

TAXPAYER

RE

registration guide



IMPROVING SERVICES TO ENHANCE COMPLIANCE

TAXPAYER RE - REGISTRATION GUIDE

1.0 Background

In celebrating its 10 years of existence, the Lesotho Revenue Authority has embarked on a campaign to register new and existing Taxpayers. This initiative has been undertaken by the authority to clean up Taxpayers' registration details and to facilitate the registration of individuals and companies who have thus far been unable to register as Taxpayers. The LRA is automating and integrating its Customs and Tax processes in a drive to achieve a single view of a Taxpayer and therefore improve its services to the Taxpayers. The LRA therefore encourages Taxpayers to join the wagon of modernity by supporting this initiative and making it a success.

2.0 Why should I re- register?

The LRA through this campaign intends to collect accurate and up to date Taxpayers' registration details with a view to improve its services to the Taxpayers.

3.0 Who should re – register?

New and existing businesses, individuals, Government ministries, Non – Governmental Organizations, and parastatals.

4.0 How should I re - register?

You can register either as an existing or a new Taxpayer as per the guidelines below:

4.1 For existing Taxpayers:

The existing Taxpayers are required to complete a Taxpayer registration form only.



4.2 For new Taxpayers

All new Taxpayers are required to complete a Taxpayer registration form and attach the following documents:

4.2.1 Employee/Director/Partner

- A copy of a valid identity document e.g. Passport, national identity card, driver's license, voter's card.

4.2.2 Sole Traders:

- A copy of a valid identity document e.g. Passport, national identity card, driver's license, voter's card.
- A copy of trader's license.

4.2.3 Any Other Businesses

- Memorandum and Articles of Association,
- Certificate of Incorporation (Depending on the type of business),
- Partnership Deed (if partnership business).
- Copy of traders licenses
- A copy of a valid directors' identity document e.g. Passport, national identity card, driver's license, voter's card.

5.0 Where can I re - register?

All new and existing Taxpayers can register at the following registration centres:

- Maseru Advice Centre
- Leribe Advice Centre
- Mohale`s Hoek Advice Centre
- With the consultants conducting the Door to Door visits.

6.0 When can I register?

The campaign was kicked off in May 2013 and all the existing Taxpayers are expected to have re-registered by the end of February 2014.

For further information please contact:

Re - Registration Centre - 56249649
Maseru Advice Centre - 22313796
Leribe Advice Centre - 22400810
Mohale`s Hoek Advice Centre - 22780862
Email: enquiries@lra.org.ls

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