



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



If you are an individual, refer to
 If you are a registered business, refer to
 If you need help, refer to

A. Update your personal particulars

Page 1

B. Update your company particulars

Page 6

C. Help options

Page 11

A. Update your personal particulars

- 1 Enter the following URL in your browser: www.ird.gov.lk/ and select to login to e-services

The screenshot shows the Sri Lanka Inland Revenue website interface. The top navigation bar includes 'Appeal', 'Return / Schedule Management', 'Clearance', 'Objection', 'Payment', 'Refund', 'Taxpayer Registration', and 'Financials'. The 'Taxpayer Registration' menu is open, showing options: 'Change Password', 'Change Taxpayer Detail Request' (highlighted), 'Tax Type Registration Request', 'Taxpayer Workspace', and 'Change Tax Type Detail Request'. A red circle with the number '2' points to the 'Change Taxpayer Detail Request' option. The footer contains the Department of Inland Revenue, Sri Lanka, Chittampalam A. Gardiner Mawatha, Colombo 02, and copyright information for 2014.

- 2 Select **Taxpayer Registration** → **Change Taxpayer Detail Request**

The screenshot shows the 'UPDATE TAXPAYER REGISTRATION' form. The taxpayer identification number is 216318374. The form includes the following fields and values:

- * Full name of taxpayer (English): DR (dropdown), ELIZABETH MARY J. BILL (text)
- Full name of taxpayer (Sinhala): (empty text box)
- Full name of taxpayer (Tamil): (empty text box)
- * Taxpayer reference number: PP (dropdown), 40001054 (text)
- * Issuance country of passport: AMERICAN SAMOA (dropdown)
- * Date expiry of passport: 2019-01-01 (calendar)
- * Date of arrival to Sri Lanka: 2011-01-01 (calendar)
- Date of birth: 1900-01-01
- Country of birth: AFGHANISTAN
- * Nationality: AMERICAN (dropdown)
- * Preferred language: ENGLISH (dropdown)
- * Preferred mode of communication: MAIL (dropdown)
- Website URL: (empty text box)
- * Dual citizenship: Yes No
- Source of income: EMPLOYMENT BUSINESS RENT INTEREST/DIVIDEND OTHERS
- Occupation: (empty text box)

A red circle with the number '3' points to the 'Full name of taxpayer (English)' field.

- 3 Update your personal information



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



ADDRESS

[Add Address](#)

	Address Type	Premises No. (E...	Address (English)	Unit No. (English)	City	
<input type="checkbox"/>	Local	NO. 1	FONSEKA TERRACE, HAVELOCK ROAD	3/2	COLOMBO 05	Remove
<input type="checkbox"/>	Foreign		1054 Karchi E			

- 4 Your registered address/es is listed here. To update an address, click the **Address Type** hyperlink
- 5 To remove an address, select it by clicking on the corresponding checkbox beside the address () and click **Remove**
- 6 To add a new address, click **Add Address**

Add/Update Address

* Tax type

Premises No. (English) Unit No. (English)

* Address (English)

Premises No. (Sinhala) Unit No. (Sinhala)

Address (Sinhala)

Premises No. (Tamil) Unit No. (Tamil)

Address (Tamil)

Postal code

[Save](#) [Cancel](#)

- 7 Enter the address details
- 8 Click **Save**



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



* CONTACT NUMBER (Please provide at least one of the contact information)

Mobile	<input type="text" value="10541054"/>	Office	<input type="text"/>
Home	<input type="text"/>	Fax	<input type="text"/>
Email address	<input type="text"/>		

BANK INFORMATION

Bank name	<input type="text" value="<Select a value>"/>	Account No.	<input type="text"/>
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- 9 Update your contact particulars
- 10 Update your bank information

FAMILY INFORMATION

* Civil status Single Married

Please fill in spouse and child/s information if the selection of civil status is married.

[Add Child](#)

Name of Child	NIC (if any)	Date of birth	Gender	<input type="checkbox"/>	Remove
<input type="text"/>					

- 11 Update your civil status
- 12 Your registered children (if any) is listed here. To update a child's particulars, click on the **Name of Child** hyperlink
- 13 To remove a child, select it by clicking on the corresponding checkbox beside the child() and click **Remove**
- 14 To add your children's particulars, click **Add Child**

CHILD'S INFORMATION

NIC	<input type="text"/>		
* Name	<input type="text"/>		
* Gender	<input type="text" value="<Select a value>"/>	* Date of birth	<input type="text"/>

- 15 Enter the child's particulars
- 16 Click **Save**



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



Registration No.	Name of business	Principal activity	Primary business	Date of commencement	Date of closure	Remove
[Empty Business Entry Box]						

- 17 Your registered business/es (if any) is listed here. To update the business details, click on the **Registration No.** hyperlink
- 18 To remove a business, select it by clicking on the corresponding checkbox beside the business) and click **Remove**
- 19 To add a new business, click **Add Business**

INDIVIDUAL BUSINESS

* Name of business

* Registration No. BR

* Principal activity of business

* Date of commencement

* BOI registered Yes No

* Is it primary business? Yes No

ADDRESS

Premises No. (English) Unit No. (English)

* Address (English)

Postal code

Save Cancel

- 20 Enter the business particulars
- 21 Click **Save**



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



Supporting Documents

Document Type

SUPPORTING DOCUMENT

Sub Document Type

ARTICALS OF ASSOCIATION

Select Files

Document Type	Sub Document Type	Document Name	
SUPPORTING DOCUMENT	ARTICALS OF ASSOCIATION	VAT Certificate.pdf	Remove

Next

Clear

Go to Main Menu

- 22 Provide documents to support your change of particulars. Select the **Document Type** and **Sub Document Type**
- 23 Click **Select Files** and choose the file to upload
- 24 The selected document is uploaded here as shown. To remove an uploaded document, click **Remove**
- 25 Click **Next**

DECLARATION

I declare that:

- The information given in this request and in any supporting documents to be submitted is true, correct and complete.
- I am aware that there are penalties for furnishing a request with incorrect information.

* Name of applicant

* Designation of applicant

* Contact number

Submit

Back

Go to Main Menu

- 26 You will be shown a confirmation summary page of your submission. At the bottom of the summary page, enter your **Name**, **Designation** and **Contact Number** to declare that the information provided is true, correct and complete
- 27 Click **Submit**

ACKNOWLEDGEMENT

CHANGE TAXPAYER REGISTRATION

Taxpayer identification number 216318374

Name of taxpayer ELIZABETH MARY J. BILL

DECLARATION

I declare that:

- The information given in this request and in any supporting documents to be submitted is true, correct and complete.
- I am aware that there are penalties for furnishing a request with incorrect information.

Name of applicant ABDUL MALEK

Designation of applicant CFO

Contact number 07129019232

SUCCESSFUL TRANSMISSION

Acknowledgement No. 8901

Date/Time 2016-12-06 10:00:19 PM

Your application request had been successfully transmitted.

A notification will be mailed to you within 5 working days.

Print

Go to Main Menu

- 28 You will be provided with an acknowledgement of your submission. Click **Print** to print a copy for your own reference



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



B. Update your company particulars

29 Enter the following URL in your browser: www.ird.gov.lk/ and select to login to e-services

The screenshot shows the Sri Lanka Inland Revenue website interface. The header includes the logo and the text 'SRI LANKA INLAND REVENUE'. A navigation menu is visible with options: Appeal, Return / Schedule Management, Clearance, Objection, Payment, Refund, Taxpayer Registration, and Financial. The 'Taxpayer Registration' menu is expanded, showing options: Change Password, Change Taxpayer Detail Request (highlighted), Tax Type Registration Request, Taxpayer Workspace, and Change Tax Type Detail Request. The user is logged in as SSID129320. The footer contains the address: Department of Inland Revenue, Sri Lanka, Chittampalam A. Gardiner Mawatha, Colombo 02. © 2014, All rights reserved by Inland Revenue Department - Sri Lanka.

30 Select **Taxpayer Registration** → **Change Taxpayer Detail Request**

The screenshot shows the 'UPDATE TAXPAYER REGISTRATION' form. The taxpayer identification number is 114049026. The form fields are as follows:

Taxpayer identification number	114049026		
* Name of company (English)	INTERCONTINENTAL DEVELOPMENTS PVT LTD		
Name of company (Sinhala)			
Name of company (Tamil)			
* Company type	PVT. LTD. (2007)		
Date of incorporation	1988-10-04	Date of commencement	1988-10-04
* Principal activity of business	000000 ACTIVITY CODE TO BE UPDATED		000000
* Status of business	ACTIVE		
* Preferred language	ENGLISH		
* Preferred mode of communication	MAIL		
Website URL			
BOI registered	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
* Do you have a parent company?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

31 Update the company's particulars



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



ADDRESS

Address Type	Premises No. (En...)	Address (English)	Unit No. (English)	City	
<input type="checkbox"/> Registered	614			MARADANA RD, COLOMBO 10	<input type="button" value="Remove"/>

- 32 The company's registered address/es is listed here. To update an address, click on the **Address Type** hyperlink
- 33 To remove an address, select it by clicking on the corresponding checkbox beside the address () and click **Remove**
- 34 To add a new address, click **Add Address**

Add/Update Address

* Tax type

Premises No. (English) Unit No. (English)

* Address (English)

Premises No. (Sinhala) Unit No. (Sinhala)

Address (Sinhala)

Premises No. (Tamil) Unit No. (Tamil)

Address (Tamil)

Postal code

- 35 Enter the address details
- 36 Click **Save**



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



* CONTACT NUMBER (Please provide at least one of the contact information)

Mobile Office

Fax

Email address

Name of contact person

BANK INFORMATION

Bank name Account No.

37

38

37 Update the particulars of the contact person

38 Update your bank information

DIRECTORS' INFORMATION

Please provide information of all directors.

[Add Director](#)

Director Reference No.	Director Name	Last Date of Service	
735378007	sea1		<input type="checkbox"/> Remove
<input type="text"/>			

41

39

40

39 The registered director/s is listed here. To update the director's particulars, click on the **Director Reference No.** hyperlink

40 To remove a director, select it by clicking on the corresponding checkbox beside the director () and click **Remove**

41 To add a new director, click **Add Director**

DIRECTORS' INFORMATION

* Director reference No.

42

43

42 Enter the **Director reference no.** This could be the NIC, TIN or passport number

43 Click **Search**



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



DIRECTORS' INFORMATION

* Director reference No. TIN 471163562

Search Reset

44 Full name of director

Name with initials MDM FF TEST 04

Save Cancel

45

44 If the director is already registered with IRD, the particulars will be retrieved and displayed

45 Click **Save**

DIRECTORS' INFORMATION

* Director reference No. PP E2131902H

* Issuance country of passport INDONESIA

Search Reset

46 * Full name of director <Select a value>

* Date of birth

ADDRESS

Premises No. (English) Unit No. (English)

* Address (English)

Postal code

Mobile Office

Home Fax

Email address

Save Cancel

47

46 If the director is not registered, you will be prompted to enter the director details

47 Click **Save**



Sri Lanka Inland Revenue

-How to change your personal/company particulars-



Supporting Documents

Document Type

SUPPORTING DOCUMENT

Sub Document Type

ARTICALS OF ASSOCIATION

Select Files

Document Type	Sub Document Type	Document Name	
SUPPORTING DOCUMENT	ARTICALS OF ASSOCIATION	VAT Certificate.pdf	Remove

Next

Clear

Go to Main Menu

- 48 Provide documents to support your change of particulars. Select the **Document Type** and **Sub Document Type**
- 49 Click **Select Files** and choose the file to upload
- 50 The selected document is uploaded here as shown. To remove an uploaded document, click **Remove**
- 51 Click **Next**

DECLARATION

I confirm that the information given in this application is true and complete.

* Name of applicant

* Designation of applicant

* Contact number

Submit

Back

Go to Main Menu

- 26 You will be shown a confirmation summary page of your submission. At the bottom of the summary page, enter your **Name**, **Designation** and **Contact Number** to declare that the information provided is true, correct and complete
- 27 Click **Submit**

ACKNOWLEDGEMENT

CHANGE TAXPAYER REGISTRATION

Taxpayer identification number

114049026

Name of taxpayer

INTERCONTINENTAL DEVELOPMENTS PVT LTD

DECLARATION

I confirm that the information given in this application is true and complete.

Name of applicant

ANDY CHRISTOPHER

Designation of applicant

DIRECTOR

Contact number

0718992122

SUCCESSFUL TRANSMISSION

Acknowledgement No.

8899

Date/Time

2016-12-06 09:24:16 PM

Your application request had been successfully transmitted.
A notification will be mailed to you within 5 working days.

Print

Go to Main Menu

- 28 You will be provided with an acknowledgement of your submission. Click Print to print a copy for your own reference



-How to change your personal/company particulars-

D. 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
 1944

