

**ISSUING TAXPAYER IDENTIFICATION NUMBER ( TIN )**  
**DOCUMENTS REQUIRED**

**Originals of the following documents should be submitted with photocopies**

**• INDIVIDUAL / PARTNERSHIP BUSINESS**

1. Certificate of Registration of Business
2. Photo Copies of the National Identity card of the Owner of the Business/ Partners  
For Imports :- 1. Commercial Invoice  
2. Bill of Lading/ Airway Bill  
For Exports :- 1. Export Development Board (EDB) Registration  
2. Other Export relevant Documents  
3. Registration Certificate of Tea Board, Coconut Cultivation Board , Gem & Jewellery Authority ( If relevant)

**• LIMITED LIABILITY COMPANIES**

**Registration under companies Act No. 17 of 1982( Registered before 03.05.2007)**

1. Application for Registration of an Existing Company - ( Form 40)  
**Certified copy issued by the Register of Companies.**
2. Certificate of Incorporation ( Registration) - ( Form 41)
3. Memorandum of Association / Articles of Association with signatures of the Directors and the Notary public.
4. Photo Copies of the National Identity Cards of the Directors.

**Registration under companies Act No. 07 of 2007( Registered after 03.05.2007)**

1. Certificate of Incorporation. - ( Form 2A)
2. Application for Registration of a Company - ( Form 01)  
**Certified copy issued by the Register of Companies.**
3. Articles of Association with Signatures of the Directors.
4. Photo Copies of the National Identity Cards of the Directors.
  - BOI Registration certificate and BOI Agreement ( For BOI companies)

**• COMPANIES INCOPERATED OUTSIDE IN SRI LANKA.**

<b>Under the Companies Act. No 7 of 2007</b>		<b>Under the Companies Act. No 17of 1982</b>	
Address	(Form 44)	Address	(Form 56)
Directors	(Form 45)	Directors	(Form 57)
Authorized Person	(Form 46)	Authorized Person	(Form 58)
Incorporation Certificate	(Form 42)	Incorporation Certificate	(Form 75)

Articles of Association with Signatures of the Directors.

**Form 44 & Form 56 Should be certified copies issued by the Register of companies**

**• ANY OTHER PROJECT**

1. Request Letter of Project Director
2. Project Agreement

- N.B.**
1. TIN Certificate is issued only once.
  2. If an authorized person comes to collect the certificate he/she should produce a Photo copy of his /her Identity Card along with an authorized letter from the person Concerned.