

APPLICATION
TO OBTAIN AN INCOME TAX CLEARANCE CERTIFICATE

1. Full Name :
2. Postal Address :
3. Date of Birth :
4. Civil Status (Whether Married, Single, Widow or Widower):
5. National Identity Card No:
6. Passport No :
7. Date of arrival to Sri Lanka:
8. Proposed date of departure:
9. Country of destination :
10. Purpose of obtaining clearance:
11. Income Tax File No. (If any):
12. Income from all sources for YY/A:
13. Date of commencement and cessation of trade, business, profession
(Please submit documentary evidence):

14. (a) The amount of which clearance is required.

	Rs.	
Cash	
Jewelry	
Total		=====

(b) Sources of funds:

	Rs.	
Savings	
E.P.F.	
E.T.F.	
Disposal of movable and Immovable properties	
Gifts	
Loans	
Other Sources	
Total		=====

15. Names and Passport Numbers of the members of the family accompanying the applicant:

Name

Passport No.

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Reference Number(S) of the earlier applications(s) for clearance certificate(s):

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I declare that the information given above is true and accurate to the best of my knowledge and belief.

.....
Date

.....
Signature of Applicant.

Instructions to fill the applications:

You are expected to fill each and every item in the application and submit evidence wherever necessary.

Supporting documents required.

Following documents should be submitted with photocopies.

1. (a) National Identity Card
(b) Passport
2. Resignation acceptance letter
3. T- 10 forms for last 3 assessment years
4. Salary particulars for last three months of work
5. Documentary evidence in respect of the amount for which clearance is required. These documents may include the following.
 - (i) EPF & ETF - documents from the respective authorities
 - (ii) Disposal of movable & immovable properties. - documents relevant to the transaction.
 - (iii) Gifts - Letters from the donors
 - (iv) Loans - Letters from granters including their income tax file numbers.
 - (v) Other sources – as required
6. Bank Details
 - a. Certificates of fixed deposits
 - b. Savings Bank Pass Book
 - c. Bank Statements
 - d. Certificates of withholding tax
7. If Applicant not present produce the Power of Attonney.