



INLAND REVENUE DEPARTMENT

Notice to Taxpayers

Customer Information Update Unit

e-Services pathways

Taking in to account the prevailing situation in the country, the services of the Customer Information Update Unit can be availed via IRD e-Services as follows.

1. Changing Taxpayer details

- Change of business address/name
- Change of director/partner details/contact details
- Change of proprietorship details/business addition

Step 01	Visit the IRD website www.ird.gov.lk
Step 02	Click on the e-Services tab and then Access to e-Services.
Step 03	Proceed to login as Individual/Partnership/Corporate Taxpayer.
Step 04	Select TIN as your tax reference number and enter your TIN number, PIN/SSID and the text (CAPTCHA) given on the left, and click Login.
Step 05	Click on the Taxpayer Registration tab and select Change Taxpayer Details Request.
Step 06	Update the relevant information and upload the documents as given below
Step 07	Update your contact number and e-mail (Mandatory)
Step 08	Click Next, fill in declaration section and submit

Documents required to change taxpayer details:

Individuals	Partnerships	Companies
National Identity Card of the Individual	Amended Business Registration Certificate	National Identity Card or Passport of the Directors and Form 01 certified by RoC as true copy
For updating Proprietorship details, Business Registration Certificate	For updating partner details, National Identity Card or Passport of the Partners	For updating the business name, amended Business Registration Certificate (Form 04)
For updating the address, Utility Bill / Landline Telephone Bill / Statement of Bank Account or Pass Book / Grama Niladhari Certificate	For updating the address, Lease Agreement / Deed of the property	For updating the address, Lease Agreement or Deed of the property and Form 13 certified by RoC as true copy For updating director details, Appendix B and Form 20 certified by RoC as true copy

2. Steps to Voluntary reactivation of Value Added Tax (VAT)

Step 01	Visit the IRD website www.ird.gov.lk
Step 02	Click on the e-Services tab and then Access to e-Services.
Step 03	Proceed to login as Individual/Partnership/Corporate Taxpayer.
Step 04	Select TIN as your tax reference number and enter your TIN number, PIN/SSID and the text (CAPTCHA) given on the left, and click Login.
Step 05	Click on the Taxpayer Registration tab and select Change Tax type Request.
Step 06	Click on the tax type (VAT), change its status to ACTIVE and save.
Step 07	Upload the request letter and supporting documents, if any
Step 08	Click Next, fill in declaration section and submit

Note: If you have not obtained a PIN to access IRD e-Services, kindly request the same

Step 01	Visit the IRD website www.ird.gov.lk
Step 02	Click on the e-Services tab and then Access to e-Services.
Step 03	Click on PIN REQUEST, fill in the information and submit

For further clarification, please contact IRD Call Centre by Dialing 1944
Inland Revenue Web Site - www.ird.gov.lk

Commissioner General of Inland Revenue

