

PN/TRC/2024-01
01.04.2024



**INLAND REVENUE DEPARTMENT
NOTICE TO TAXPAYERS**

Tax Residency Certificates (TRC)

It is hereby notified that the following steps are to be followed to obtain Tax Residency Certificates

- a) A request for TRC should be made to following officer via e-mail;
- Commissioner (International Tax Affairs) itp@ird.gov.lk
niwunhella.soacr@ird.gov.lk
menaka.k@ird.gov.lk
- b) The following details should be provided;
- Name of the Person
 - Type of person – Individual / Company / Partnership
 - Taxpayer Identification Number (TIN)
 - Current address
 - Contact number and official e-mail address of the person
 - Business activity of the person
 - Copy of Business Registration Certificate
 - Reason/s for applying for TRC
 - If an individual, following additional information are required
 - Scanned copies of National Identity Card, Front page of the Passport with all Visa issued pages and pages of arrival and departure date stamps
 - Countries, for which TRC is required
- c) If a TRC has already been issued for a previous year, attach a scanned copy of that certificate.

For any inquiries, following officers could be contacted;

	Office
Assistant Commissioner (International Tax Affairs)	011 213 5443
Commissioner (International Tax Affairs)	011 213 5413

Commissioner General of Inland Revenue



TAXES – FOR BETTER FUTURE