

INSTRUCTIONS ON SUBMISSION OF REPORTS TO SVAT BRANCH

(I) The following reports should be submitted by all persons registered under SVAT scheme on or before 30th day of the following month of a calendar month. Such reports should be handed over to the Simplified VAT branch which is on the 2nd floor of the Inland Revenue Building.

(a) Reports to be submitted by Registered Identified Purchaser (RIP)

1. SVAT 03
2. SVAT 06
3. SVAT 06(a)

(b) Reports to be submitted by Registered Identified Supplier (RIS)

1. SVAT 03
2. SVAT 04
3. SVAT05
4. SVAT 05 (a) - If applicable
5. SVAT 05 (b) - If applicable
6. SVAT 07

(c) Reports to be submitted by Registered Identified Purchaser and Supplier (RIP / RIS)

1. SVAT 03
2. SVAT 04
3. SVAT05
4. SVAT 05(a) - If applicable
5. SVAT 05(b) - If applicable
6. SVAT 06
7. SVAT 06(a)
8. SVAT 07

(II) Please follow the instructions on how these reports are to be submitted

(a) SVAT 02

➤ **In respect of System generated Invoices –**

Invoices should be sent via email in a **text format** with the following fields.

Supplier's VAT No , Purchaser's VAT No , Supplier's SVAT No, Purchaser's SVAT No,
Invoice date, Invoice No, Item No, HS Code, Currency code, Currency rate, Quantity, Unit
Price, Amount

➤ **In respect of Manual Invoices**

- If monthly total invoices are less than 10, photo copies of such SVAT invoices should be handed over to the SVAT branch.
- If monthly total invoices are more than 10, scanned copies of SVAT invoices should be emailed. If the file which contains all the scanned copies is a bulky file, you may give such information in the CD – Rom to the SVAT Branch.

(b) SVAT 03 - Output Declaration

SVAT 03 should be handed over to the SVAT branch and scanned copy should be sent to SVAT Branch via email.

(c) SVAT 04 - Goods and services declaration - Both party confirmation

SVAT 04 should be handed over to the SVAT branch and scanned copy should be sent to SVAT branch via email.

(d) SVAT 05 - Goods/Services declaration - Both party confirmation

SVAT 05(a) - Suspended Debit Notes - Both party confirmation

SVAT 05(b) - Suspended credit Notes - Both party confirmation

SVAT 06

SVAT 06(a)

SVAT 07

The above reports should be handed over to SVAT branch and scanned copy should be sent via email to SVAT branch. **Further, you are required to send such reports in an excel file as per**

the attached format. However, you are requested to handed over the above documents which have been prepared based on the specimen given in the web site. If there are no transactions under suspended terms, please send nil reports of SVAT 06 or SVAT 07 as the case may be, with SVAT 03.

- (III) All reports which are to be submitted by mail should be sent only by the mail address given by you in your application.
- (IV) Certain forms have been modified and modified forms are available in the website. It is regretted the inconvenience caused to you in that regard
- (V) If you need to get any clarification, you may refer to the guideline issued by the Commissioner General on 08.06.2011 under the circular No SEC 2011/3. Further, if you want to contact the Assessor who handle your SVAT file, you may contact over the telephone/email on numbers/addresses given below.

Example XXXXXX

Last digit of your SVAT No	email address	Telephone Nos.
0	jeewandara.g@ird.gov.lk	2134156
1	herath.dj@ird.gov.lk	2134161
2	dharmasri.kgr@ird.gov.lk	2134159
3	ileperuma.h@ird.gov.lk	2134158
4	thilakarathne.ghm@ird.gov.lk	2134157
5	samarasinghe.tm@ird.gov.lk	2134160
6	jeewanthi.dwsn@ird.gov.lk	2134162
7	rukshan.kps@ird.gov.lk	2134163
8	-	
9	-	
Credit Voucher matters	hettiarachchi.vv@ird.gov.lk	2134164
General matters		3009255
Deputy Commissioner		2328701
Commissioner,		2328521

(VI) When reports are sent by e-mails, the under mentioned respective e-mail addresses have to be used depending on the last digit of your SVAT registration Number.

Last digit of your SVAT No	Email Address
0	svat01@ird.gov.lk
1	
2	svat02@ird.gov.lk
3	
4	
5	
6	svat03@ird.gov.lk
7	
8	
9	

(VII) If you want to collect more information, please visit our web site at <http://www.inlandrevenue.gov.lk> .

S/Kandegedara -

K.M.S.Kandegedara

Commissioner General of Inland Revenue

Date: 08.09.2011