



INLAND REVENUE DEPARTMENT

Notices to Importers/ Exporters of Goods

Taxpayer Registration

Taking into account of the COVID - 19 pandemic situation in the country, importers and exporters of goods are requested to obtain Taxpayer Identification Number (TIN) and Value Added Tax Registration (temporary or permanent) through e - Services provided in Inland Revenue web portal.

- **Registration for Taxpayer Identification Number (TIN)**

A TIN can be obtained using the following pathway.

- ↪ Visit IRD Portal www.ird.gov.lk
- ↪ Click on the e-Services tab and then Access to e-Services
- ↪ Click on Taxpayer Registration
- ↪ Select the Registration Type
- ↪ Fill your information correctly including your contact number and email address
- ↪ Upload the supporting documents relevant to your entity
- ↪ Click “Next”, fill the declaration and Submit

- **Registration for Personal Identification number (PIN)**

Once a TIN is obtained, you are required to obtain a PIN using the following pathway to access IRD e-Services.

- ↪ Visit IRD Portal www.ird.gov.lk
- ↪ Click on the e-Services tab and then Access to e-Services
- ↪ Click on “PIN Request”,
- ↪ Fill the information and submit

- **Registration for VAT for import or export of goods**

For the purpose of import or export of goods you are required to obtain a VAT registration using the following pathway.

- Temporary Registration
 - ↪ Visit IRD Portal www.ird.gov.lk

- Click on the e-Services tab and then Access to e-Services
- Proceed to login as Individual/Partnership/Corporate Taxpayer
- Select TIN/SSID as your tax reference number and enter your PIN, TIN and the verification code on the left, and click “Login”
- Click on the “Taxpayer Registration” tab and select “Temporary VAT Certificate New Request”
- Fill the relevant information and upload the supporting documents relevant to your import/export
- Click “Next”, fill the declaration and submit

➤ **Permanent Registration**

If your taxable supplies exceed the registration threshold of Rs. 75 million per quarter or Rs. 300 million per annum, you are required to register for permanent VAT number, using the following pathway in the IRD e-services.

- Visit IRD Portal www.ird.gov.lk
- Click on the e-Services tab and then Access to e-Services
- Proceed to login as Individual/Partnership/Corporate Taxpayer
- Select TIN/SSID as your tax reference number and enter your TIN/SSID number, PIN, TIN and the text the verification code on the left, and click “Login”.
- Click on the “Taxpayer Registration” tab and select “Tax Type Registration Request”
- Select the tax type to be registered as VAT and fill the relevant information and upload the supporting documents to confirm that your taxable supplies exceed the registration threshold
- Click “Next”, fill declaration and submit

For any clarification, please contact IRD Call Center on 1944 or the below officers;

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Commissioner General of Inland Revenue



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