



Sri Lanka Inland Revenue

-How to update your tax registration-



To update your tax registration, refer to
If you need help, refer to

A. Update your tax registration

Page 1

B. Help options

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A. Update your tax registration

- 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', 'Financial', 'Objection', 'Payment', 'Refund', and 'Taxpayer Registration'. The 'Taxpayer Registration' menu is expanded, showing options: 'Change Password', 'Change Taxpayer Detail Request', 'Tax Type Registration Request', 'Taxpayer Workspace', and 'Change Tax Type Detail Request'. A red circle with the number '2' highlights the 'Change Tax Type Detail Request' option.

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

The screenshot shows the 'Change Tax Type Detail Request' page. It displays 'Entity information' for 'ROAD WORKZ ENGINEERING PVT LTD' with tax identification number '114079316'. Below is a 'Tax type result list' table with the following data:

Tax type	Status	Effective from	Effective to	Filing frequency
CIT	ACTIVE	1991-08-02	-	YEARLY
PAYE	ACTIVE	1991-08-02	-	YEARLY
WHT	ACTIVE	2016-01-01	-	QUARTERLY
VAT	ACTIVE	2002-08-01	-	QUARTERLY
VAT on FS	ACTIVE	2016-01-01	-	YEARLY
NBT	ACTIVE	2002-08-01	-	QUARTERLY

A red circle with the number '3' highlights the table. Below the table is a pagination control showing '1'.

- 3 The list of tax types which you have been registered for is displayed
- 4 To update the tax registration for **CIT**, **PAYE**, **WHT** or **NBT**, click on the CIT / PAYE / WHT / NBT hyperlink and follow steps 5 to 7

To update the tax registration for **VAT on FS**, refer to steps 8 to 10

To update the tax registration for **VAT**, refer to steps 11 to X



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Update tax registration for CIT / PAYE / NBT / WHT

CIT

* Status: ACTIVE

Save Cancel

- 5 Select the status of your registration
- 6 Click **Save**
- 7 Continue with step X below

Update tax registration for VAT on FS

VAT on FS

* Financial Year: APRIL - MARCH JANUARY - DECEMBER

* Principal activity of business: 661210 MONEY/CURRENCY EXCHANGERS (MONEY CHANGERS) 661210

* Status: ACTIVE

Save Cancel

- 8 Update the **Financial Year**, **Principal activity of business** and **Status** accordingly
- 9 Click **Save**
- 10 Continue with step X below

Update tax registration for VAT

VAT

Add project

Project name	Project type	Project start date	Project end date	Extension date	Termination date
ROAD IMPROVEMENT WORKS ON HAVELOCK ROAD	SPL PROJECT	2015-01-01	2018-12-31	2018-10-01	-

1 - 1 of 1 items

Undo

Apply for cash basis

* Filing frequency: QUARTERLY

* Status: ACTIVE

* Principal activity of business: 422010 CONSTRUCTION OF PIPELINES, POWER LINES AND COMM 422010

Exporter: Yes No

Save Cancel

- 11 The project(s) which have been registered for VAT are displayed. To request for extension of existing projects, click on the **Project Name** hyperlink



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Project type SPL PROJECT

Project name ROAD IMPROVEMENT WORKS ON HAVELOCK ROAD

Project start date 2015-01-01 **Project end date** 2018-12-31

Project address

Premises No. (English) NO. 8 **Unit No. (English)** -

Address (English) 13TH LANE, HAVELOCK ROAD

Postal code -

Date of current review for project extension 2018-10-01

Request for extension

Save **Cancel**

12 Tick the **Request for extension** checkbox

13 Click **Save**

14

Add project

Project name	Project type	Project start date	Project end date	Extension date	Termination date
ROAD IMPROVEMENT WORKS ON HAVELOCK ROAD	SPL PROJECT	2015-01-01	2018-12-31	2018-10-01	-

1 - 1 of 1 items

Apply for cash basis

* **Filing frequency** QUARTERLY

* **Status** ACTIVE

* **Principal activity of business** 422010 CONSTRUCTION OF PIPELINES, POWER LINES AND COMM | 422010

Exporter Yes No

Save **Cancel**

14 To add new projects to be registered for VAT, click **Add project**



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Add project

* Project type <Select a value>

* Project name

* Project start date * Project end date

Project address

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

* Address (English)

Postal code

Save Cancel

15 Enter the project details and address

16 Click **Save**

VAT

Add project

Project name	Project type	Project start date	Project end date	Extension date	Termination date
ROAD IMPROVEMENT WORKS ON HAVELOCK ROAD	SPL PROJECT	2015-01-01	2018-12-31	2018-10-01	-

1 - 1 of 1 items

Undo

Apply for cash basis

* Filing frequency: QUARTERLY

* Status: ACTIVE

* Principal activity of business: 422010 CONSTRUCTION OF PIPELINES, POWER LINES AND COMM | 422010

Exporter: Yes No

Save Cancel

17 Update your VAT registration details accordingly

18 Click **Save**



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SUPPORTING DOCUMENTS

Document Type

SUPPORTING DOCUMENT (CIT) ▼

Sub Document Type

OTHER SUPPORTING DOCUMENTS ▼

Select Files

Document Type	Sub Document Type	Document Name	
SUPPORTING DOCUMENT (CIT)	OTHER SUPPORTING DOCUMENTS	Tax Type Registration Form.pdf	Remove

Next

Clear

Go to Main Menu

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

UPDATE TAX TYPE DETAIL SUMMARY

ENTITY INFORMATION

Taxpayer identification number: 114079316

Name of taxpayer: ROAD WORKZ ENGINEERING PVT LTD

VAT

Revert to accrual basis: Yes

Filing frequency: QUARTERLY

Status: ACTIVE

Principal activity of business: 422010 CONSTRUCTION OF PIPELINES, POWER LINES AND COMMUNICATION LINES

Exporter: Yes

VAT on FS

Financial Year: APRIL - MARCH

Principal activity of business: 661210 MONEY/CURRENCY EXCHANGERS (MONEY CHANGERS)

Status: ACTIVE

SUPPORTING DOCUMENTS

Document Type	Sub Document Type	Document Name
SUPPORTING DOCUMENT (CIT)	OTHER SUPPORTING DOCUMENTS	Tax Type Registration Form.pdf

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

- 23 A summary of your application is displayed
- 24 Declare that the information provided is true by entering your **Name**, **Designation** and **Contact number**
- 25 Click **Save**



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UPDATE TAX TYPE DETAIL ACKNOWLEDGEMENT

CHANGE TAXTYPE REGISTRATION

Taxpayer identification number	114079316
Name of taxpayer	ROAD WORKZ ENGINEERING PVT LTD

DECLARATION

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

Name of applicant	AHMAD LATIFF
Designation of applicant	DIRECTOR
Contact number	0711112134

SUCCESSFUL TRANSMISSION

Acknowledgement No.	6968
Date/Time	2016-12-07 04:47:30 AM

Your application request had been successfully transmitted.

[Print](#) [Go to Main Menu](#)

26 An acknowledgement of your submitted application is displayed. Click *Print* to print a copy for your reference



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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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