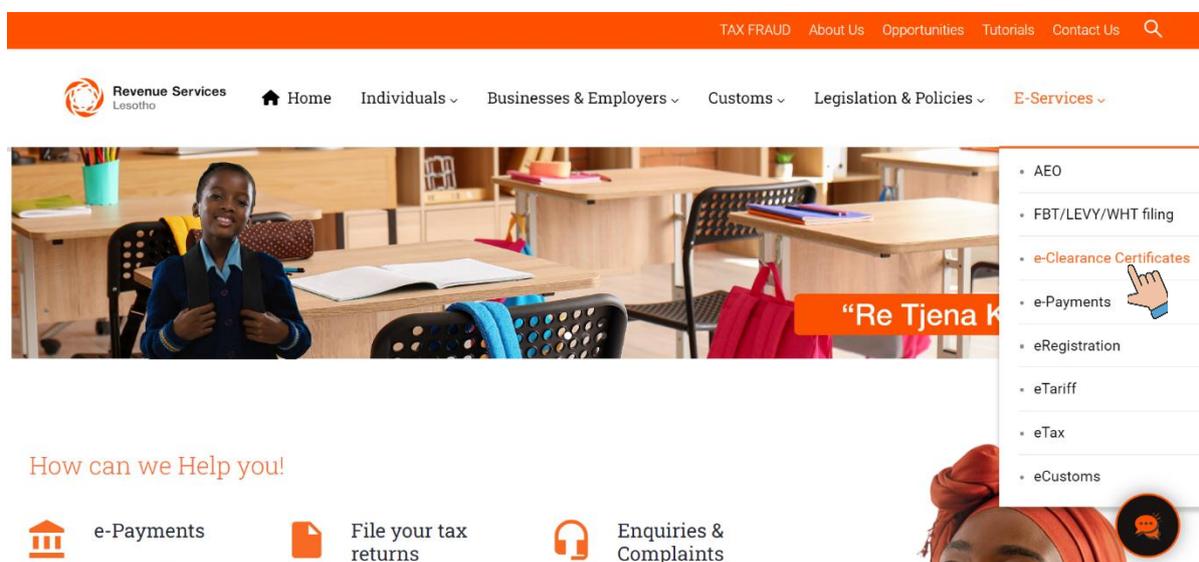
“Re Tjena Ka Uena”

The auto-issuance of Electronic Tax Clearance Certificate (e-TCC) is an enhancement to the e-TCC system that allows Taxpayers to obtain their tax clearance certificate instantly upon application. This is only possible if they have no unfiled tax returns and no outstanding tax liabilities.

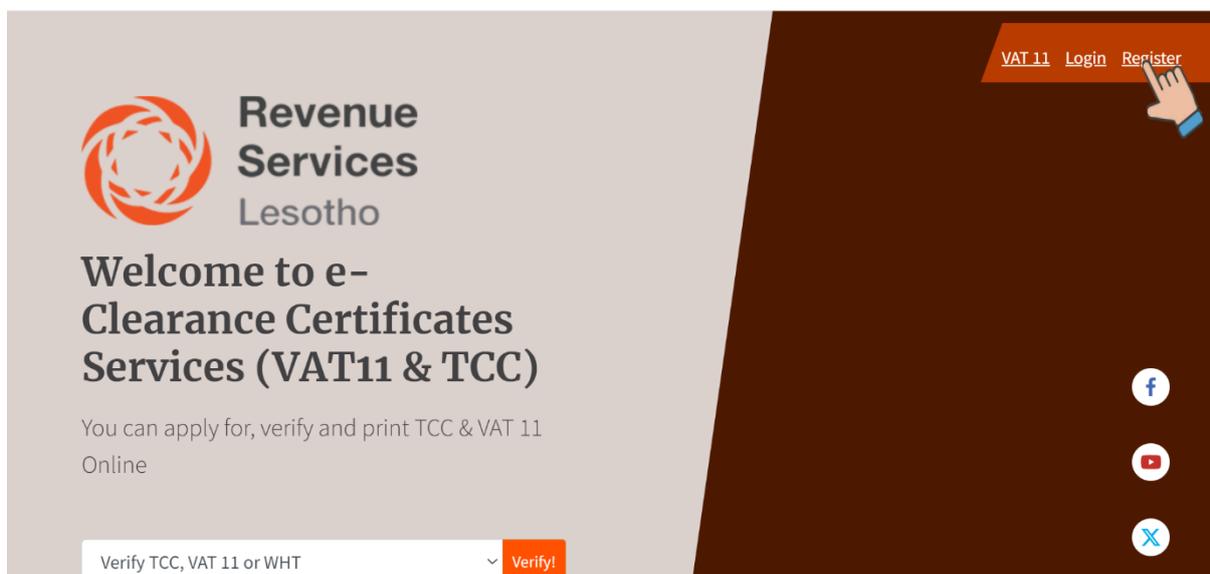
To apply for an auto-issuance of Electronic Tax Clearance Certificate (e-TCC), follow the steps below:

Taxpayers who do not have e-TCC credentials

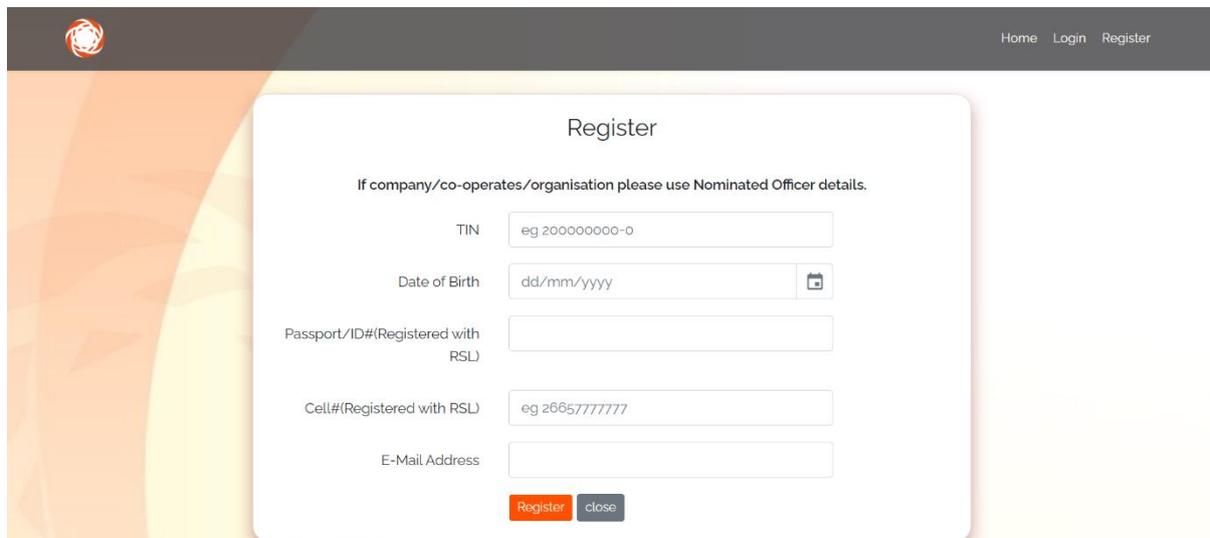
1. Visit the RSL website: <http://www.rsl.org.ls>
2. Go to – E-Services
3. Go to – e-Clearance Certificates



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.



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

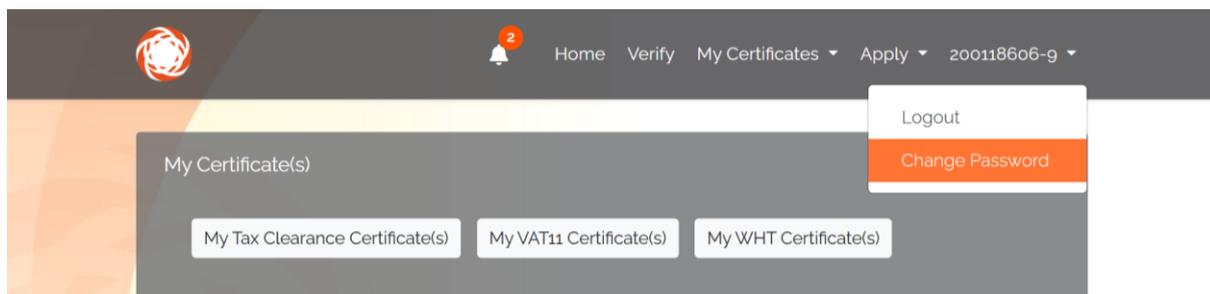
5. Log in with the default password (password123).

6. Change your default login password:

It is recommended that you change default password to enhance security of your account. To change your default login password, follow the steps below:

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

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

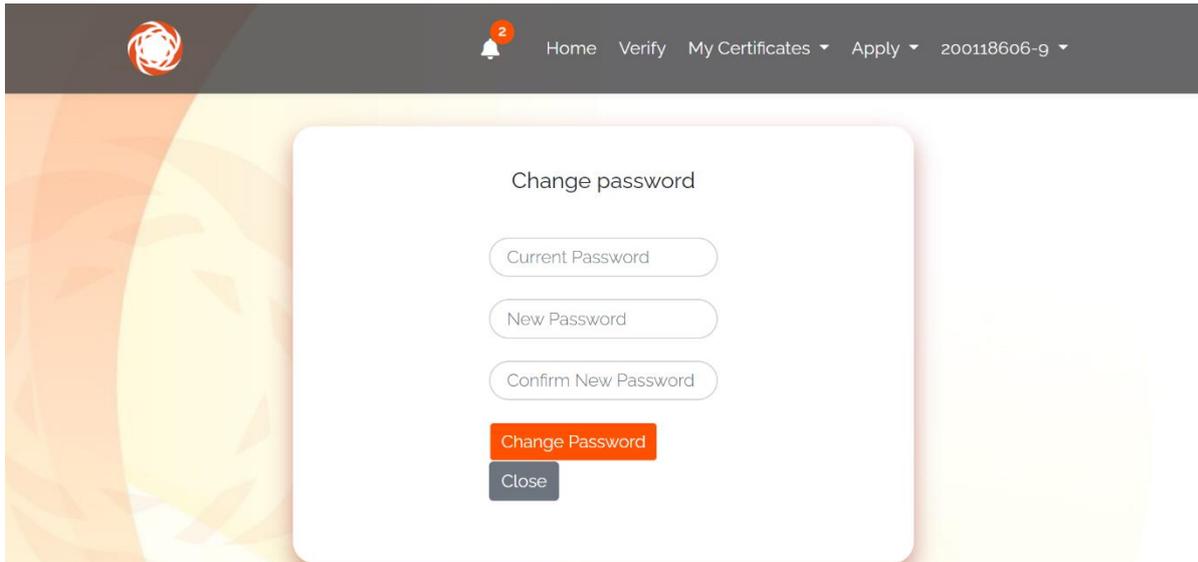


6.3 Enter current password (default password).

6.4 Enter a new password (6 digits or more).

6.5 Confirm your new password.

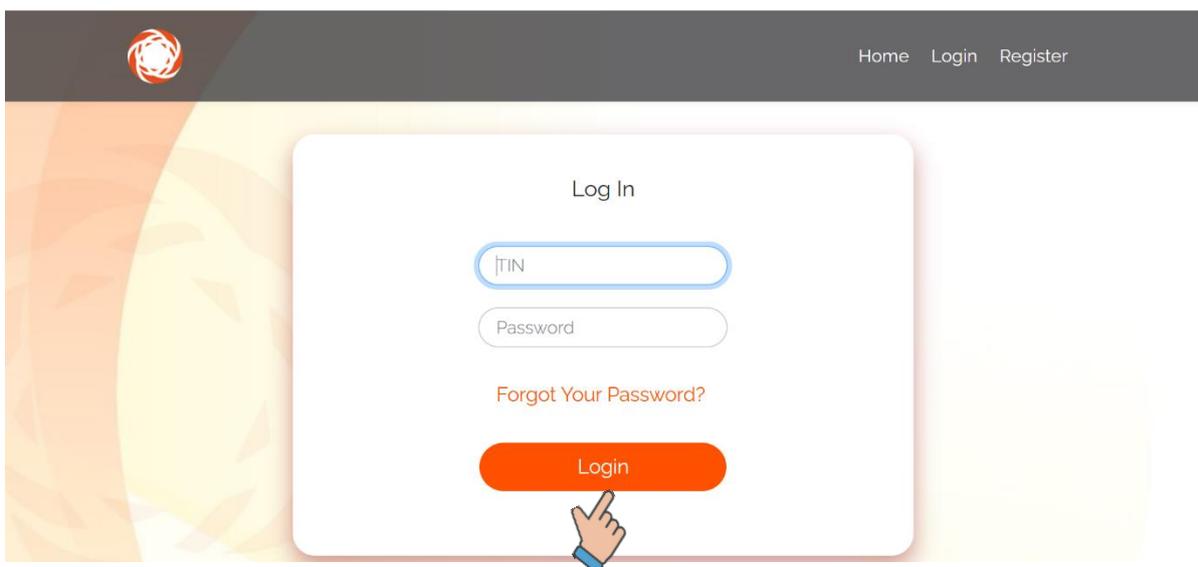
6.6 Click change password button.



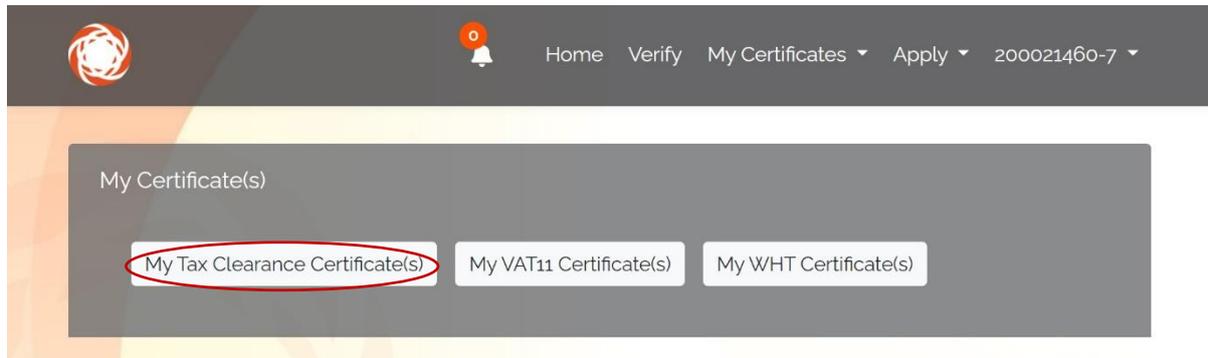
6.7 A confirmation message indicating that your password has been successfully changed will be displayed on the dashboard.

Taxpayers who already have e-TCC credentials (TIN and password)

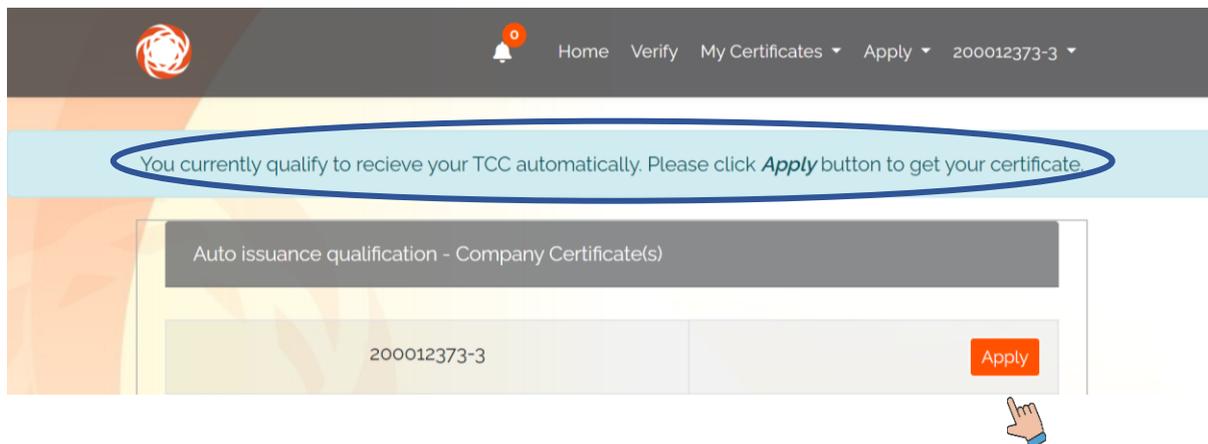
1. Visit the RSL website: <http://www.rsl.org.ls>
2. Go to – E-Services
3. Go to – e-Clearance Certificates.
4. Click on **Login** on the top right and enter your credentials (TIN & password).



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



6. For qualifying accounts, the screen will show Auto Issuance Qualification message and Taxpayer's TIN. Click on “**Apply**”



Note: Qualifying accounts are those accounts with no outstanding tax returns and or tax payments therefore can access tax clearance certificate instantly.

7. Select trade name you wish to apply tax clearance certificate for. For individuals, select your names as they will be automatically displayed.

8. Then click on “**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): 20659090741

E-Mail Address:

Nominated Officer: MPOBOLE, MOEKETSI

company/co-operates/organisation: Select Business

Trade Licence: MOEKA COMMUNICATIONS (PTY) LTD

Trade Code:

Apply Close

9. Click on **“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

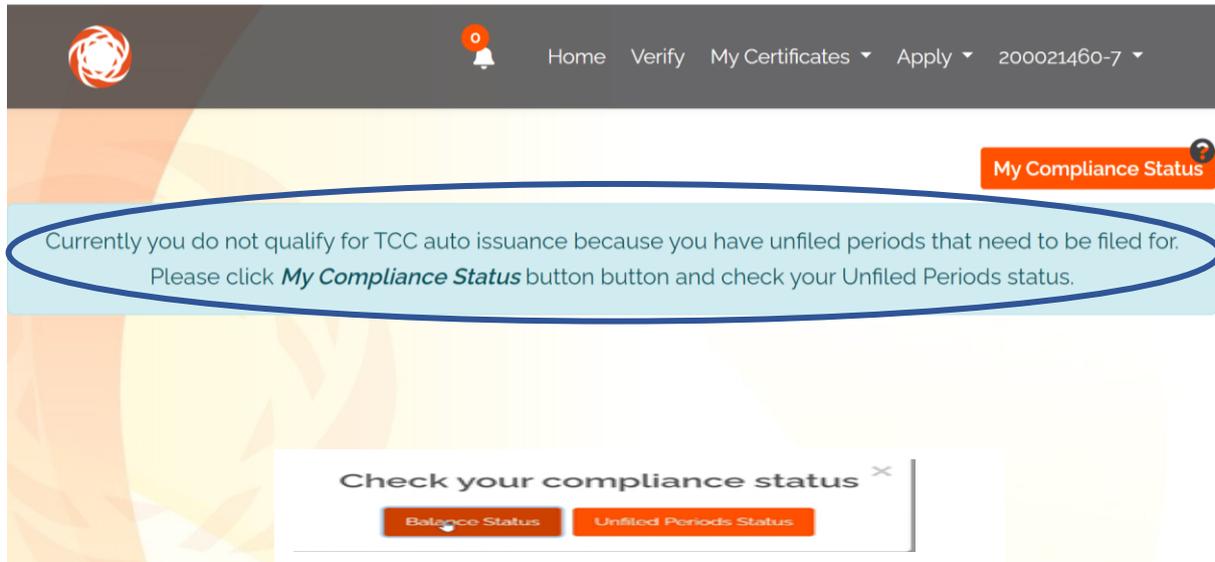
Taxpayers who do not meet the requirements for auto-issuance of e-TCC should follow the steps below:

Follow steps 1 to 5 above

The screen will show message indicating reasons for not qualifying for e-TCC Auto-Issuance & **“Compliance Status”** on the top right

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

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



Once you have submitted any unfiled returns or settled outstanding tax payments, you can automatically access your tax clearance certificate. Revert to the steps.1 to 8 in order to apply.

To verify the validity of Electronic Tax Clearance Certificate

In order to verify the validity or authenticity of a Tax clearance certificate. Follow the steps below:

1. Visit the RSL website: <http://www.rsl.org.ls>

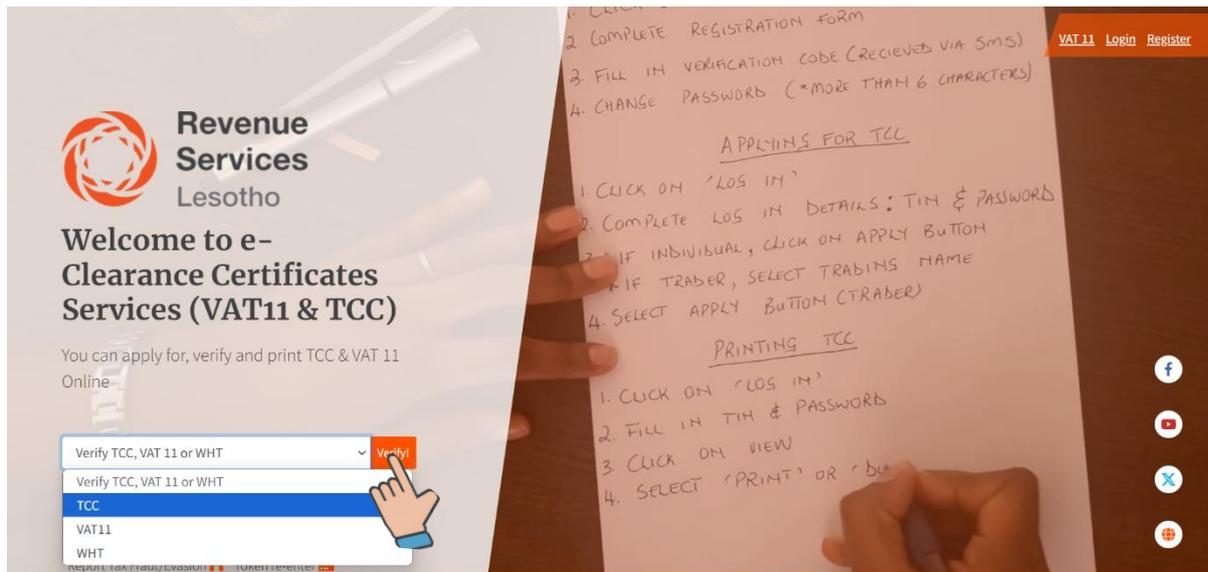
1.1 Go to – E-Services

1.2 Go to – e-Clearance Certificates

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

1.4 Then click **Verify** to enter the Certificate ID from the tax clearance certificate in the text box, then click **Verify TCC**

1.5 The valid TCC will pop up



2. Alternatively **scan the QR code** 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

This Guide is for general information only, and has no binding legal authority. For any queries, you may contact RSL toll free number on **80022009**/WhatsApp line: **6221 0090** or email us: info@rsl.org.ls or visit the nearest RSL digital service centre for further assistance and guidance. Please take note that it is your obligation to verify independently any matters dealt with in this Guide from primary sources of information and by taking specific professional advice, should it be necessary. The RSL excludes any liability for any costs, losses, claims, damages, expenses or proceedings (including special, incidental or consequential loss or damage, loss of profits and wasted management time) incurred or suffered by you arising directly or indirectly in connection with this Guide.