



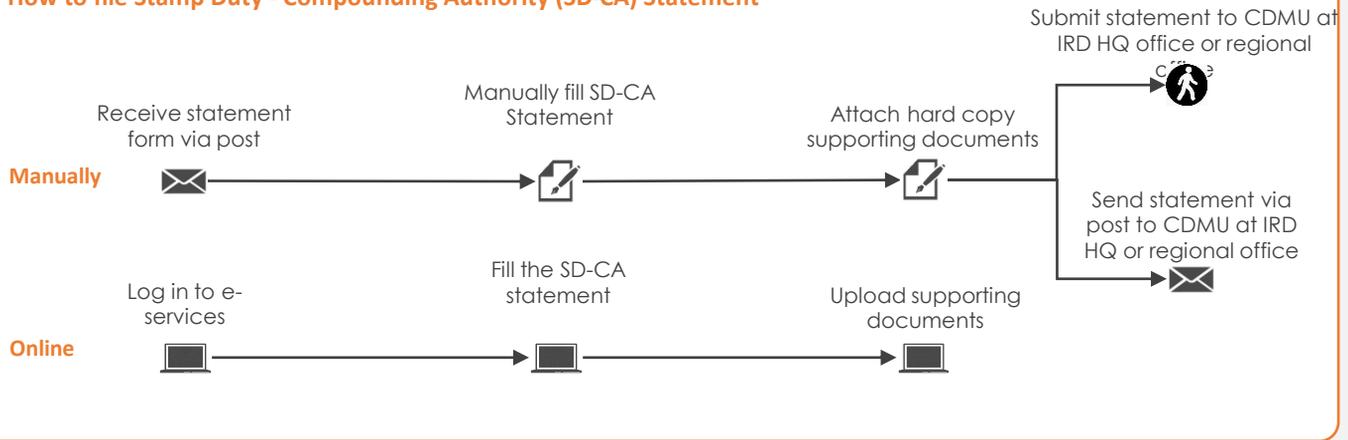
Sri Lanka Inland Revenue

-How to file Stamp Duty Statement

YA 2020 Quarterly



How to file Stamp Duty - Compounding Authority (SD-CA) Statement



SUMMARY OF CHANGES

Calendar: No change

Stamp Duty – Compounding Authority Statement:

- Online statement for eFiling

Submission of statement:

- Can be submitted manually, via post or electronically

Effective from:

- Quarterly filing: From 01 October 2020 (for Q3 of Year 2020, Period from 1 July 2020 to 30 September 2020)

To file the Stamp Duty statement online, refer to

A. Statement submission

Page 1

To check the new help options, refer to

B. Help options

Page 5

A. Statement submission

1 Access www.ird.gov.lk and login to e-services. Refer to the quick guide "How to login" for more details



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2 Select **Return Management → Stamp Duty (SD)** from the top menu



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Compounding authorities stamp duty filing summary

Taxpayer Identification Number 300082459
 Name of the organization ENG_CO_OP_1_21AUG20
 2018/2019

If you wish to file a return, please check an assessment year and click "Proceed" button.
 To delete the draft, check and click the "Remove" button.

Period code (Filing quarter)	Due date	Status
<input type="checkbox"/> 2020-01-01 - 2020-03-31(2010)	2020-01-01	NEW

3 Select the statement to file and click **Proceed**

Confirmation

Are you sure to begin the tax filing?

4 You will see a pop-up confirmation dialog box to prompt if you are ready to begin tax filling. Click **Ok**

Statement Confirmation Document Details

Taxpayer information

Taxpayer Identification Number 300082459
 Name of the organization ENG_CO_OP_1_21AUG20

Part 1 - Stamp duty liable components

	Type of specific instrument (101)	No. of instrument (102)	Value (Rs.) (103)	Stamp duty (Rs.) (104)
A	Policy of insurance	1	12,000.00	1,000.00
B(i)	Non-foreign liquor license	1	12,000.00	2,000.00
B(ii)	Foreign liquor license	1	150,000.00	20,000.00
B(iii)	Notary license	1	23,000.00	2,000.00
B(iv)	Other license	1	12,345.00	1,000.00
C	Credit card transactions	1	4,578.00	345.45
D	Salary receipts	1	25,000.00	25.00
E	Receipts & Discharges	1	25,000.00	25.00
F	Bonds & Mortgages	1	45.00	12.00
G	Promissory notes	4	5,612.00	34.00
H	Lease, Rent & Hire	7	23,567.00	70.00
I	Other Instrument	1	234.00	12.00
Total stamp duty (Rs.) (100)				26,523.45

5 You will be taken to the tab **"Statement"** where it will be convenient for you to declare relevant information for **Part 1 - Stamp duty liable components**.

The "Total stamp duty (Rs.) (100)" will be automatically summed up for you, using all the cages in column for "Stamp duty (Rs.) (104)", as shown in the example in the diagram above.



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Part 2 - Stamp duty exempted components

	Type of specific instrument (201)	No. of instrument (202)	Value (Rs.) (203)
A	Policy of insurance	1	100.00
B(i)	Non-foreign liquor license	2	200.00
B(ii)	Foreign liquor license	3	300.00
B(iii)	Notary license	4	400.00
C	Credit card transactions	5	500.00
D	Salary receipts	6	600.00
E	Receipts & Discharges	7	700.00
F	Bonds & Mortgages	8	800.00
G	Promissory notes	9	900.00
H	Lease, Rent & Hire	10	100.00
I	Other Instrument	11	102.00

Payment details

Payment made	300	Payment date	310
Outstanding liability	400	Refund amount	410 0.00

6

6 Enter the details for **"Part 2 – Stamp duty exempted component"**
You need only to enter the number of instrument and the total value of instruments.

In **Payment details** enter the **Payment made** (300), **Payment date** (310). **Outstanding liability** (400) and **Refund amount** (410) will be automatically calculated for you, based on the **Total stamp duty** (100) and **Payment made** (300).

Declaration

I declare to the best of my knowledge and belief that all particulars furnished in this Statement are true, correct and complete. I am aware that making an incorrect or false statement or giving false information in relation to a Return is an offence.

Full name of declarant	<input type="text"/>
Designation	<input type="text"/>
Office address	<input type="text"/>
Telephone No.	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

(Please note that penalties are imposed on any person making an incorrect return, not submitting a return and for non-payment of taxes on due date)

Declaration page

Please enter all the information (either Telephone No. or Mobile) as declaration of your submission.

Click **Save draft** button to save all the data you have entered so far.

Click **Go to confirmation page** button to review the statement and upload supporting documents before submission.

Upload documents now / Later Now Later A

Click **Upload supporting documents**

If you choose to submit your documents later, the relevant supporting documents must be submitted to IRD as soon as possible to avoid an incomplete Statement



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Verification of Attachment/Documents

S/N	Description	Relevant
1	Insurance policy	<input checked="" type="checkbox"/>
2	Stamp duty receipt	<input checked="" type="checkbox"/>
3	Other	<input type="checkbox"/>

Upload Documents

Document Type: Supporting document
Sub Document Type: CASD - Insurance policy
Select Files

Document Type	Sub Document Type	Document Name	
Supporting document	CASD - Insurance policy	Doc1.pdf	Remove
Supporting document	CASD - Insurance policy	suspension.jpg	Remove
Document Type	Sub Document Type	Document Name	

Save Reset Cancel

A You will be taken back to the tab "Document Details".

You will see the list of supporting documents that may be applicable for your submission. Check beside each checkbox () on the relevant documents that you will need to upload

B Select the **Sub Document Type** and click **Select Files** (please ensure that the supporting documents selected are accurate)

C Uploaded document will be shown here

D Click **Save**

Amend Print Submit Upload supporting documents Cancel

You will be taken back to the "Confirmation tab"

E Click **Amend** button to go back to the statement to amend anything you wish to change.

F Click **Print** button to print this Confirmation page.

G Click **Submit** button to submit this statement to IRD. Acknowledgement page will be provided.

H Click **Cancel** button to cancel this confirmation and return to Filing Summary Page. Your last Save Draft will be retained in the system.

Acknowledgement of Return of Compounding authorities stamp duty for the quarter ended 31-03-2020

Taxpayer Identification Number 300082459

Name of the organization ENG_CO_OP_1_21AUG20

Date of Submission 2020-08-22

Thank you for submitting the Return of Compounding authorities stamp duty
100000346532560

Print Back to Filing Summary

G Click **Print** button to print this Acknowledgement page.

H Click **Back to Filing Summary** button to return to the Filing summary page.



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B. Help options



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



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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