

SVAT (Simplified Value Added Tax)

All the registered persons are required to upload necessary details in relation to schedules of SVAT04, 05, 05a, 05b, 06 and 07 in the web portal **on or before end of the following month.**

It is compulsory to fulfill all the documentary requirements within the due time period. However, if any person is unable to do the same, he/she should visit the Customer Supporting and Promotion Unit of the IRD for any of updating, amendments or eradications of data.

Tasks of the Customer Supporting and Promotion Unit on SVAT scheme and Documentary requirements for updating SVAT

All requests are compulsory to sign by an authorized person. [**Owner/partner /director or an authorized person appointed by the director board for purpose of SVAT** (copy of the letter of authorization should be presented)]

It is required to submit written requests with the acceptable reasons and relevant details.

Necessary amendments and updating can be processed via E- mail too. Please note that it is essential to forward color scanned documents separately in the case of submission of original credit vouchers via E-mail. (csp@ird.gov.lk)

Updating and approving SVAT 04

1. (Updating new SVAT 04 in the system)

- Written request of Registered Identified Supplier (RIS)
 - The reason for referring to upload SVAT 04 and all the details are required to include in the letter.
 - It should be mentioned whether such supply has been declared or not in the VAT return and if not so, an amended return should be submitted with the acknowledgement.
- Written request of Registered Identified Purchaser (RIP)
 - The reason for referring on approval and the request for approving SVAT 04 should be mentioned in the letter.
- Original credit voucher with a photocopy

2. Approving SVAT 04 pending RIP approval or SVAT 04 Rejected by RIP in the system

- Written request of Registered Identified Supplier (RIS)
 - The reason for referring to upload SVAT 04 and all the details are required to include in the letter.
 - It should be mentioned whether such supply has been declared or not in the VAT return and if not so, an amended return should be submitted with the acknowledgement.
- Written request of Registered Identified Purchaser (RIP)
 - The reason for referring on approval and the request for approving SVAT 04 should be mentioned in the letter.
- Original credit voucher with a photocopy

❖ Removing SVAT 04

1. Removing SVAT 04 approved by RIP

- Written request of Registered Identified Supplier (RIS)
- Written request of Registered Identified Purchaser (RIP)
- Original credit voucher with a photocopy
- Old and new credit vouchers with photocopies
(If the reason for remove the SVAT 04 is inaccurately updating the credit voucher number or cancellation the credit voucher)

2. Removing SVAT 04 Pending RIP Approval

- Written request of Registered Identified Supplier (RIS)
(It is required to adequately produce the reasons for removing entries.)
- Written request of Registered Identified Purchaser (RIP)

3. Removing SVAT 04 Rejected by RIP

- Written request of Registered Identified Supplier (RIS)

❖ Amendments of SVAT 04

- Written request of Registered Identified Supplier (RIS)
- Written request of Registered Identified Purchaser (RIP)
 - It should be mentioned whether such supply has been declared or not in the VAT return and if not so, an amended return should be submitted with the acknowledgement.
- Original credit voucher with a photocopy

❖ Unlock SVAT 04

- Written request of Registered Identified Supplier (RIS)

❖ Uploading SVAT 05 /07

- Written request of Registered Identified supplier (RIS)
- Submission of the schedule in CD or via E-mail(CSV format)

❖ Uploading SVAT 06

- Written request of Registered Identified Purchaser (RIP)
- Submission of the schedule in CD or via E-mail(CSV format)

❖ Removing SVAT 05 /0 6 /07

- Written request of Registered Identified Supplier (RIS) / Registered Identified Purchaser (RIP)
- Schedules of SVAT 05/06/07 which consist with removable items (uploaded)

❖ Amendment of SVAT 05/07

- Written request of Registered Identified Supplier (RIS)
 - It should be mentioned whether such supply has been declared or not in the VAT return and if not so, an amended return should be submitted with the acknowledgement.
- Original credit voucher with a photocopy

❖ Amendment of SVAT 06

- Written request of Registered Identified Purchaser (RIP)
 - It should be mentioned whether such supply has been declared or not in the VAT return and if not so, an amended return should be submitted with the acknowledgement.
- Original credit voucher with a photocopy

❖ (Declare or Remove no suspended supply and purchases)

- Written request of Registered Identified Supplier (RIS)/ Registered Identified Purchaser (RIP)

❖ Cancellation of unused / blank credits vouchers

- Written request Registered Identified Purchaser (RIP)
(Credit voucher numbers should be mentioned clearly)
- Original credit vouchers which were mentioned as cancelled.

➤ Note for Matched cases

***Any amendment or eradication is not allowed when
the entries are already matched in the system.***

Contacts:

Customer Supporting & Promotion Unit

- | | | |
|---------------------------|------------------------------|----------------|
| ➤ Mrs. H.B.A.Chandrani | - Commissioner | -011 213 4205 |
| ➤ Ms. H.P.D.T.Pathirathna | - Senior Deputy Commissioner | -011 213 4274 |
| ➤ Mrs. P.K.S.N.Gunarathna | -Senior Deputy Commissioner | -011 213 4275 |
| ➤ Mrs. W.P.M.Kumari | - Assistant Commissioner | - 011 213 4276 |

Contact numbers of the units relevant to other SVAT related matters

TAX REGISTRATION UNIT

➤ SVAT REGISTRATION

MR. J.I.B.S. UDAYAKUMARA	COMMISSIONER	011- 2134201	tr@ird.gov.lk
MR. A.P.T.DE SILVA	SENIOR DEPUTY COMMISSIONER	011- 2134206	
MR. S.W. SAMANPALA	SENIOR DEPUTY COMMISSIONER	011- 2134212	
MR. K.S. JAYANTHA	SENIOR DEPUTY COMMISSIONER	011- 2134210	
MRS. S.M.P.M. SAMARADIVAKARA	ASSISTANT COMMISSIONER	011- 2134209	
MR. B.M. G. BANDARA	ASSISTANT COMMISSIONER	011- 2134208	
MRS. D.P.S. DHARMAWARDANA	ASSISTANT COMMISSIONER	011- 2134211	

CUSTOMER INFORMATION & UPDATING UNIT

- UPDATING INFORMATION RELEVANT TO SVAT IN RAMIS SYSTEM , (CHANGING THE CREDIT VOUCHER BOOKS COLLECTOR , CHANGING THE SIGNATORY OF THE CREDIT VOUCHER & EXTENSION OF THE PROJECT PERIOD UNDER SECTION 22(7)), INACTIVE SVAT REGISTRATION

MRS. D.H.D. SATHARASINGHE	COMMISSIONER	011- 2134202	ci@ird.gov.lk
MRS. R.W.A.G. RAJAPAKSA	SENIOR DEPUTY COMMISSIONER	011- 2134220	
MRS. E.P.C. GUNATHILAKA	SENIOR DEPUTY COMMISSIONER	011- 2134223	
MRS. MAHESHI UNDUGODA	SENIOR DEPUTY COMMISSIONER	011- 2134217	
MRS. R.B.R.P. MUNASINGHE	ASSISTANT COMMISSIONER	011- 2134218	
MRS. A.K.C.P. AKUREGODA	ASSISTANT COMMISSIONER	011- 2134219	
MRS. H.M.S.P. HERATH	ASSISTANT COMMISSIONER	011- 2134221	
MR. J.S.R. THAMILINIYAN	ASSISTANT COMMISSIONER	011- 2134222	

MEDIUM CORPORATE DEFAULT TAX UNIT

- ISSUING OF SVAT CREDIT VOUCHER BOOKS

MRS. S.S.COLAMBAGE	COMMISSIONER	011- 2134980	
MS. B.G.V. THUSHANI	ASSISTANT COMMISSIONER	011- 2134986	
MR.R.H.EDUSOORIYA	ASSISTANT COMMISSIONER	011- 2134988	