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- Intended purchase list (should be approved by BOI for BOI registered entities)
- Deed/lease agreement of the property
- Survey plan approved by the relevant local government authority, and certified by BOI (if applicable)
- Approved building plan and sketch showing access to the project area
- Bill of quantities (BoQ) certified by a chartered engineer
- Approvals from Tourists Board (for hotels only)
- Environment clearance from the relevant government department
- Contract agreements (if applicable)

**In addition to the above (RIP), for the projects under Specified Projects**

- [Application for New / Update Sec 22\(7\) / SP / SDP Registration TPR 007 E](#)
- Approval from the relevant Ministry / Letter signed by the secretary to the relevant Ministry
- Registration Letter from the Secretarial Branch

**In addition to the above (RIP), for the projects under Strategic Development Project**

- [Application for New / Update Sec 22\(7\) / SP / SDP Registration TPR 007 E](#)
- Gazette notification / Approval from the relevant Ministry / Letter signed by the secretary to the relevant Ministry
- Registration Letter from the Secretarial Branch

For further details regarding Registering for Projects and SVAT, call  
IRD Call Centre on 1944 or email  
Tax Registration Unit on [tr@ird.gov.lk](mailto:tr@ird.gov.lk)

## Updating SVAT Details

SVAT registration details can be updated by visiting the Customer Information Update Unit (2nd Floor) at the IRD Head Office or by emailing the relevant application and supporting documents to [ci@ird.gov.lk](mailto:ci@ird.gov.lk) (in one PDF file).

Application and supporting documents should be signed only by the following individuals.

- Director who is authorized by the board resolution to apply for SVAT
- Partner who has obtained no objection letter to apply for SVAT
- Individual

In case the director / partner needs to be changed, a new board resolution / no objection letter needs to be submitted.

### Supporting Documents required to update SVAT details

- A copy of the board resolution / no objection letter stated above (if applicable)
- [Application for New / Change SVAT Scheme Registration TPR 006 E](#)
- [Appendix – C - For Adding / Removing / Updating of Authorized Credit Voucher Signature details TPR 015 E](#)
- Signatures of the Authorized Individuals to sign Credit Vouchers certified by the director / partner / individual who signed the application
- NIC (Sri Lankans) / Valid Passport (Foreign Nationals) of the Authorized Individuals to sign Credit Vouchers
- NIC (Sri Lankans) / Valid Passport (Foreign Nationals) of the Authorized Individuals to collect Credit Vouchers

For further details regarding Updating SVAT Details, call  
IRD Call Centre on 1944 or email  
Customer Information Update Unit on [ci@ird.gov.lk](mailto:ci@ird.gov.lk)

## Updating Project Details

Projects registered under the following categories can be updated by visiting the Customer Information Update Unit (2nd Floor) at the IRD Head Office or by emailing the relevant applicant and supporting documents to [ci@ird.gov.lk](mailto:ci@ird.gov.lk) (in one PDF file).

- Under section **22(7)** of Value Added Tax Act No. 14 of 2002
- Under **Specified Project** referred to in paragraph f(II) of PART II of the First Schedule to the Value Added Tax Act No. 14 of 2002
- Under **Strategic Development Project** section 3(4) of the Strategic Development Projects Act, No. 14 of 2008

Applications should be submitted before 14 days from the date of the current extension date. In addition to that, any conditions laid during the previous extension should be fulfilled before submitting the application.

Application and supporting documents should be signed only by the following individuals.

- A Director who is authorized by the board resolution to apply for SVAT
- A Partner who has obtained no objection letter to apply for SVAT
- Individual

In case the director / partner needs to be changed, a new board resolution / no objection letter needs to be submitted.

### Supporting Documents required to update Specified Projects

- [Application for New / Update Sec 22\(7\) / SP / SDP Registration TPR 007 E](#)
- Letter of extension issued by the relevant Ministry
- Letter of extension issued by the Secretarial Branch

### Supporting Documents required to update Strategic Development Projects

- [Application for New / Update Sec 22\(7\) / SP / SDP Registration TPR 007 E](#)
- Letter of extension issued by the relevant Ministry / Gazette notification
- Letter of extension issued by the Secretarial Branch

## Supporting Documents required to update 22(7) Projects

- [Application for New / Update Sec 22\(7\) / SP / SDP Registration TPR 007 E](#)
- Progress report along with the photographs certified by the director
- Bank statements for the period from the previous extension certified by the director
- Cost incurred in the format prescribed
- Material reconciliation in the format prescribed
- Contractor payment details certified by the director
- Schedules for imports / local purchases / SVAT purchases
- Amended project proposals / additional Bill of Quantities (BoQ) if applicable
- Supplementary agreements entered with BOI / letters issued by BOI if applicable
- Any other documents requested to be submitted during the previous extension

For further details regarding Updating Project Details, call  
IRD Call Centre on 1944 or email  
Customer Information Update Unit on [ci@ird.gov.lk](mailto:ci@ird.gov.lk)