


Annexure 2

Please use the below steps to upload scanned Quarterly statement and verified Schedule to RAMIS system.

Link: <https://eservices.ird.gov.lk/Authentication/LoginForCompany>

Step 1 – Log in with SSID as your tax reference number.

secure | 10.2.172.31/Authentication/LoginForCompany?returnUrl=%2FDashboard%2FShowDashboard

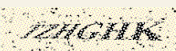
 **SRI LANKA INLAND REVENUE**

I am logging in for my company's/business's tax matters

* My tax reference number <Select a value>

* My IRD PIN


* My company tax reference number TIN

 Enter the text shown left

[Refresh](#)

[Forgot My IRD PIN?](#)

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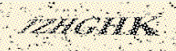
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 Enter the text shown left

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Step 2 – Select ‘Upload Schedules / Documents’ in the Return Schedule / Management Dropdown

The screenshot shows the Sri Lanka Inland Revenue website interface. At the top, there is a navigation bar with the following menu items: Financial, Return / Schedule Management, Payment, Taxpayer Registration, Clearance, and Correspondence. The 'Return / Schedule Management' menu is expanded, showing a dropdown list with the following options: With Holding Tax (WHT), Upload Schedules / Documents (highlighted), Economic Service Charge (ESC), Statement of Estimated Tax Payable (SET), SET Credit Schedule (SCS), and Stamp Duty (SD). The 'Upload Schedules / Documents' option is selected, and the page content displays a message: '72.31/Dashboard/ShowDashboard'. Below the message, there is a 'Back' button. At the bottom of the page, there is a footer with the text: 'Department of Inland Revenue, Sri Lanka, Chittampalam A. Gardiner Mawatha, Colombo 02. © 2014, All rights reserved by Inland Revenue Department - Sri Lanka'.

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eService Home :: Return / Schedule Management :: Upload Schedules / Documents

Schedule File/Document upload entry

Taxpayer Identification Number (TIN) 300090362

Name of the organization 2021 UAT 02

If you wish to upload schedule file and/or supporting documents, check your schedule files processing status and please click hyper link provided on the respective tax types.

S/N	Tax Type	Upload Schedule / Document	Schedule file processing status
1	Withholding Tax(WHT)	Upload Schedule / Document	Schedule file processing status

[Back to home](#)

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Step 3 – Enter the period code of Year of Assessment (Ex: 2324)

The screenshot shows the 'Schedule Files/ Documents Screen' on the Sri Lanka Inland Revenue website. The header includes the logo and 'SRI LANKA INLAND REVENUE'. A navigation bar contains 'Financial', 'Return / Schedule Management', 'Payment', 'Taxpayer Registration', 'Clearance', and 'Correspondence'. The main form area displays the following information:

- Taxpayer Identification Number (TIN): 300090362
- Name of the organization: 2021 UAT 02
- Tax type: WHT
- * Period Code: [Empty field]
- Tax Period From: [Empty field] To: [Empty field]

Below this is the 'Upload schedule Files / Documents' section with a 'Select Files' button. A table below the button has columns for 'Document Type', 'Sub Document Type', and 'Document Name'. A note at the bottom states: 'Note - Please ensure schedule file validated using schedule verification tool.' At the very bottom are buttons for 'Back to home', 'Submit', 'Reset', and 'Cancel'.

Step 4 – Select 'Quarterly statement of Advance Income Tax' from dropdown list to upload the scanned AIT Statement.

This screenshot shows the same 'Schedule Files/ Documents Screen' as in Step 3, but with the 'Document Type' dropdown menu open. The form fields are now populated:

- * Period Code: 2324
- Tax Period From: 2023-04-01 To: 2024-03-31

The 'Document Type' dropdown menu is open, showing the following options:

- Schedule (highlighted)
- Supporting Document (ASMT)
- Supporting Document (AUDIT)
- QUARTERLY STATEMENT OF ADVANCE INCOME TAX (AIT)

The 'Sub Document Type' dropdown is set to 'WHT - Schedule 01'. The 'Select Files' button is visible. The note and bottom navigation buttons remain the same.

Step 5 – Select correct **Quarter** in the **sub document type** and upload the quarterly statement of AIT

Financial Return / Schedule Management Payment Taxpayer Registration Clearance Correspondence

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN) 300090362
 Name of the organization 2021 UAT 02
 Tax type WHT
 * Period Code 2324
 Tax Period From 2023-04-01 To 2024-03-31

Upload schedule Files / Documents

Document Type QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) Sub Document Type Quarter 1 [Select Files](#)

Document Type	Sub Document Type	Document Name
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Note - Please ensure schedule file validated using schedule verification tool.

[Back to home](#) [Submit](#) [Reset](#) [Cancel](#)

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Financial Return / Schedule Management Payment Taxpayer Registration Clearance Correspondence

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN) 300090362
 Name of the organization 2021 UAT 02
 Tax type WHT
 * Period Code 2324
 Tax Period From 2023-04-01 To 2024-03-31

Upload schedule Files / Documents

Document Type QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) Sub Document Type Quarter 1 [Select Files](#)

Document Type	Sub Document Type	Document Name	
QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT)	Quarter 1	AIT_23241_300090362.pdf	Remove

Note - Please ensure schedule file validated using schedule verification tool.

[Back to home](#) [Submit](#) [Reset](#) [Cancel](#)

Step 6 – Select ‘Schedule’ document type and ‘Schedule 1’ sub document type for uploading the verified schedule.

The screenshot shows the 'Schedule Files/ Documents Screen' with the following details:

- Financial | Return / Schedule Management | Payment | Taxpayer Registration | Clearance | Correspondence
- Schedule Files/ Documents Screen**
- Taxpayer Identification Number (TIN): 300090362
- Name of the organization: 2021 UAT 02
- Tax type: WHT
- * Period Code: 2324
- Tax Period From: 2023-04-01 To: 2024-03-31
- Upload schedule Files / Documents**
- Document Type: Schedule | Sub Document Type: WHT - Schedule 01 | Select Files

Document Type	Sub Document Type	Document Name	
QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT)	Quarter 1	AIT_23241_300090362.pdf	Remove
Schedule	WHT - Schedule 01	300090362_WHT_SCHEDULE01_2324_20230731_ORIGINAL_V1.csv	Remove

- Note - Please ensure schedule file validated using schedule verification tool.
- Buttons: Back to home, Submit, Reset, Cancel

This screenshot is identical to the previous one but includes a confirmation dialog box:

- Confirmation** dialog box: Have you verified the schedule file using the verification tool? (Yes/Cancel)

Step 7 – Get a print of the acknowledgment