



**Revenue
Services**
Lesotho

GUIDE ON E-PAYMENTS

“Re Tjena Ka Uena”

How to pay taxes and customs duties through mobile money using the Revenue Services Lesotho (RSL) e-Payments platform and commercial banks

Revenue Services Lesotho (RSL) provides an e-Payments platform designed to facilitate quick and seamless tax payments using mobile money and commercial banking platforms. Payments can also be made through in-person transactions at commercial bank branches.

This guide outlines the steps for making payments through RSL's e-Payments platform using mobile money, commercial banks, and traditional banking methods.

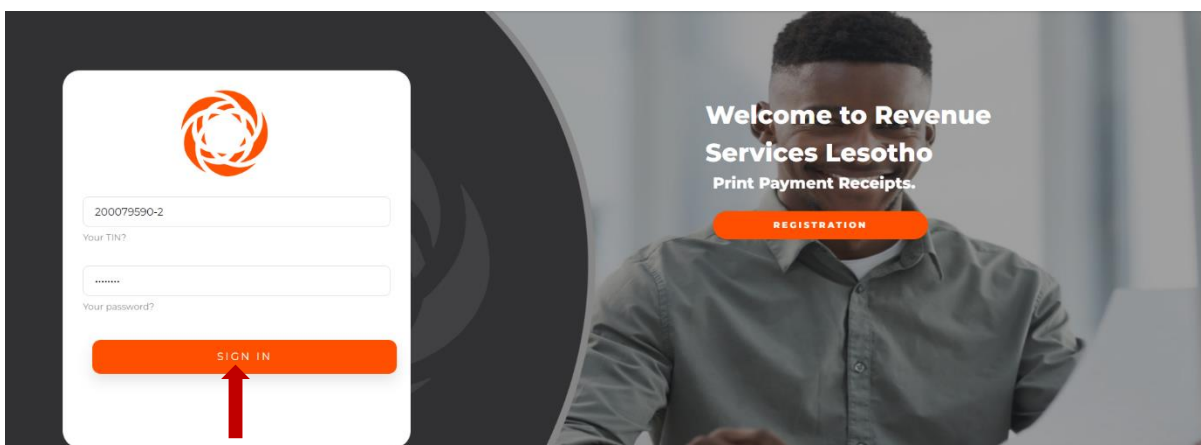
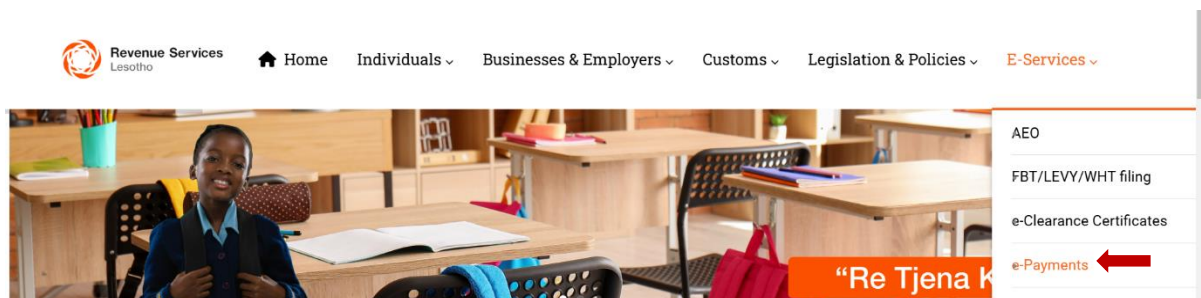
Payments made with mobile money (EcoCash or M-Pesa)

The steps below outline the process for paying Domestic (Inland) Taxes on the RSL e-Payments Platform using EcoCash or M-Pesa.

Step 1

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

Register your profile to get e-TCC login credentials (TIN and password) or use your existing e-TCC credentials if you are already registered.



Step 2

Choose the type of payment you are intending to effect - **Domestic (Inland) Taxes**

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Search for anything

PAYMENTS, EASY

Domestic Tax
30

Custom Tax
20

TIN
200079590-2

TIN TYPE
COMPANY

Tax Payer Name
PAYMENTS, EASY

Make Payment

Choose Payment Type

Domestic

Custom

A list of all tax types a Taxpayer has registered for will appear on the screen.

Click “**view**” on the tax type you wish to see the details for. A list of unpaid assessments for the tax type together with the period will appear.

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Search for anything

PAYMENTS, EASY

Tin Tax Types

Start Date	Type	Description	Options
2017-04-01	IND-INCOME	Income Tax	View
2021-05-01	PAYE	Pay As You Earn	View
2022-01-11	WHT	Withholding Tax	View
2017-04-01	SBT	Simplified Business Tax	View
2022-03-31	FBT	Fringe Benefit Tax	View

Client Details

Client Name:

PAYMENTS, EASY

TIN:

200079590-2

Back

Enter any amount you wish to pay then click “**checkout**”.

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Search for anything

PAYMENTS, EASY

PAYE Unpaid Assessments

Tuesday 5 Nov 2024 08:51:18

Unpaid Assessments

Balance (LSL)	Start Date	End Date	Filed Date	Due Date
4,248.35	2022-12-01	2022-12-31	2023-03-13	2023-01-16
21,353.40	2023-02-01	2023-02-28	2023-03-13	2023-03-15

Checkout Details

Type:

PAYE

Description:

Pay As You Earn

Total Balance:

LSL 25,601.75

Enter Payment Amount

LSL

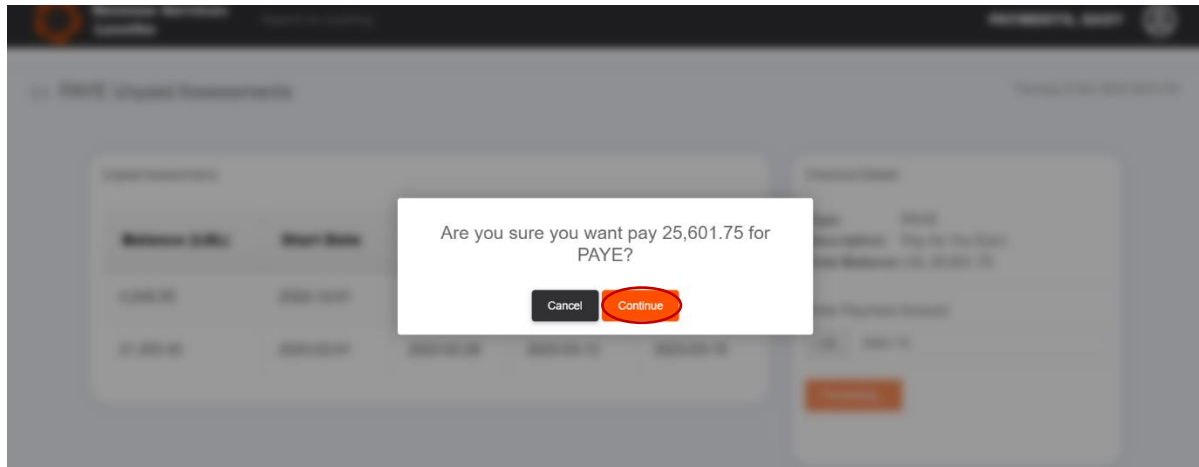
25601.75

Back

Checkout

Step 3

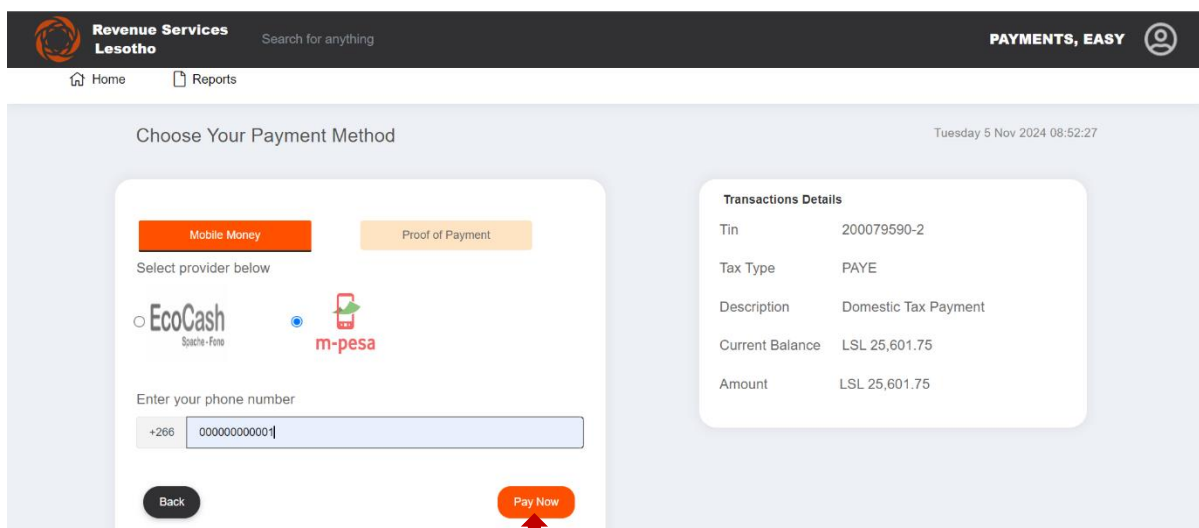
A pop-up message will appear, confirming the tax type and amount to be paid. If the details are correct, click "**Continue**" to proceed. If not, click "Cancel" and restart from Step 2.



Step 4

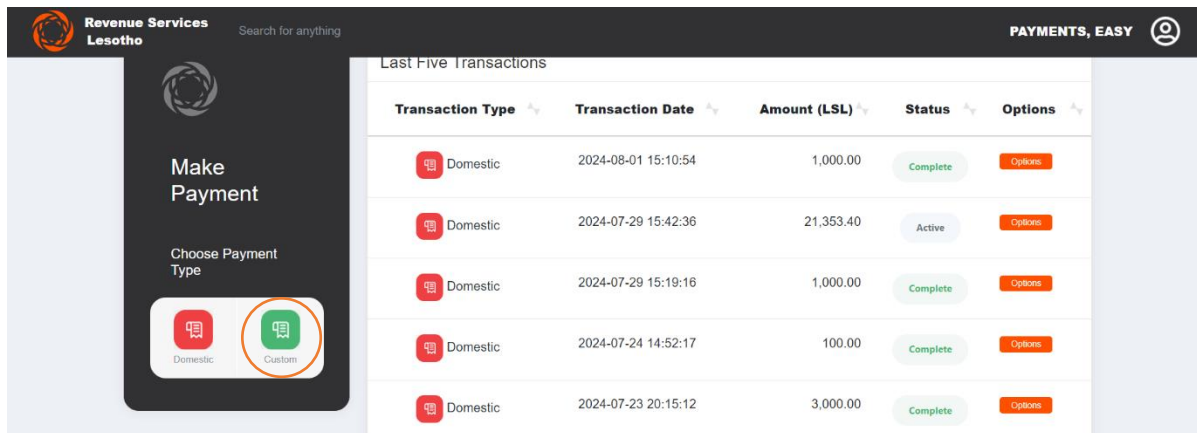
Click on continue to proceed, then the payment gateway screen will open and you will have to select the method of payment.

Click the Mobile Money and choose EcoCash or M-Pesa. Then enter the mobile number to transact from and click "**Pay now**"



Step 5

A screen showing payment report will be shown and a list all the previous transactions made will appear, starting with the latest payment made. You can click "**Options**" to view/print the receipt.



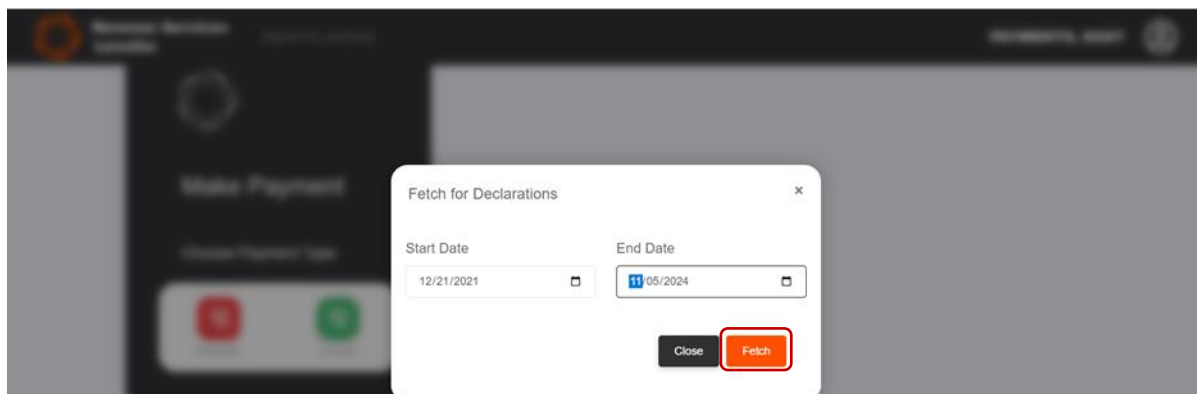
The steps below outline the process for paying Customs Duties on the RSL e-Payments platform using EcoCash or M-Pesa.

Follow steps 1, 2 and 3 outlined under step 1 above

Step 2

Choose the type of payment you are intending to effect - **Customs Duties**

You can search for declaration by first selecting the date range for the declaration you want, then from the list of declarations appearing you can now select the specific declaration or enter the reference number on the search field.



NB you may select multiple declarations to be paid for simultaneously. Then click on “**checkout**” and continue to pay for the chosen declaration(s).

Revenue Services Lesotho Search for anything PAYMENTS, EASY

Search:

<input type="checkbox"/> Select all	Reg Office	Reg Year	Reg Serial	Reg Number	Declarant Code	Company Code
<input type="checkbox"/>	LS218	2024	C	3	200079590-2	200079590-2
<input type="checkbox"/>	LS217	2024	C	1	200079590-2	200079590-2
<input checked="" type="checkbox"/>	LS218	2024	C	4	200079590-2	200079590-2
<input checked="" type="checkbox"/>	LS218	2024	C	5	200079590-2	200079590-2

Total Amount: 29,562.77

Step 3

A pop-up message confirming the amount and the declaration being paid for will appear. If you are sure that it is the declaration you wish to pay for and the amount, then click **“continue”**. Otherwise click **“cancel”** and restart from step 2.

Step 4

Click on continue to proceed, then the payment gateway screen will open and you will have to select the method of payment.

Click the Mobile Money and choose EcoCash or M-Pesa. Then enter your mobile number to transact from and click **“Pay now”**

Step 5

A screen showing payment report will appear and you can click **“Options”** to view/print the receipt. Once a payment has been completed the declaration(s) assessment will no longer appear in the system.

Note:

Payments can also be made using mobile money (USSD-Phone) currently with M-Pesa. Follow these steps: Dial *200#>>1. M-Pesa services>>5. Payments>>9. RSL Payments and follow the rest of the steps to pay your taxes.

Payments Made Through Commercial Banks

Taxpayers can make payments physically and through online or electronic payments (EFT) that are provided by the commercial banks, mainly:

- Standard Lesotho Bank
- Nedbank Lesotho
- First National Bank
- Lesotho Postbank (VAT only)
- RSL banking hall (available only in Maseru)

It is also important to note that Taxpayers do not necessarily need to have a bank account to make payments at these banks.

How to make payments through Standard Bank Lesotho's UNAYO

Payments to the RSL through Standard Bank Lesotho's UNAYO can be made using the following methods:

- Unayo App
- Internet Banking (IB.unayo.com)
- USSD (*388#)
- Unayo Agents

Payments made through UNAYO are instantly reflected in the RSL system, so Taxpayers do not need to upload proof of payment on the RSL system

Proof of Payment (POP) Requirements

Proof of payment (POP) is a document or confirmation that verifies a transaction has been successfully processed. This can include a bank-stamped deposit slip, a transaction receipt and EFT confirmation.

Taxpayers who make payments using other banking channels other than UNAYO are expected to upload their POPs on RSL's e-Payments platform available on RSL website.

Follow step 1 above.

Step 2

Choose the type of payment (Domestic or Customs).

- If you have paid for domestic tax, enter the exact tax amount as shown on your proof of payment in the payment amount field.
- For Customs Duties, the amount owed will automatically appear, matching the amount you have already paid as indicated on your proof of payment.

Step 3

Click "**Continue**" to confirm the amount you entered or appears in the payment section.

Step 4

Choose Proof of Payment

- Choose the payment provider, which is the bank where the payment was made into.
- Enter the correct payment date (the date the payment was made).
- Provide the POP narrative, usually their reference as appears on deposit slips or under EFT (TIN and tax type).
- Enter the POP amount as shown on the proof of payment.

- Finally, upload or attach the proof of payment.
- Select POP by uploading or attaching proof of payment
- Click the "Preview POP" button, confirm by clicking "Submit" button and you will receive a confirmation SMS. Approval will be processed within 24 hours, and a notification will be sent through SMS. If the amount entered differs from the one on your proof of payment, a rejection SMS will be sent.

Accessing Your RSL Receipt

Once the POP is approved:

- Go to the landing page of the e-Payments platform (step 1)
- The payment report screen will appear, showing a list of all previous transactions (starting with the most recent).
- Click "Options" to view, download, or print your receipt.

Note: POP submissions should no longer be sent to receipts@rsl.org.ls, as this email address is no longer active.

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.