



Segment Consultancy Ser. UNI LDA



HOW TO BECOME FREELANCER IN PORTUGAL

● STEP BY STEP PROCESS

Portuguese Tax Number (NIF)

The first thing required to do is to get a Fiscal Number. This number is known as NIF (Numero de Identificacao Fiscal). It is also known as the contribution number. (Numero de Contribute) or personal tax number. NIF is a unique nine-digit number.



PASSPORT SCAN COPY
ADDRESS PROOF COPY
POWER OF ATTORNEY



LAWYER OR NOTARY
LEGAL TAX RESIDENT
LEGAL IDENTITY (COMPANY)



ONLINE APPLICATION
OFFLINE APPLICATION
TWO WORKING DAYS

Address in Portugal

To establish a commercial connection in Portugal, You should have a virtual or physical address for the official correspondence of documentation with the authorities, which can be in the residential or commercial space, temporarily reserved for the communication of documents.



PASSPORT SCAN COPY
PORTUGUESE TAX NUMBER



ONLINE/OFFLINE APPLICATION
ONE WORKING DAY



Virtual or Physical



Opening Bank Account

To start any banking transactions between you and your business partners or clients, you should have a bank account in Portugal. It is not only for trade; the tax authorities also require it before opening your freelancing activity in Portugal.



- PASSPORT SCAN COPY
- PORTUGUESE ADDRESS
- PORTUGUESE TAX NUMBER
- DECLARATION OF PURPOSE
- POWER OF ATTORNEY



- LAWYER OR NOTARY
- LEGAL TAX RESIDENT
- LEGAL IDENTITY (COMPANY)



- ONLINE APPLICATION
- OFFLINE APPLICATION
- TWO WORKING DAYS

FREELANCE CERTIFICATION

Opening Activity

Freelancer Activity so-called independent Professional activity to start legal professional work in Portugal. You are obliged to declare the commercial movements to the Portuguese tax authorities that you want to perform for commercial purpose in Portuguese territories.



- PASSPORT SCAN COPY
- PORTUGUESE ADDRESS
- PORTUGUESE TAX NUMBER
- CODE OF ACTIVITY
- BANK ACCOUNT
- POWER OF ATTORNEY



- LAWYER OR NOTARY
- LEGAL TAX RESIDENT
- LEGAL IDENTITY (COMPANY)



- ONLINE APPLICATION
- OFFLINE APPLICATION
- TWO WORKING DAYS



Social Security Number (NISS)

The Social Security number of Portugal is one of the obligatory identification numbers that will be issued to pay and receive social benefits to or from the state. The state gives it to either a citizen or a legal resident of Portugal.



- PASSPORT SCAN COPY
- PORTUGUESE ADDRESS
- PORTUGUESE TAX NUMBER
- FREELANCE CERTIFICATION
- PORTUGUESE BANK ACCOUNT



- ONLINE APPLICATION
- OFFLINE APPLICATION
- TWO WORKING DAYS



Accounting & Invoicing

To control banking, commercial transactions and lawfully declare tax and social security. You should hire an accountant or report your income and turnover monthly, quarterly and yearly to the Portuguese competent tax authorities.

The Typical activities of an accountant include

- 1. Generating invoices (green receipts).
- 2. Declare social security to competent authorities every month.
- 3. Declare VAT declaration to the tax authority Quarterly.
- 4. Declare corporate and personal income tax Yearly to the relevant department.
- 5. Control Licensing, Permissions and Certifications as per professional needs.





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