



**Revenue  
Services**  
Lesotho

# **GUIDE ON E-TAXATION PLATFORM (E- FILING)**

“Re Tjena Ka Uena”

## 1. What are Functions of E-taxation platform?

Taxpayers can be able to access the following services through E-taxation platform:

- 1.1 View the tax balances for Company Income Tax (CIT), Individual Income Tax (IIT), Resident Individual Income Tax (RIIT), Trust & Estate Returns (T&E), Value Added Tax (VAT) and Pay As You Earn (PAYE) returns in real-time
- 1.2 Complete and submit CIT, IIT, RIIT, T&E VAT and PAYE return forms
- 1.3 View previously filed CIT, IIT, RIIT, T&E, VAT and PAYE, returns
- 1.4 Amend previously filed CIT, IIT, RIIT, T&E VAT and PAYE returns
- 1.5 Generate the accounts statement

## 2. Who can register in the e-Taxation Platform?

- Any person with a valid email address and TIN, linked to a company (business owners, directors, nominated officers etc.) in RSL system can register and view the tax affairs of such a company and their own.

## 3. How to Register in the e-Taxation Platform?

- 3.1 To register in the E-Taxation platform, A Taxpayer will visit [www.rsl.org.ls](http://www.rsl.org.ls) >> **E-SERVICES** >> **e-Tax** >> **Login page** >> **Register now** >> create your unique credentials (username & password) and enter all the information required for registration.
- 3.2 It is a Taxpayer's responsibility to ensure that their contacts (email address etc.) used for registration in e-Taxation are similar to those in the RSL registration database.
- 3.3 After completing registration, a Taxpayer will be redirected to a login page and will be required to enter login credentials i.e. username and password. The platform also allows Clients to update or change password, email, and mobile number etc. by clicking on the "PROFILE" tab.
- 3.4 If the Taxpayer is already registered in the E-tax platform you follow the same steps as those that appear under the 1<sup>st</sup> bullet and instead of creating credentials you login with your username & password and the E-tax platform home page will appear.

## 4. What are the Steps that a Taxpayer Needs to Follow to File CIT, IIT, RIIT & T& E Tax Returns?

**Step 1:** Visit RSL website: <http://www.rsl.org.ls> >> **E-Services** >> e-Tax to login with your e-Tax login credentials for example username and password you created when you were registering in the E-tax platform,

**Step 2:** Click on the dropdown button on the far top right. It will display a list of Taxpayers (Businesses) that your account is linked to as a nominated officer. Then select any Taxpayer you want to file for. Remember if you are an

individual Taxpayer (sole trader, employee, director, partner etc.) and filing for yourself you click on your names.

The screenshot shows the top navigation bar with the SARS logo and menu items: PROFILE, AGENDA, CLIENT, E-FILE, E-FILE HISTORY, ACCOUNT STATEMENT, BUSINESS REGISTRATION, and PAY NOW. The client name is HIGHVELD HARDWARE (PTY) LTD. Below the header, a red box displays the TIN 200105479-6. A lock icon and the text 'Company Income Tax 421,211.16' are visible. On the right, a dropdown menu shows details for three TINs: 200105479-6 (HIGHVELD HARDWARE (PTY) LTD), 200016920-7 (SELIKANE FAMILY TRUST), and 200075826-4 (HIGHVELD OFFSALES PTY LTD).

**Step 3:** Click on e-File tab on the header. A list of unfiled tax types and periods appears. Select the return you wish to file for.

The screenshot shows the 'E-File' section with an orange arrow pointing to the 'E-FILE' tab in the header. Below the header is a table with the following data:

TAX TYPE	PERIOD	DUE DATE	STATUS	MESSAGE
Company Income Tax	2020-11-12 - 2021-03-31	2021-06-30	UNFILED	

**Step 4:** Click **Upload Financial Statements** tab, and click on upload to select and attach the supporting documents, for example financial statement, WHT tax certificates that were never submitted before automated withholding tax became operational etc.) In a case of a NIL return click **“submit nil return”** button and choose file to attach a supporting letter and click on **close**.

The screenshot shows a row of buttons: PREVIOUS, NEXT, SAVE, SUBMIT NIL RETURN (circled in red), and SUBMIT.

UPLOAD FINANCIAL STATEMENTS

Attach supporting documents which may include financial statements, p16, WHT

**Step 5:** Fill in the information on employment and or revenue/sales amounts and total expenses on the form manually while calculations are made automatically by the system. Please note that Non-residents can click in the box on part F on CIT return and part H on IIT return if they elect to file in Lesotho so that correct calculation of relevant tax can be effected.

1. EMPLOYMENT INFORMATION - ATTACH FORM P.16 FOR EACH EMPLOYER (IF MORE THAN THREE EMPLOYERS, ATTACH A LIST WITH THE ADDITIONAL INFORMATION)

GROSS EMPLOYMENT INCOME

AttachP16Form  
FILE

0

PERIOD DURING THE TAX YEAR WHEN THE TAXPAYER WAS UNEMPLOYED (IF MORE THAN THREE SUCH PERIODS,)

See attached data

Click here to fill in employment information

**PART C**  
**BUSINESS INCOME & EXPENSES**  
(DO NOT INCLUDE COMMERCIAL FARMING, PROPERTY, OR OTHER INCOME. IF MORE THAN ONE BUSINESS IN EITHER COLUMN, ENTER THE TOTALS HERE AND ATTACH A SCHEDULE SHOWING THE DETAILS FOR EACH BUSINESS.)

	(A) LESOTHO-SOURCE BUSINESS INCOME	(B) FOREIGN-SOUR INCOME
PRINCIPAL/MAIN BUSINESS OR PROFESSION, INCLUDING PRODUCT OR SERVICE	<input type="text"/>	<input type="text"/>
NAME AND PHYSICAL ADDRESS OR LOCATION OF BUSINESS	<input type="text"/>	<input type="text"/>
1. BUSINESS INCOME (SALES/ TURNOVER, INVESTMENTS, INTEREST, PREMIUMS, GAINS FROM BUSINESS ASSETS, ETC. - ATTACH SCHEDULE)	<input type="text"/>	<input type="text"/>
2. EXPENSES	<input type="text"/>	<input type="text"/>

**Step 6:** click **Submit**. A declaration that the information in this return is true and correct will appear on the screen.

PREVIOUS

NEXT SAVE **SUBMIT** SUBMIT NIL RETURN

**Step 7:** Click on **submit again**. The pop up message asking if you are sure you want to submit the return will appear on the screen. The click **ok**. There will be a notification on your screen that your return is submitted successfully.

## **5. How to Modify/Amend the Filed CIT, IIT, RIIT and T&E Return?**

A return can be amended for various reasons, follow the steps below to modify/amend the return:

- 5.1 Click on the “**E-FILE HISTORY**” tab (A list of all filed tax types and periods will appear; you can apply any filter) then
- 5.2 Click on the row you wish to amend the return for
- 5.3 After amending then click **submit** a return as per step 6 and 7, and you will be requested to attach a letter explaining why you amend the return.
- 5.4 A version tab will change from 1 to 2 and status from original to amended; to indicate that you amended the return once.

## **6. How to Generate Accounts Statement**

Accounts statement informs the directors and users about the tax status of the company, in order to generate an account statement follow the steps below:

- 6.1 Click on the “**ACCOUNT STATEMENT**” tab on the e-Tax platform dashboard
- 6.2 Select the tax type you wish to request a statement for
- 6.3 Fill in the dates (from and to), for which you request the statement
- 6.4 Click “Search” tab to display the statement
- 6.5 Click “Export” tab to download the schedule as MS Excel file to your device

A Client can then save or print the statement(s)

### **Note:**

Directors, owners of the businesses etc. can merely view previously filed returns and tax balances as well as to generate account statements. Please note that only nominated officers can file and make amendments to the tax returns. It is therefore important that a nominated officer also is registered with RSL as a client with updated details especially email address and mobile number. A sole trader who does not have a tax accountant is considered a nominated officer for his business.

## **Due Dates for Filing and Payment of Tax?**

PAYE and VAT returns should be filed and payment of tax made on or before the 15<sup>th</sup> and 20<sup>th</sup> of every month while annual returns and payments are due to RSL on or before 30<sup>th</sup> of June every year. Payments can be made through e-payment platform either by clicking **pay now** which is accessible on e-Tax platform home page. Payments can also be made through RSL website: [rsl.org.ls](http://rsl.org.ls) >>E-Services>>e-Payments-login with your e-TCC credentials then follow all the steps to make a payment.



## Methods of Payment

Payments can be made with the RSL e-Payments platform using mobile money (EcoCash and M-Pesa). The platform is accessible online through the RSL website and by phone (USSD). Banks can also be used to make payments.

1. Online payments can be made through mobile Money (EcoCash & M-Pesa) using e-Payments platform accessible on RSL website: <http://www.org.ls>>>E-[Services](#)>>e-Payments.
2. Payments using phone (USSD) applicable to M-Pesa only can be made by following these steps: Dial \*200# – 1. M-Pesa services – 5. Payments – 9. RSL Payments and follow the rest of the steps to make payments.
3. Payments can also be made physically and through EFT Online or electronic payments that are provided by the commercial banks, mainly:
  - Standard Lesotho Bank,
  - Nedbank Lesotho, and
  - First National bank
  - Lesotho Postbank (VAT only)
  - RSL banking hall (available only in Maseru)

**Proof of payment should be send to [receipts@rsl.org.ls](mailto:receipts@rsl.org.ls) and you will be receipted through the same email address. This applies only to Taxpayers who made payments using the commercial banks and RSL banking hall.**

## 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](mailto: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