

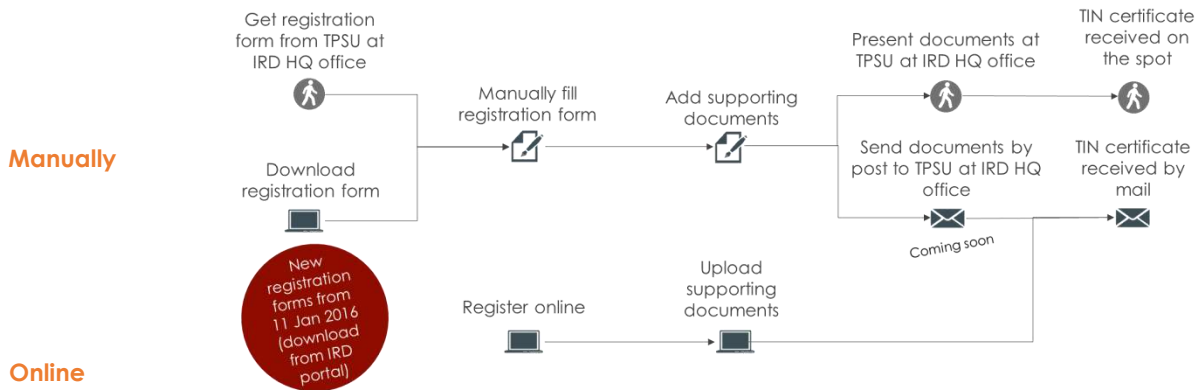


# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



### How to register as a taxpayer



If you want to register via post, refer to

**A. Postal registration**

**NEW**

If you want to register online as an individual taxpayer, refer to

**B. Register online as an individual taxpayer**

**NEW**

If you want to register online as a corporate taxpayer, refer to

**C. Register online as a corporate taxpayer**

**NEW**

If you need help, refer to

**D. Help options**

**NEW**

### A. Postal registration

- 1 Obtain the application form for taxpayer registration from your nearest IRD office or download it from the IRD portal at [www.ird.gov.lk](http://www.ird.gov.lk). This form will take approximately 15 minutes to complete
- 2 Mail your completed application form with the supporting documents to

**COMMISSIONER GENERAL  
INLAND REVENUE DEPARTMENT  
SIR CHITTAMPALAM A GARDINER MAWATHA,  
COLOMBO 02**

- 3 Your TIN certificate will be mailed to you through post

**NEW**

### B. Register online as a local individual taxpayer

- 1 Access [www.ird.gov.lk](http://www.ird.gov.lk) and go to **e-Services** → **Access to e-Services**. Select the **"Taxpayer Registration"** e-service

**Taxpayer Registration Details**

2 \* Registration type

- 2 Select **Individual Local** under **Registration type**



# Sri Lanka Inland Revenue

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3

\* Applicant reference No. NIC

\* Full name of applicant (English)

Full name of applicant (Sinhala)

Full name of applicant (Tamil)

\* Name with initials (English) <Select a value>

Name with initials (Sinhala)

Name with initials (Tamil)

\* Date of birth

\* Country of birth <Select a value>

\* Gender <Select a value>

Nationality SRI LANKAN

4

\* Preferred language <Select a value>

\* Preferred mode of communication <Select a value>

5

Website URL

- 3 Fill in your **personal particulars**. Fields with an \* are mandatory
- 4 Select your **preferred language**. Whenever possible, IRD will use this language in all its communications with you
- 5 Select your **preferred mode of communication**. Whenever possible, IRD will use this mode in all its communications with you

6

PERMANENT ADDRESS

Premises No. (English)  Unit No. (English)

\* Address (English)

Premises No. (Sinhala)  Unit No. (Sinhala)

Address (Sinhala)

Premises No. (Tamil)  Unit No. (Tamil)

Address (Tamil)

Postal code

Please fill in the following information regarding the address above as IRD requires these information for statistical purposes.

\* Province <Select a value>

\* District <Select a value>

\* Divisional secretariat <Select a value>

\* Grama niladhari divisions <Select a value>

- 6 Fill in your **permanent address**. Fields with an \* are mandatory



# Sri Lanka Inland Revenue

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7

**RESIDENTIAL ADDRESS**

Premises No. (English)  Unit No. (English)

\* Address (English)

Premises No. (Sinhala)  Unit No. (Sinhala)

Address (Sinhala)

Premises No. (Tamil)  Unit No. (Tamil)

Address (Tamil)

Postal code

7 Fill in your **residential address**. Fields with an \* are mandatory

8

**CONTACT NUMBER**

Mobile  Office

Home

Email address

**BANK INFORMATION**

Bank name

Account No.

8 Enter your **contact details** and **bank information details**

9

**INDIVIDUAL BUSINESS**

[Add Business](#)

Registration No.	Name of business	Remove

9 If you are engaged in any individual business registered under your name, click **Add Business**. Refer to steps 10 – 15 next for adding business details.

If you are not engaged in any individual business registered under your name, continue with step 16



# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



### Individual business details

The screenshot shows a web form titled "INDIVIDUAL BUSINESS" with a close button (X) in the top right corner. The form is divided into several sections:

- 10** \* **Name of business**: A text input field.
- \* **Registration No.**: A dropdown menu with "BR" selected and an adjacent text input field.
- \* **Principal activity of business**: Three dropdown menus, each with "<Select a value>" as the placeholder.
- \* **Date of commencement**: A text input field with a calendar icon.
- 11** \* **BOI registered**: Radio buttons for "Yes" and "No", with "No" selected.
- \* **Is it primary business?**: Radio buttons for "Yes" and "No", with "No" selected.
- 12** **ADDRESS**: A section containing:
  - Premises No. (English)**: Text input field.
  - Unit No. (English)**: Text input field.
  - \* **Address (English)**: Three stacked text input fields.
  - Postal code**: Text input field.
- 13** **Save** and **Cancel** buttons at the bottom right.

- 10 Enter the business particulars such as the **Name of business**, **Registration No.**, **Principal activity of business** and **Date of commencement** of business
- 11 Indicate if the business is registered with the **Board of Investment (BOI)** and if it is your **primary business**
- 12 Fill in the **address** of your business
- 13 Click **Save**

The screenshot shows a table titled "INDIVIDUAL BUSINESS" with a link "Add Business" above it. The table has two columns: "Registration No." and "Name of business". A single record is displayed with a checkbox in the first column.

Registration No.	Name of business	
<input type="checkbox"/> 1223123	SRI CONSTRUCTION	<b>Remove</b>

- 14 The business record added is displayed. Repeat steps 9 – 12 to add more business records
- 15 To remove the record, select it by clicking on the checkbox () beside the Registration No. and click **Remove**



# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



**Supporting Documents**

Document Type: SUPPORTING DOCUMENT    Sub Document Type: AW BILL    [Select Files](#)

Document Type	Sub Document Type	Document Name

16 To upload supporting documents, first select the type of document that you will be uploading. (refer to page 1 for the list of supporting documents that you will need to upload)

17 Click **Select Files**

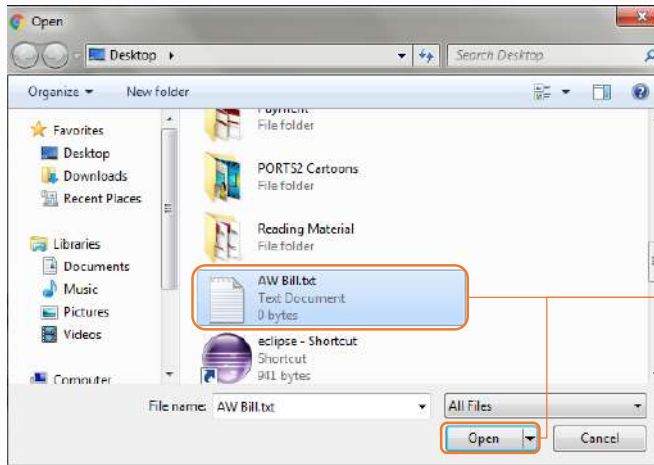


Image shown is for Windows users. Mac image will differ

18 Select the file to upload and click **Open**

**Supporting Documents**

Document Type: SUPPORTING DOCUMENT    Sub Document Type: AW BILL    [Select Files](#)

Document Type	Sub Document Type	Document Name	
SUPPORTING DOCUMENT	AW BILL	AW Bill.txt	<a href="#">Remove</a>

19 The supporting document is uploaded as shown. To remove the document, click **Remove**. Repeat **steps 16 – 18** to add more documents

20 \* Purpose of registration: TAX PURPOSE

If others, please specify remarks:   
 Please enter reason not more than 500 characters. Remain words : 500

[Save](#)    [Cancel](#)    [Go to Main Menu](#)

20 Select the **purpose** of your registration

21 Click **Save**

**DECLARATION**

I declare that:

- The information given in this request and in any supporting documents to be submitted is true, correct and complete.
- I am aware that there are penalties for furnishing a request with incorrect information.

[Submit](#)    [Back](#)    [Go to Main Menu](#)

22 You will be presented with a summary of your application. Check that the information provided is accurate and click **Submit** at the bottom of the Declaration section



# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



**TAXPAYER REGISTRATION**

Applicant reference No. NIC 843950019X  
Name of institute R.M.H. SHARMA

**SUCCESSFUL TRANSMISSION**

**Acknowledgement No.** 2417  
**Date/Time** 2015-10-23 06:37:35 AM

You had successfully submitted the following request:  
TIN Request  
A notification will be mailed to you within 5 working days.

[Print](#) [Go to Main Menu](#)

23

24

23 You will receive an acknowledgement of your submission. Take note of the acknowledgement number in case you need to follow up with IRD on your registration

24 Click **Print** to print a copy of this acknowledgement



# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



### C. Register online as a corporate taxpayer

- 1 Access [www.ird.gov.lk](http://www.ird.gov.lk) and go to **e-Services** → **Access to e-Services**. Select the **"Taxpayer Registration"** e-service

#### Taxpayer Registration Details

- 2

- 2 Select **Registered Company** under **Registration type**

- 3

- 4
- 5

- 6

- 7

- 3 Fill in the **particulars of your registered business**. Fields with an \* are mandatory
- 4 Select your **preferred language**. IRD will attempt to communicate with you using your preferred language
- 5 Select your **preferred mode of communication**. IRD will attempt to communicate with you using your preferred mode of communication
- 6 Indicate if the company is registered with the Board of Investment (BOI). If so, refer to step 8
- 7 Indicate if the company has a parent company. If so, refer to step 9-10

#### BOI details

- 8

- 8 If the company is registered with BOI, indicate the **BOI start date** and **BOI end date**



# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



### Parent company details

**\* Do you have a parent company?**  Yes  No

**9** **Is it a local or foreign company?**  Local  Foreign

**10** **Parent company reference ID**

- 9 Indicate if the parent company is a **local or foreign company**
- 10 Enter the **reference ID** of the parent company (either ROC or TIN)

**11** **REGISTERED ADDRESS**

Premises No. (English)  Unit No. (English)

**\* Address (English)**

Premises No. (Sinhala)  Unit No. (Sinhala)

Address (Sinhala)

Premises No. (Tamil)  Unit No. (Tamil)

Address (Tamil)

Postal code

Please fill in the following information regarding the address above as IRD requires these information for statistical purposes.

**\* Province**  **\* District**

**\* Divisional secretariat**  **\* Grama niladhari divisions**

- 11 Fill in the **registered address**. Fields with an **\*** are mandatory

**12** **CONTACT NUMBER**

Mobile  Office

Fax

Email address

Name of contact person

**BANK INFORMATION**

Bank name

Account No.

- 12 Enter your **contact details** and **bank information details**





# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



**DIRECTORS' INFORMATION**

Please provide at least 1 director information.

**13** [Add Director](#)

Director Reference No.	Director Name	Remove
------------------------	---------------	--------

**13** Click **Add Director** to enter the director's information

**DIRECTORS' INFORMATION** [Close]

**14** \* Director reference No. <Select a value> [ ]

[Search](#) [Reset](#)

**14** Search for the director by providing the TIN/NIC/ passport number. Click **Search**

**15**

Full name of director: ZAKARUM

\* Name with initials: MR [ ] ZAKARUM

\* Date of birth: 1990-03-15 [ ]

**ADDRESS**

Premises No. (English): [ ] Unit No. (English): [ ]

\* Address (English): COLOMBO 2 [ ] [ ] [ ]

Postal code: [ ]

Mobile: [ ] Office: [ ]

Home: [ ]

Email address: [ ]

**16** [Save](#) [Cancel](#)

**15** The particulars of the director will be shown. Amend any information you want

**16** Click **Save**



# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



**DIRECTORS' INFORMATION**

Please provide at least 1 director information.

Add Director

Director Reference No.	Director Name	Remove
<input type="checkbox"/> 843420010Y	ZAKARUM	

17 The director is added and displayed

18 To remove the record, select it by clicking on the checkbox () beside the Director Reference No. and click **Remove**. Repeat steps 13 – 16 to add more directors

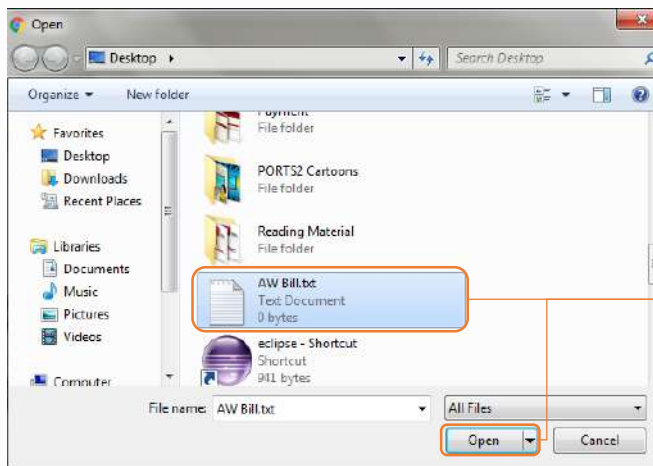
**Supporting Documents**

Document Type: SUPPORTING DOCUMENT    Sub Document Type: AW BILL    **Select Files**

Document Type	Sub Document Type	Document Name
SUPPORTING DOCUMENT	AW BILL	

19 To upload supporting documents, first select the type of document that you will be uploading. (Refer to page 1 for the list of supporting documents that you will need to upload)

20 Click **Select Files**



21 Select the file to upload and click **Open**

**Supporting Documents**

Document Type: SUPPORTING DOCUMENT    Sub Document Type: AW BILL    **Select Files**

Document Type	Sub Document Type	Document Name	Remove
SUPPORTING DOCUMENT	AW BILL	AW Bill.txt	

22 The supporting document is uploaded as shown. To remove the document, click **Remove**. Repeat steps 19 – 21 to add more documents



# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



23 \* Purpose of registration TAX PURPOSE

If others, please specify remarks

Please enter reason not more than 500 characters. Remain words : 500

24 Save Cancel Go to Main Menu

23 Select the **Purpose** of your registration

24 Click **Save**

DECLARATION

I confirm that the information given in this application is true and complete.

25 \* Name of applicant

\* Designation of applicant

\* Contact Number

26 Submit Back Go to Main Menu

25 You will be presented with a summary of your application. Check that the information provided is accurate. At the declaration section, enter your **Name**, **Designation** and **Contact number**

26 Click **Submit**

TAXPAYER REGISTRATION

Applicant reference No. ROC 2015081327J

Name of company ABC CONSTRUCTION LTD

DECLARATION

I confirm that the information given in this application is true and complete.

Name of applicant RANAWEERA

Designation of applicant DIRECTOR

Contact number 2312323

SUCCESSFUL TRANSMISSION

27 Acknowledgement No. 2422

Date/Time 2015-10-23 08:01:35 AM

You had successfully submitted the following request:  
TIN Request  
A notification will be mailed to you within 5 working days.

28 Print Go to Main Menu

27 You will receive an acknowledgement of your submission. Take note of the acknowledgement number in case you need to follow up with IRD on your registration

28 Click **Print** to print a copy of this acknowledgement



# Sri Lanka Inland Revenue

## -How to register as a taxpayer-



### D. Help options



**Online help prompts:** The blue icons next to some fields show additional information when the mouse is placed on them

#### Qualifying conditions for filling VAT Return

1. Is output tax schedule applicable ⓘ
2. Is input tax applicable ⓘ
3. Are imports applicable ⓘ
4. Are credit/ debit notes applicable ⓘ
5. Is unabsorbed input tax as at 31.12.2010 available ⓘ



**Walk in to the Taxpayer Services Unit-** Monday to Friday 8:30 am to 4:00 pm (except public holidays)

The TPS unit can help you with:

- Registration as a Taxpayer and issuing of Taxpayer Identification Number (TIN)
- Registration for tax types
- Updating of Taxpayer profile
- Issuing of Personal Identification Number (PIN) to use e-Services
- Issuing of Clearance certificate
- Advice on tax responsibilities and obligations
- Collection of returns and supporting documents



**Taxpayer Services Unit**  
INLAND REVENUE DEPARTMENT  
SIR CHITTAMPALAM A GARDINER  
MAWATHA,  
COLOMBO 02



**Call Center-** Monday to Friday 9:00 am to 7:00 pm, Saturday 9:00 am to 1:00 pm



Call Center  
1944

