

## Annexure 2 (Amended)

Please use the below steps to upload scanned Quarterly statement and verified Schedule to RAMIS system.

Link: <https://eservices.ird.gov.lk/Authentication/LoginForCompany>

**Step 1 – Log in with SSID as your tax reference number.**

10.2.172.31/Authentication/LoginForCompany?returnUrl=%2FDashboard%2FShowDashboard

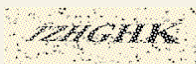
**SRI LANKA INLAND REVENUE**

I am logging in for my company's/business's tax matters

\* My tax reference number <Select a value>

\* My IRD PIN

\* My company tax reference number TIN

 Enter the text shown left

[Refresh](#)

[Forgot My IRD PIN?](#)

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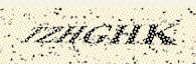
**SRI LANKA INLAND REVENUE**

I am logging in for my company's/business's tax matters

\* My tax reference number SSID

\* My IRD PIN

\* My company tax reference number TIN

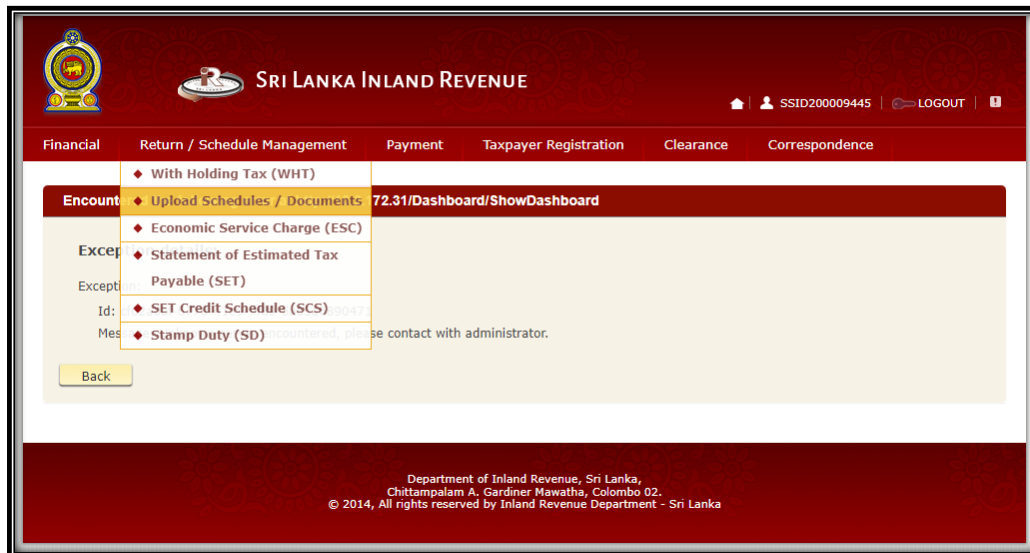
 Enter the text shown left

[Refresh](#)

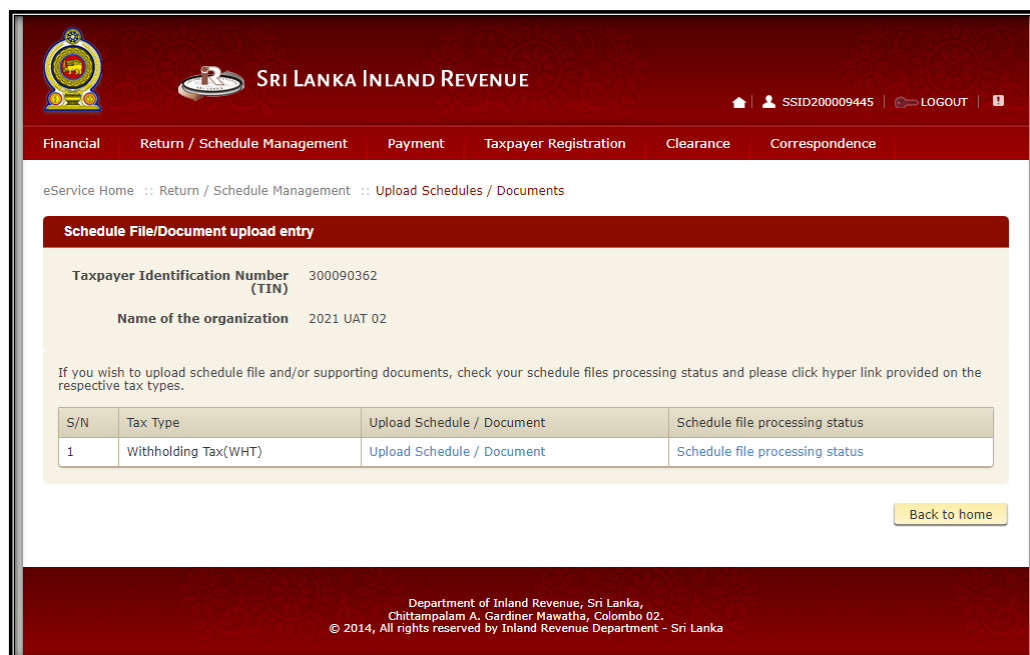
[Forgot My IRD PIN?](#)

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**Step 2 – Select ‘Upload Schedules / Documents’ in the Return Schedule / Management Dropdown**



The screenshot shows the Sri Lanka Inland Revenue website interface. The header includes the department's logo and name, along with a user ID (SSID200009445) and a LOGOUT button. The main navigation bar contains links for Financial, Return / Schedule Management, Payment, Taxpayer Registration, Clearance, and Correspondence. The 'Return / Schedule Management' dropdown menu is open, displaying options: With Holding Tax (WHT), Upload Schedules / Documents (highlighted), Economic Service Charge (ESC), Statement of Estimated Tax, Payable (SET), SET Credit Schedule (SCS), and Stamp Duty (SD). A message at the bottom of the dropdown states: 'Encountered, please contact with administrator.' A 'Back' button is visible at the bottom of the dropdown menu.



The screenshot shows the 'Schedule File/Document upload entry' form on the Sri Lanka Inland Revenue website. The header and navigation bar are identical to the previous screenshot. The breadcrumb trail indicates the path: eService Home :: Return / Schedule Management :: Upload Schedules / Documents. The form displays the Taxpayer Identification Number (TIN) as 300090362 and the Name of the organization as 2021 UAT 02. A message states: 'If you wish to upload schedule file and/or supporting documents, check your schedule files processing status and please click hyper link provided on the respective tax types.' Below this is a table with the following data:

S/N	Tax Type	Upload Schedule / Document	Schedule file processing status
1	Withholding Tax(WHT)	<a href="#">Upload Schedule / Document</a>	<a href="#">Schedule file processing status</a>

A 'Back to home' button is located at the bottom right of the form. The footer of the page contains the department's address and copyright information.

**Step 3 – Enter the period code of Year of Assessment (Ex: 2324)**

**SRI LANKA INLAND REVENUE**

Financial Return / Schedule Management Payment Taxpayer Registration Clearance Correspondence

**Schedule Files/ Documents Screen**

Taxpayer Identification Number (TIN) 300090362

Name of the organization 2021 UAT 02

Tax type WHT

\* Period Code

Tax Period From  To

**Upload schedule Files / Documents**

Document Type  Sub Document Type

Document Type	Sub Document Type	Document Name
---------------	-------------------	---------------

Note - Please ensure schedule file validated using schedule verification tool.

**Step 4 – Select 'Quarterly statement of Advance Income Tax' from dropdown list to upload the scanned AIT Statement.**

**SRI LANKA INLAND REVENUE**

Financial Return / Schedule Management Payment Taxpayer Registration Clearance Correspondence

**Schedule Files/ Documents Screen**

Taxpayer Identification Number (TIN) 300090362

Name of the organization 2021 UAT 02

Tax type WHT

\* Period Code

Tax Period From  To

**Upload schedule Files / Documents**

Document Type  Sub Document Type

Document Type	Sub Document Type	Document Name
---------------	-------------------	---------------

Note - Please ensure schedule file validated using schedule verification tool.

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**Step 5** – Select correct **Quarter** in the **Sub document type** and upload the quarterly statement of AIT

Financial Return / Schedule Management Payment Taxpayer Registration Clearance Correspondence Information >

**Schedule Files/ Documents Screen**

Taxpayer Identification Number (TIN) 300090362

Name of the organization 2021 UAT 02

Tax type WHT

\* Period Code 2324 ⓘ

Tax Period From 2023-04-01 To 2024-03-31

**Upload schedule Files / Documents**

Document Type QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) Sub Document Type Quarter 1 Select Files

Document Type	Sub Document Type	Name
	Quarter 1	
	Quarter 2	
	Quarter 3	

Note - Please ensure schedule file validated using schedule verification tool.

Back to home Submit Reset Cancel

Financial Return / Schedule Management Payment Taxpayer Registration Clearance Correspondence

**Schedule Files/ Documents Screen**

Taxpayer Identification Number (TIN) 300090362

Name of the organization 2021 UAT 02

Tax type WHT

\* Period Code 2324 ⓘ

Tax Period From 2023-04-01 To 2024-03-31

**Upload schedule Files / Documents**

Document Type QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) Sub Document Type Quarter 1 Select Files

Document Type	Sub Document Type	Document Name	
QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT)	Quarter 1	AIT_23241_300090362.pdf	Remove

Note - Please ensure schedule file validated using schedule verification tool.

Back to home Submit Reset Cancel

**Step 6** – Select ‘**Quarterly Schedule**’ in the Document type and ‘**Schedule 1**’ in the Sub document type for uploading the verified schedule.

Financial

Return / Schedule Management

Payment

Taxpayer Registration

Clearance

Correspondence

Information >

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN)

300090362

Name of the organization

2021 UAT 02

Tax type

WHT

\* Period Code

2324

Tax Period From

2023-04-01

To

2024-03-31

Upload schedule Files / Documents

Document Type

Quarterly Schedule

Sub Document Type

Schedule 1

Select Files

Document Type	Document Name	
QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT)	AIT_23241_300090362.pdf	Remove

Note - Please ensure s

chedule verification tool.

Back to home

Submit

Reset

Cancel

Financial

Return / Schedule Management

Payment

Taxpayer Registration

Clearance

Correspondence

Information >

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN)

300090362

Name of the organization

2021 UAT 02

Tax type

WHT

\* Period Code

2324

Tax Period From

2023-04-01

To

2024-03-31

Upload schedule Files / Documents

Document Type

Quarterly Schedule

Sub Document Type

Schedule 1

Select Files

Document Type	Sub Document Type	Document Name	
QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT)	Quarter 1	AIT_23241_300090362.pdf	Remove
Quarterly Schedule	Schedule 1	300090362_WHT_SCHEDULE01_2324_20230731_ORIGINAL_V1.csv	Remove

Note - Please ensure schedule file validated using schedule verification tool.

Back to home

Submit

Reset

Cancel

Financial
Return / Schedule Management
Payment
Taxpayer Registration
Clearance
Correspondence
Information >

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN)300090362

Name of the organization2021 UAT 02

Tax typeWHT

\* Period Code2324

Tax Period From2023-

To2024-03-31

Upload schedule Files / Documents

Document TypeQuarterly Schedule

Select Files

Document Type	Sub Document Type	Document Name	
QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT)	Quarter 1	AIT_23241_300090362.pdf	Remove
Quarterly Schedule	Schedule 1	300090362_WHT_SCHEDULE01_2324_20230731_ORIGINAL_V1.csv	Remove

Note - Please ensure schedule file validated using schedule verification tool.

Back to home
Submit
Reset
Cancel

Confirmation

Are you sure you want to submit the documents?

YesCancel

## Step 7 – Get a print of the Acknowledgment

Financial
Return / Schedule Management
Payment
Taxpayer Registration
Clearance
Correspondence
Information >

Acknowledgement of documents

Taxpayer Identification Number (TIN)300090362

Tax typeWHT

Period Code2324

Tax Period From2023-04-01

To2024-03-31

I hereby acknowledge the receipt of following document/s.

S/N	Type of Document	Date of receipt
1	QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) - Quarter 1	2023-08-28
2	Quarterly Schedule - Schedule 1	2023-08-28

In case of any discrepancy between the document submitted and acknowledged, it will be informed in due course.

Back to home
Print

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Chittampalam A. Gardiner Mawatha, Colombo 02.  
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## Acknowledgement of documents

**Taxpayer Identification  
Number (TIN)** 300090362**Tax type** WHT**Period Code** 2324**Tax Period From** 2023-04-01**To** 2024-03-31

I hereby acknowledge the receipt of following document/s.

S/N	Type of Document	Date of receipt
1	QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) - Quarter 1	2023-08-28
2	Quarterly Schedule - Schedule 1	2023-08-28

In case of any discrepancy between the document submitted and acknowledged, it will be informed in due course.