

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.

The screenshot shows the login interface for the RAMIS system. At the top, there is a header with the Sri Lanka Inland Revenue logo and the text "SRI LANKA INLAND REVENUE". Below the header, a red banner reads "I am logging in for my company's/business's tax matters". The main form area contains the following fields and options:

- * My tax reference number:** A dropdown menu currently set to "<Select a value>" and an adjacent empty text input field.
- * My IRD PIN:** An empty text input field.
- * My company tax reference number:** A dropdown menu set to "TIN" and an adjacent empty text input field.
- A CAPTCHA image showing the characters "TZHGHK".
- A text input field labeled "Enter the text shown left" with the characters "TZHGHK" typed in.
- Links for "Refresh" and "Forgot My IRD PIN?".
- Buttons for "Login", "Reset", and "Cancel".

At the bottom of the page, the following text is displayed: "Department of Inland Revenue, Sri Lanka, Chittampalam A. Gardiner Mawatha, Colombo 02. © 2014, All rights reserved by Inland Revenue Department - Sri Lanka".

This screenshot shows the same login interface as the previous one, but with the following fields filled:

- * My tax reference number:** The dropdown menu is now set to "SSID" and the adjacent text input field contains a blue box.
- * My IRD PIN:** The text input field contains seven dots ".....".
- * My company tax reference number:** The dropdown menu is set to "TIN" and the adjacent text input field contains a blue box.
- The CAPTCHA image remains "TZHGHK".
- The text input field "Enter the text shown left" now contains "TZHGHK".
- The "Login" button is highlighted in red.

The footer text at the bottom remains the same: "Department of Inland Revenue, Sri Lanka, Chittampalam A. Gardiner Mawatha, Colombo 02. © 2014, All rights reserved by Inland Revenue Department - Sri Lanka".

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

The screenshot shows the top navigation bar with the following tabs: Financial, Return / Schedule Management, Payment, Taxpayer Registration, Clearance, and Correspondence. The 'Return / Schedule Management' dropdown menu is open, displaying the following options:

- With Holding Tax (WHT)
- Upload Schedules / Documents** (highlighted with a blue box)
- Economic Service Charge (ESC)
- Statement of Estimated Tax Payable (SET)
- SET Credit Schedule (SCS)
- Stamp Duty (SD)

Below the dropdown menu, there is a 'Back' button. At the bottom of the page, the following text is displayed:

Department of Inland Revenue, Sri Lanka,
Chittampalam A. Gardiner Mawatha, Colombo 02.
© 2014, All rights reserved by Inland Revenue Department - Sri Lanka

The screenshot shows the 'Schedule File/Document upload entry' page. The breadcrumb trail is: eService Home :: Return / Schedule Management :: Upload Schedules / Documents. The page displays the following information:

Taxpayer Identification Number (TIN): 300300758
Name of the organization: TEST

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/AIT)	Upload Schedule / Document	Schedule file processing status

At the bottom right of the page, there is a 'Back to home' button. At the bottom of the page, the following text is displayed:

Department of Inland Revenue, Sri Lanka,
Chittampalam A. Gardiner Mawatha, Colombo 02.
© 2014, All rights reserved by Inland Revenue Department - Sri Lanka

Step 3 – Enter the period code of Year of Assessment (Ex: 2526)

Financial Return Issuance Return / Schedule Management Payment Taxpayer Registration Clearance Corresponden >

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN) 300300758
Name of the organization TEST
Tax type WHT/AIT
* Period Code
Tax Period From To

Upload schedule Files / Documents

Document Type Sub Document Type

Document Type	Sub Document Type	Document Name
---------------	-------------------	---------------

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

Department of Inland Revenue, Sri Lanka,
Chittampalam A. Gardiner Mawatha, Colombo 02.
© 2014, All rights reserved by Inland Revenue Department - Sri Lanka

Financial Return Issuance Return / Schedule Management Payment Taxpayer Registration Clearance Corresponden >

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN) 300300758
Name of the organization TEST
Tax type WHT/AIT
* Period Code
Tax Period From To

Upload schedule Files / Documents

Document Type Sub Document Type

Document Type	Sub Document Type	Document Name
---------------	-------------------	---------------

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

Department of Inland Revenue, Sri Lanka,
Chittampalam A. Gardiner Mawatha, Colombo 02.
© 2014, All rights reserved by Inland Revenue Department - Sri Lanka

Step 4 – Select ‘**Quarterly statement of Advance Income**’ tax from dropdown list to upload the scanned AIT Statement.

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

- Financial | Return Issuance | Return / Schedule Management | Payment | Taxpayer Registration | Clearance | Corresponden >
- Schedule Files/ Documents Screen**
- Taxpayer Identification Number (TIN): 300300758
- Name of the organization: TEST
- Tax type: WHT/AIT
- * Period Code: 2526
- Tax Period From: 2025-04-01 To: 2026-03-31
- Upload schedule Files / Documents**
- Document Type: QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) (selected)
- Sub Document Type: Quarter 1
- Select Files button
- Table with columns: Document Type, Sub Document Type, Document Name
- Note - Please ensure schedule file validated using schedule verification tool.
- Buttons: Back to home, Submit, Reset, Cancel
- Footer: Department of Inland Revenue, Sri Lanka, Chittampalam A. Gardiner Mawatha, Colombo 02. © 2014, All rights reserved by Inland Revenue Department - Sri Lanka

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

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

- Financial | Return Issuance | Return / Schedule Management | Payment | Taxpayer Registration | Clearance | Corresponden >
- Schedule Files/ Documents Screen**
- Taxpayer Identification Number (TIN): 300300758
- Name of the organization: TEST
- Tax type: WHT/AIT
- * Period Code: 2526
- Tax Period From: 2025-04-01 To: 2026-03-31
- Upload schedule Files / Documents**
- Document Type: QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT)
- Sub Document Type: Quarter 1 (selected)
- Select Files button
- Table with columns: Document Type, Sub Document Type, Document Name
- Note - Please ensure schedule file validated using schedule verification tool.
- Buttons: Back to home, Submit, Reset, Cancel
- Footer: Department of Inland Revenue, Sri Lanka, Chittampalam A. Gardiner Mawatha, Colombo 02. © 2014, All rights reserved by Inland Revenue Department - Sri Lanka

Financial Return Issuance Return / Schedule Management Payment Taxpayer Registration Clearance Corresponden >

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN) 300300758

Name of the organization TEST

Tax type WHT/AIT

* Period Code ⓘ

Tax Period From To


Upload schedule Files / Documents

Document Type Sub Document Type

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

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

Department of Inland Revenue, Sri Lanka,
Chittampalam A. Gardiner Mawatha, Colombo 02.
© 2014, All rights reserved by Inland Revenue Department - Sri Lanka



SRI LANKA INLAND REVENUE

Home | User: SSID200042972 | Logout

Financial Return Issuance Return / Schedule Management Payment Taxpayer Registration Clearance Corresponden >

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN) 300300758

Name of the organization TEST

Tax type WHT/AIT

* Period Code ⓘ

Tax Period From To

Upload schedule Files / Documents

Document Type Sub Document Type

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

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

Department of Inland Revenue, Sri Lanka,
Chittampalam A. Gardiner Mawatha, Colombo 02.
© 2014, All rights reserved by Inland Revenue Department - Sri Lanka

Then click the “Yes”

The screenshot shows the 'Schedule Files/ Documents Screen' with a 'Confirmation' dialog box. The dialog box contains the text: 'Are you sure you want to submit the documents?' and two buttons: 'Yes' and 'Cancel'. The 'Yes' button is highlighted with a red circle. The background screen shows the following information:

Schedule Files/ Documents Screen

Taxpayer Identification Number (TIN): 300300758
Name of the organization: TEST
Tax type: WHT/AIT
* Period Code: 2526
Tax Period From: 2025-04-01 To: 2026-03-31

Upload schedule Files / Documents

Document Type: QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) - Quarter 1

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

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

Buttons: Back to home, Submit, Reset, Cancel

Department of Inland Revenue, Sri Lanka,
Chittampalam A. Gardiner Mawatha, Colombo 02.
© 2014, All rights reserved by Inland Revenue Department - Sri Lanka

Step 6 – Get a print of the acknowledgment

The screenshot shows the 'Acknowledgement of documents' screen with the following information:

Acknowledgement of documents

Taxpayer Identification Number (TIN): 300300758
Tax type: WHT/AIT
Period Code: 2526
Tax Period From: 2025-04-01 To: 2026-03-31

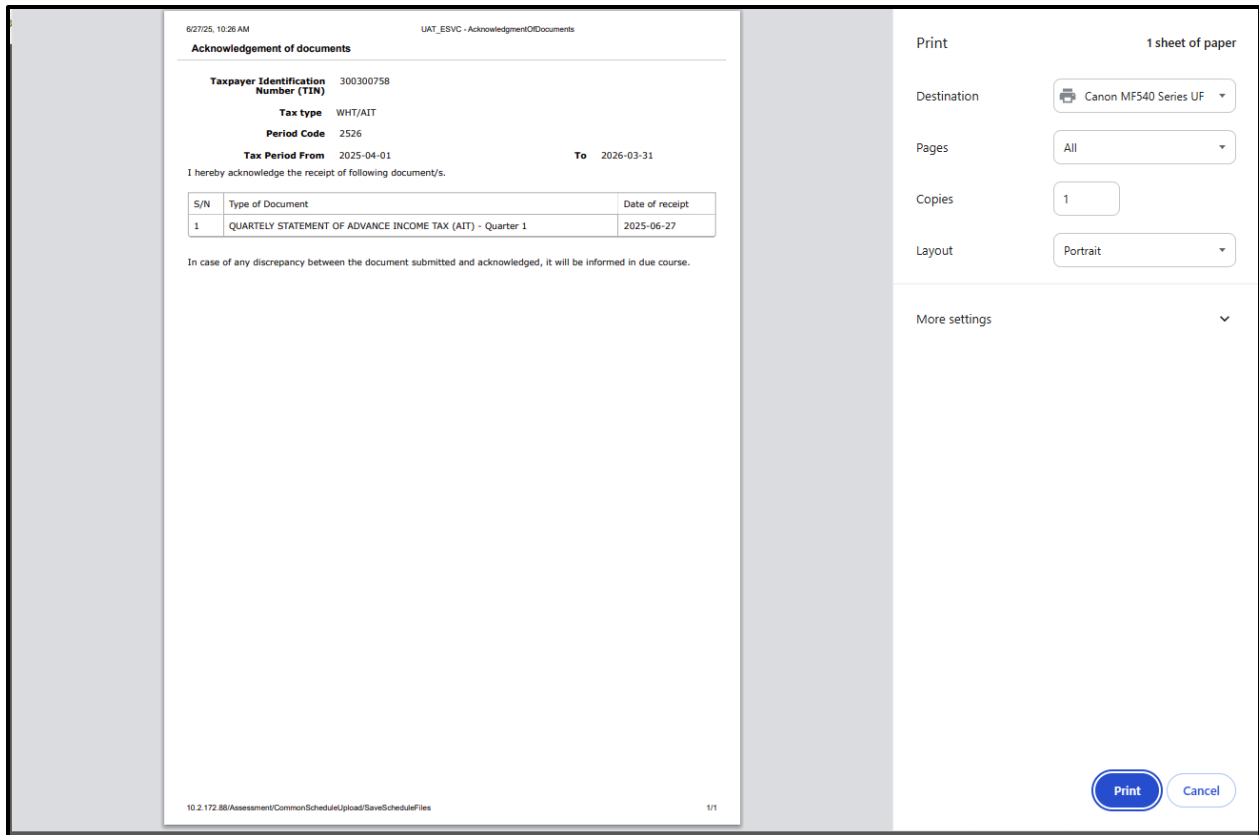
I hereby acknowledge the receipt of following document/s.

S/N	Type of Document	Date of receipt
1	QUARTELY STATEMENT OF ADVANCE INCOME TAX (AIT) - Quarter 1	2025-06-27

In case of any discrepancy between the document submitted and acknowledged, it will be informed in due course.

Buttons: Back to home, Print

Department of Inland Revenue, Sri Lanka,
Chittampalam A. Gardiner Mawatha, Colombo 02.
© 2014, All rights reserved by Inland Revenue Department - Sri Lanka



Step 7 – Transfer the Verified 'Schedule 1' using SFTP Method

