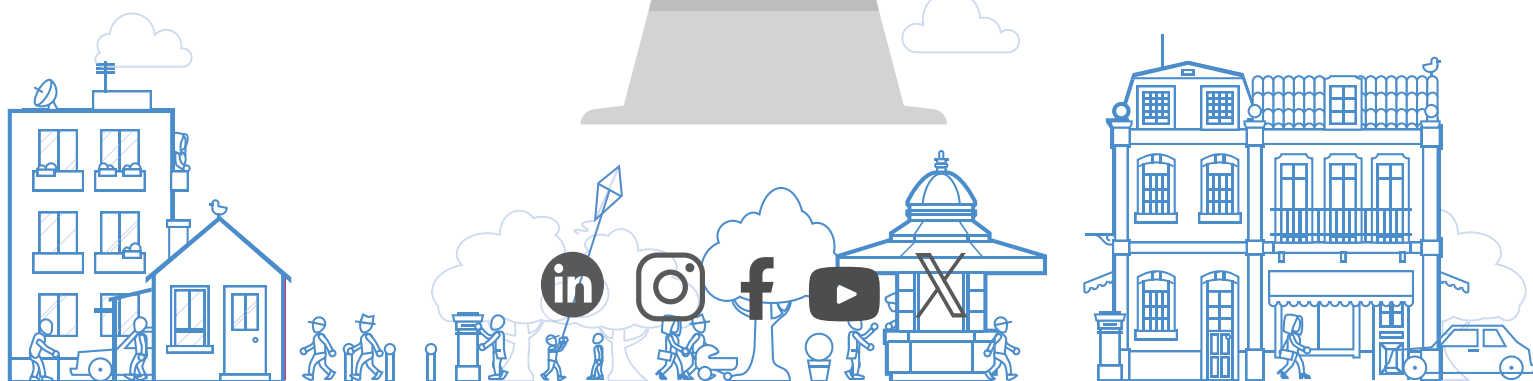
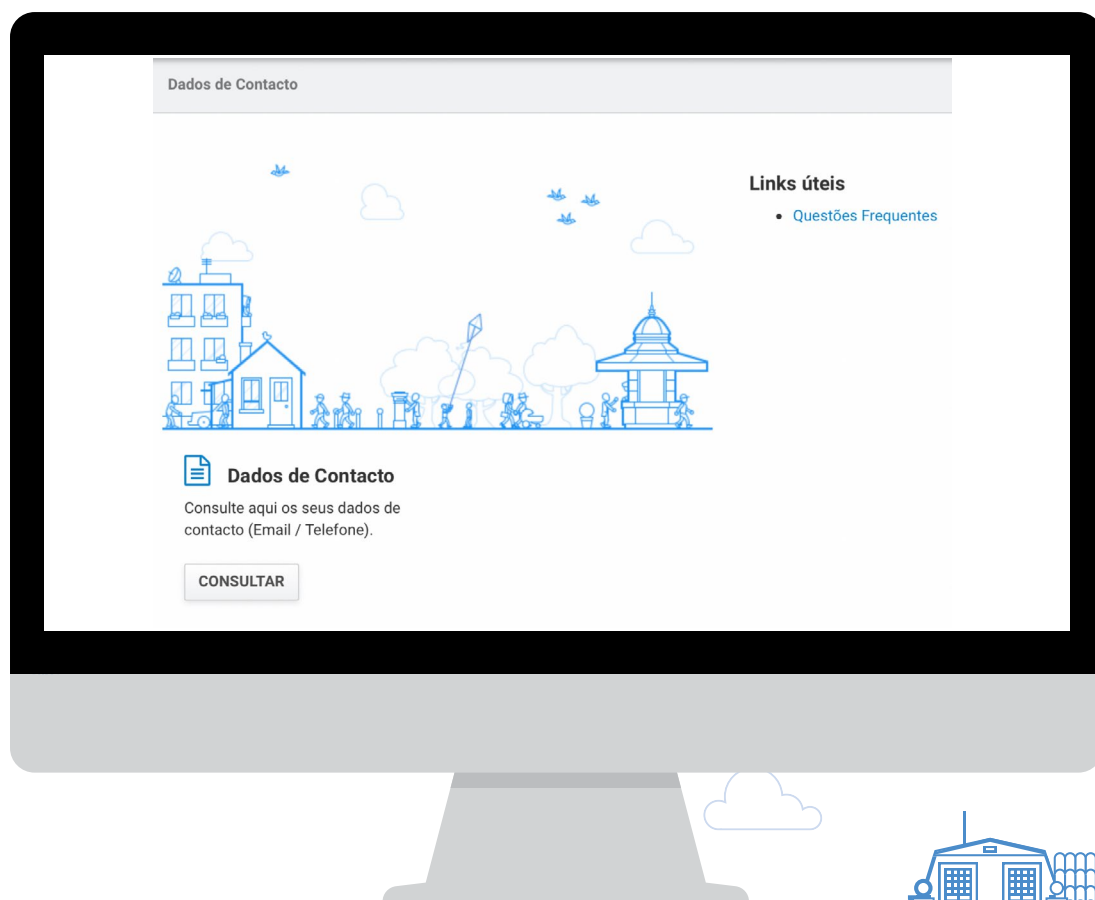


CERTIFICATION OF CONTACT DETAILS *PORTAL DAS FINANÇAS*



WHY SHOULD I INDICATE MY E-MAIL AND PHONE CONTACTS?

At the time of registration at [Portal das Finanças](#), or at any time, you can indicate your e-mail address and/or telephone number. The indication of these information is very important for us to contact and support you in fulfilling your tax obligations.

You can check and change your contact details in the option [Cidadãos > Serviços > Dados Cadastrais – Dados de contacto – Email/ Telefone](#).

IN WHAT CONSISTS THE CERTIFICATION OF CONTACTS?

The certification of contacts is the procedure for confirming your email address and mobile phone number.

You can certify your e-mail address, your mobile phone number, or both.

WHY SHOULD I CERTIFY MY CONTACTS?

You should certify your contacts (e-mail and mobile phone) to provide a safe and effective communication with Tax and Customs Authority, assuring that there has been no error when inserting the e-mail address or telephone number.

In addition, when having a certified mobile phone, you can safely retrieve and change your password to access at [Portal das Finanças](#), by receiving a 6 digit code, immediately, by SMS.

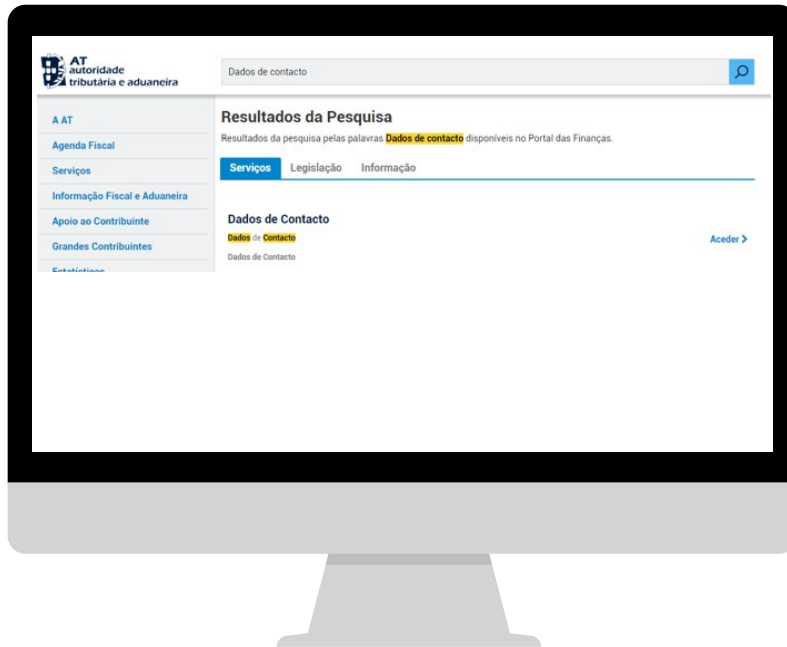
HOW TO ALLOW THE DELIVERY OF INFORMATIVE MESSAGES?

Taxpayers who opt to receive e-mails and SMS (text messages to their mobile phone) get regularly messages with information and support to the voluntary compliance of tax obligations, before the end of the deadlines. This service is provided in a personalised way.

Messages sent by these means are merely informative and supportive to voluntary compliance and do not replace warnings, notifications and summons which, under the law, are required to be sent by simple post, registered letter, registered letter with acknowledgement of receipt, fax or electronic data transmission to the electronic mailbox, and public electronic notification service associated with the unique digital address.

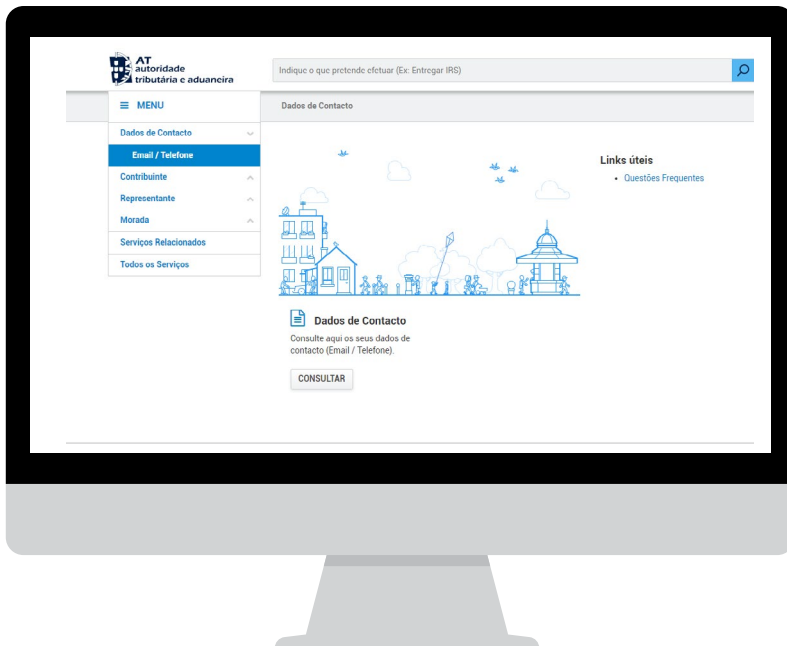
HOW SHOULD I REGISTER/CHANGE OR CERTIFY MY CONTACTS?

1 - Go to www.portaldasfinancas.gov.pt and in the search bar type "Dados de Contacto", then choose the corresponding option.



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2 - In the left-hand menu select *E-mail / Telefone*

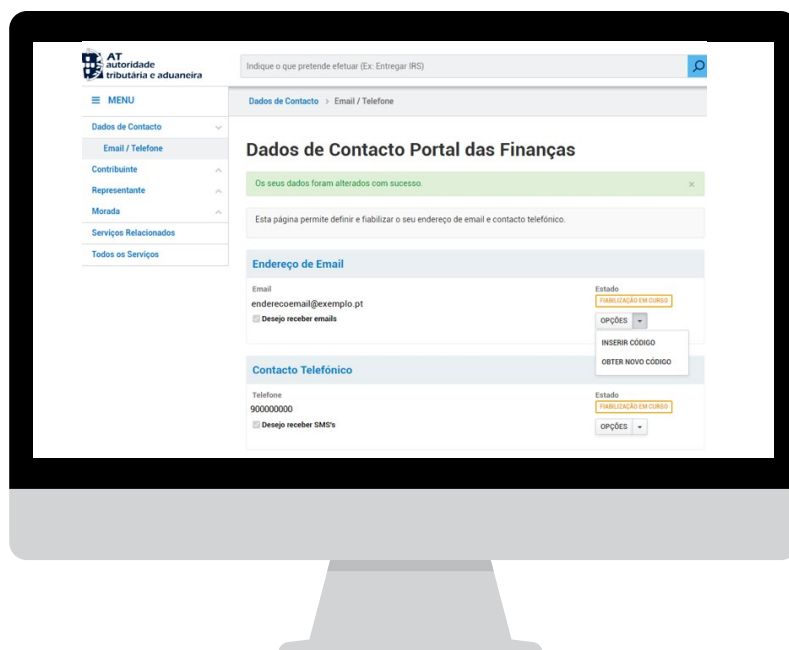


3 - Changing and certifying contacts

In the page *Dados de Contacto* on *Portal das Finanças* you will find the fields for inserting the e-mail address and telephone contact, as well as the options insert code and obtain a new code. It is also on this page that you choose whether you want to receive emails and/or SMS.

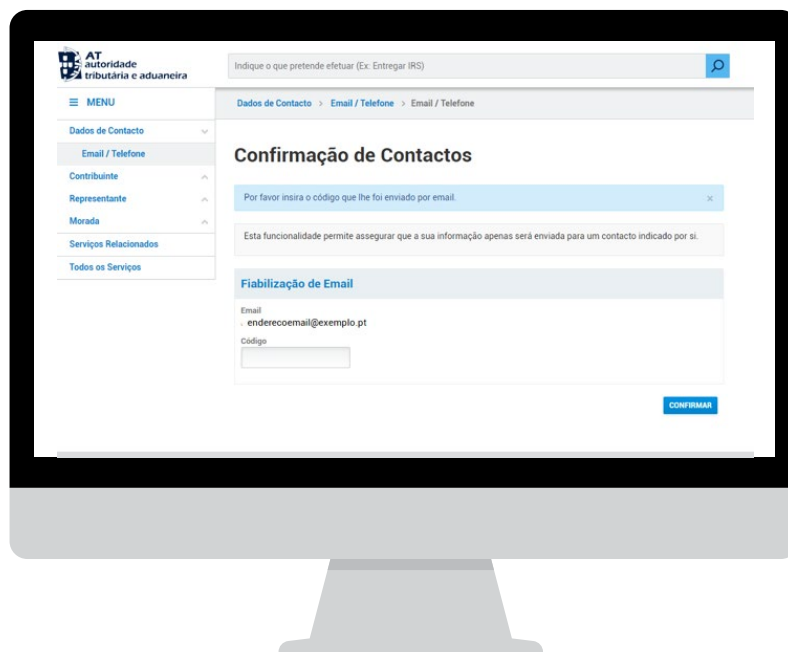
After registering or changing your contacts, a confirmation procedure is initiated. You will receive a code for certifying your e-mail and/or a code for certifying the mobile phone number, at the e-mail address and/or at the mobile phone. It is important to point out that the received codes are valid for one hour.

When the status is *FIABILIZAÇÃO EM CURSO* it means that the contact is not yet confirmed and that you will need to insert the code (if less than an hour has passed) or get a new one.



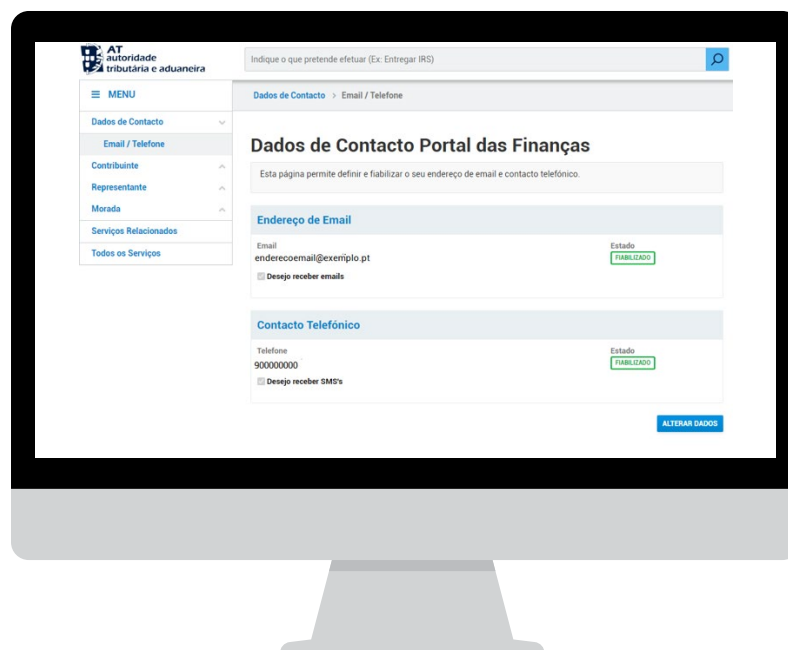
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Now just select the option *INSERIR CÓDIGO*, register the code in the specified field and press *CONFIRMAR*.



If you have lost or deleted the code sent by Tax Administration via email and/or SMS you can choose the option **OBTER NOVO CÓDIGO** to receive a new one. Since the codes have the validity of one hour, only after that period of time can you ask for a new.

After entering the codes, the status **FIABILIZADO** appears.



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If it is necessary to make any changes you should choose the option **ALTERAR DADOS** and make the desired change. You can change the contact details or enable/disable the sending of informative messages by email or by mobile phone at any time.



NOTE: Each time you decide to change the e-mail address or mobile phone, a certification procedure is initiated.



OTHER INFORMATION

Read more at *Portal das Finanças*: (www.portaldasfinancas.gov.pt):

- The Tax Agenda (*Agenda Fiscal*);
- Leaflets (*Folhetos Informativos*);
- Frequently Asked Questions (*Questões Frequentes – FAQ*);
- The webpage [Tax System in Portugal](#).

CONTACT

- The electronic customer service [e-balcão](#), at *Portal das Finanças*;
- Tax and Customs Call Centre ([Centro de Atendimento Telefónico – CAT](#)), through the telephone number (+351) 217 206 707, every working day from 9:00 a.m. to 7:00 p.m.;
- A local tax office ([serviço de finanças](#)) (you can schedule an attendance by appointment /[atendimento por marcação](#)).