

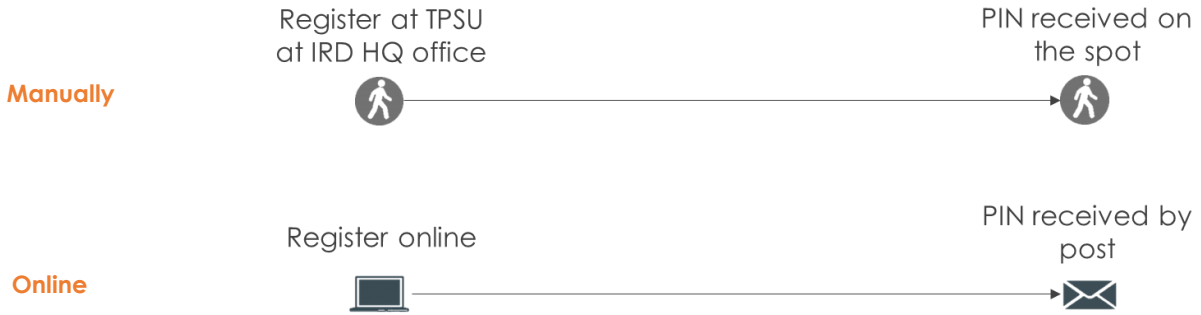


Sri Lanka Inland Revenue

-How to obtain a PIN to use IRD e-services-



How to obtain a PIN



If you want to obtain a PIN online, refer to **A. Apply for a PIN** **NEW**
 If you need help, refer to **B. Help options**

NOTE:

- Only registered taxpayers may register for IRD e-services and apply for a PIN. If you are not yet registered, please refer to the quick guide "How to register as a taxpayer"
- If you are obtaining your PIN in person at the IRD HQ, you will need to present your NIC or passport. You will need to present a letter of authorization if you are requesting the PIN on behalf of your company

NEW

A. Apply for a PIN

1 Access www.ird.gov.lk and go to **e-Services** → **Access to e-Services**. Select the **"PIN Request"** e-service

IRD PIN Request Detail

Online Request For IRD PIN

The IRD PIN is an unique identification number issued to both individual and non-individual(e.g. Companies, Partnership etc.) to access IRD eService at IRD Tax Portal.
 Please note that system will not process subsequent online requests for IRD PIN if your last accepted or processed online request was made within the last 7 working days.
This form takes about 5 minutes to complete. Please have the particulars(e.g. TIN and contact number etc.) ready before you apply.

Application Form

The IRD PIN will be mailed to your address registered with and maintained by IRD. IRD PIN notice will be sent to your local address within 7 working days of your request. If your address registered and maintained by IRD is a foreign address, the IRD PIN notice will take 2 to 4 weeks to reach you.

2 * Applicant reference No. <Select a value>

3

Name of taxpayer

Entity name(Tamil)

Entity name(Sinhala)

Contact number

Email address

4

Main Menu

- 2 Enter your **reference number**.
 If you are an individual taxpayer, you can choose to enter your **NIC** or **TIN**
 If you are a corporate taxpayer, enter your **ROC** number
- 3 Enter your **name**, **contact number** and **email address**
- 4 Click **Submit**



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Confirmation

ReferenceCode NIC 845740011V
Name of taxpayer RANAWEERA SHARMA

TRANSACTION DETAIL

Acknowledgement No. 2452
Transaction REQUEST FOR IRD PIN
Date/Time 2015-10-27 01:41:11 AM

Your request for IRD PIN has been submitted successfully.

[Main Menu](#)

5 You will receive a confirmation of your submission

Your request will be processed and the PIN will be sent to you via mail



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B. Help options



Online help prompts: The blue icons next to some fields show additional information when the mouse is placed on them

Qualifying conditions for filling VAT Return

1. Is output tax schedule applicable ⓘ
2. Is input tax applicable ⓘ
3. Are imports applicable ⓘ
4. Are credit/ debit notes applicable ⓘ
5. Is unabsorbed input tax as at 31.12.2010 available ⓘ



Walk in to the Taxpayer Services Unit- Monday to Friday 8:30 am to 4:00 pm (except public holidays)

The TPS unit can help you with:

- Registration as a Taxpayer and issuing of Taxpayer Identification Number (TIN)
- Registration for tax types
- Updating of Taxpayer profile
- Issuing of Personal Identification Number (PIN) to use e-Services
- Issuing of Clearance certificate
- Advice on tax responsibilities and obligations
- Collection of returns and supporting documents



Taxpayer Services Unit
INLAND REVENUE DEPARTMENT
SIR CHITTAMPALAM A GARDINER
MAWATHA,
COLOMBO 02



Call Center- Monday to Friday 9:00 am to 7:00 pm, Saturday 9:00 am to 1:00 pm



Call Center
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