



INLAND REVENUE DEPARTMENT

Notice to Taxpayers

TAXPAYER REGISTRATIONS AND UPDATES

Maintaining of completed and updated taxpayer profile is helpful in complying with tax related matters and regulations without undue hassle. Moreover, obtaining the relevant services through e-Services enables you to avoid personally visiting the department on multiple occasions.

It is essential for all taxpayers to obtain a **Personal Identification Number (PIN)** in order to access e-Services. Once the PIN is obtained and logged in successfully, it is necessary for you to update your details in the RAMIS database with all the necessary information along with the supporting documents. Kindly note that it is essential to provide both your contact number and email address in the contact details section.

For companies, it is also essential to provide the correct **Principal Activity of Business** along with the **Activity Code**. The activity codes can be obtained from the IRD website (www.ird.gov.lk) by using the **Useful Information** tab and selecting **Economic Activity Codes**.

In addition to registering as a taxpayer and updating your details, the following services are also to be requested using the e-Services.

- Registration for different tax types, and Inactivation or Reactivation of already registered tax types.
- Authorization of staff and external tax agents to act on your behalf.
- Registration as a tax agent.

Detailed user guides for e-Services can be obtained from the IRD website by using **e-Services** tab and selecting **Overview and Quick guides**.

By complying with the above before 30.06.2020, you may avoid any resulting penalties imposed on incomplete profiles.

For further clarifications, please dial 1944 to contact IRD call center.

Commissioner General of Inland Revenue



TAXES - FOR A BETTER FUTURE