Sri Lanka Inland Revenue
-How to register as a tax agent-

How to register as a tax agent

Get registration form from TPSU at IRD HQ office → Manually fill registration form → Add supporting documents → Present documents at TPSU at IRD HQ office / Send documents by post to TPSU at IRD HQ office *Coming soon* → Tax agent registration letter received by mail or collected in person (if urgent)

Register online → Upload supporting documents
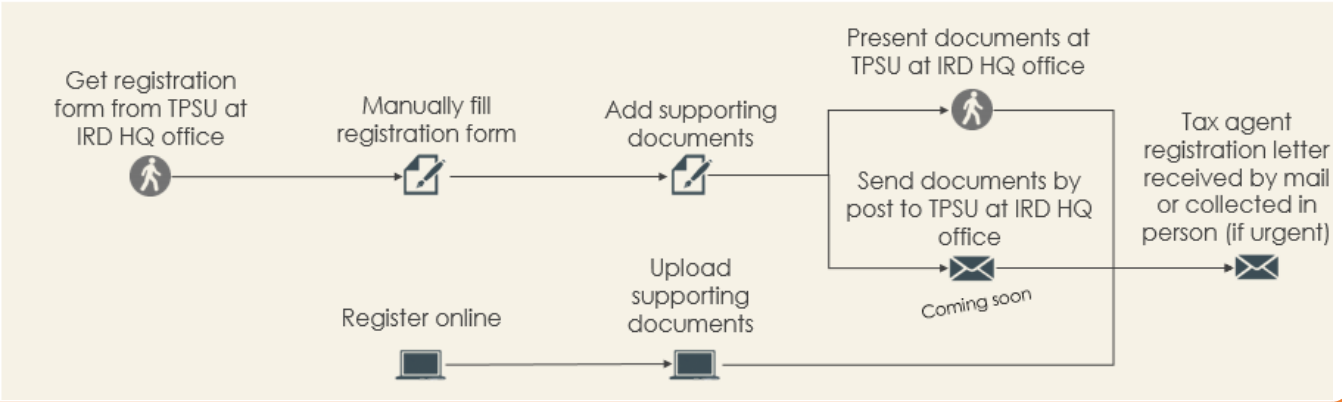
If you would like to **register as a tax agent** for the first time, refer to	A. Register as a Tax Agent	Page 1
If you would like to **change your tax agent registration**, refer to	B. Change Tax Agent Registration	Page 3
If you would like to **renew your tax agent status**, refer to	C. Renew Tax Agent status	Page 6
If you would like to **authorise staff for client**, refer to	D. Authorise Staff for Client	Page 8
If you would like to **view company authorisation**, refer to	E. View Company Authorisation	Page 10
If you would like to **view tax agent authorisation**, refer to	F. View Tax Agent Authorisation	Page 11
If you need **help**, refer to	G. Help options	Page 12

NOTE: Only registered taxpayers may register as a Tax Agent. If you are not yet registered, please refer to the quick guide "How to register as a taxpayer"

A. Register as a Tax Agent

NOTE: Taxpayers currently not registered as Tax Agent can request with IRD to be an authorized Tax Agent. **Only your authorised Staffs (Approver) can put up a request to IRD to register as a Tax Agent on your behalf.**

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

< ce	Objection	Payment	Refund	Taxpayer Registration	Financial	Tax Agent Registration	Correspondence

2
- ◆ Tax Agent Registration Request
- ◆ Change Tax Agent Detail Request
- ◆ Renew Tax Agent Registration Request
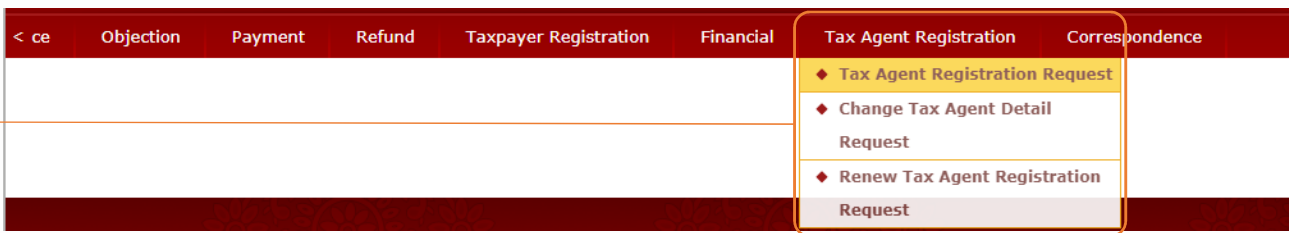
2 Select *Tax Agent Registration* → *Tax Agent Registration Request* from the top menu

Registration form for tax agent

Taxpayer reference No.   TIN 335118650

Name   Robert Kang

<Select a value>
- <Select a value>
- ATTORNEY-AT-LAW
- AUDIT FIRM/COMPANY
- CHARTERED ACCOUNTANT
- MEMBER OF THE SRI LANKA INSTITUTE OF TAXATION
- REGISTERED AUDITOR

Registration details

3 *Type of tax agent   <Select a value>

4 Qualification / certification obtained

4 Date qualification / certification obtained

5 *Country where qualification / certification obtained   <Select a value>

3 Select the *Type of tax agent* from the list of values. This is mandatory field and type must be selected.

4 Select the *Date qualification / certification obtained.* This is mandatory when the *Type of tax agent* is one of the following values. It is not mandatory if the **Type of tax agent** is different from these values. **Note** that the date should not be a future date.
- *Attorney-at-Law*
- *Chartered Accountant*
- *Member of the Sri Lanka Institute of Taxation*
- *Registered Auditor*

5 Select the *Country where qualification / certification obtained.* This is mandatory field and country must be selected.

6

ACA CERTIFICATE
ATII (SRI LANKA)
CERTIFICATE OF ATTORNEY-AT-LAW
CGIR CERTIFICATE
OTHER SUPPORTING DOCUMENTS
PRACTICING CERTIFICATE OF CA SRI LANKA

Supporting documents ⓘ

Please attach supporting document(s) below.

Document Type   SUPPORTING DOCUMENT   Sub Document Type   Select Files

Document Type	Sub Document Type	Name
	OTHER SUPPORTING DOCUMENTS ▾	

7   Proceed   Clear   Go to Main Menu

6 Select the *Sub Document Type* and upload the document*. This is mandatory field and all the supporting documents must be uploaded into the system by selecting the appropriate document type. IRD may reject the registration if the required documents not uploaded.

7 Click on the *Proceed* button to review the registration details before submitting to IRD.

Registration form for tax agent

8 Taxpayer reference No.   TIN 335118650

Name   Robert Kang

Registration details

Type of tax agent   AUDIT FIRM/COMPANY

Qualification / certification obtained

Date qualification / certification obtained   2013-05-15

Country where qualification / certification obtained   SRI LANKA

9   **10**

Supporting documents

Document Type	Sub Document Type	Document Name
SUPPORTING DOCUMENT	OTHER SUPPORTING DOCUMENTS	Company Registration Letter.pdf

8 Taxpayer details.

9 Tax agent registration request details.

10 Supporting documents uploaded.

Declaration

I declare that the information provided above is true and complete.

* Name of declarant

Designation

* Contact No.

11

13

12 Submit | Amend | Go to Main Menu

11 Enter the *Name of declarant.* This is a mandatory input.
Enter the *Designation of the declarant.*
Enter the *Contact Number of declarant.* This is a mandatory input. This will be used by IRD to contact should further information/details required.

12 Click on the *Submit* button to submit the new tax agent registration request to IRD.

13 Click on the *Amend* button to go back to the previous page to change tax agent registration details.

Register tax agent

Confirmation

Taxpayer reference No.   TIN 335118650

Name   Robert Kang

TRANSACTION DETAIL

Acknowledgement No.   10157   14

Transaction   Register for tax agent

Date/Time   2017-09-06 08:39:27 AM

Your registraion request for tax agent has been successfully submitted. You will receive a notification on the outcome of the registraion request within the next 7 working days.

15 Print | Go to Main Menu

14 You will receive an acknowledgement of your submission. Take note of the acknowledgement number in case you need to follow up with IRD on your registration .

15 Click *Print* to print a copy of this acknowledgement.

B. Change Tax Agent Registration

NOTE:
Only Taxpayers currently registered as Tax Agent can request with IRD to change the existing details. Otherwise, the system will show an appropriate message.

1 Access www.ird.gov.lk and login to e-services.

< ce	Objection	Payment	Refund	Taxpayer Registration	Financial	Tax Agent Registration	Correspondence

◆ Tax Agent Registration Request

◆ Change Tax Agent Detail
   Request

◆ Renew Tax Agent Registration
   Request

2

2 Select *Tax Agent Registration → Change Tax Agent Detail Request* from the top menu.

eService Home :: Tax Agent Registration :: Change Tax Agent Detail Request

Change tax agent registration

3

Taxpayer reference No.   TIN 104000355

Name   MOOSAJEES PVT LTD

Registration detail with inland revenue department

Type of tax agent   AUDIT FIRM/COMPANY

Qualification / certification obtained

Date qualification / certification obtained   2015-01-01

Country where qualification / certification   CANADA
obtained

4

3 The current Taxpayer details.

4 The current authorized Tax agent's registration details.

Latest registration detail

Please verify detail of registration captured in Inland revenue department in the section above. If there is a change in the registration details, please provide the latest information in this section.

*Type of tax agent   AUDIT FIRM/COMPANY   **5**

Qualification / certification obtained   **6**

Date qualification / certification obtained   2015-01-01   **7**

*Country where qualification / certification   CANADA   **8**
obtained

5 Select the *Type of tax agent* from the list of values. This is mandatory field and type must be selected.

6 Select the *Date qualification / certification obtained.* This is mandatory when the *Type of tax agent* is one of the following values. It is not mandatory if the *Type of tax agent* is different from these values. **Note** that the date should not be a future date.

- *Attorney-at-Law*
- *Chartered Accountant*
- *Member of the Sri Lanka Institute of Taxation*
- *Registered Auditor*

7 Select the *Country where qualification / certification obtained.* This is mandatory field and country must be selected.

Supporting documents ⓘ

Please attach supporting document(s) below.

⑧

Document Type	SUPPORTING DOCUMENT ▾	Sub Document Type	OTHER SUPPORTING DOCUMENTS ▾	Select Files

Document Type	Sub Document Type	Document Name
Document Type	Sub Document Type	Document Name

⑨ | Proceed | Clear | Go to Main Menu |

⑧ Select the *Sub Document Type* and upload the document. This is mandatory field and all the supporting documents must be uploaded into the system by selecting the appropriate document type. IRD may reject the registration if the required documents not uploaded.

⑨ Click on the *Proceed* button to review the change tax agent registration details before submitting to IRD.

Change tax agent registration

Taxpayer reference No.	TIN 104000355
Name	MOOSAJEES PVT LTD

⑩

Registration detail with inland revenue department

Type of tax agent	AUDIT FIRM/COMPANY
Qualification / certification obtained	
Date qualification / certification obtained	2015-01-01
Country where qualification / certification obtained	CANADA

⑪

⑩ Taxpayer details.

⑪ Current details of the authorized tax agent registration details.

Latest registration detail

Type of tax agent	AUDIT FIRM/COMPANY
Qualification / certification obtained	
Date qualification / certification obtained	2015-01-01
Country where qualification / certification obtained	SRI LANKA

⑫

⑬

Supporting documents

Document Type	Sub Document Type	Document Name
SUPPORTING DOCUMENT	OTHER SUPPORTING DOCUMENTS	Company Registration Letter.pdf

⑫ The amended details of tax agent registration detail request.

⑬ Supporting documents uploaded.

Declaration

I declare that the information provided above is true and complete.

* Name of declarant [   ]

Designation [   ]

* Contact No. [   ]

14

15 [Submit] [Amend] [Go to Main Menu]

14 Enter the *Name of declarant.* This is a mandatory input.
Enter the *Designation of the declarant.*
Enter the *Contact Number of declarant.* This is a mandatory input. This will be used by IRD to contact should further information/details required.

15 Click on the *Submit* button to submit the change tax agent registration details request to IRD.

Change tax agent registration

Confirmation

Reference No.   TIN 104000355

Name   MOOSAJEES PVT LTD

TRANSACTION DETAIL

Acknowledgement No.   10153   **16**

Transaction   Change tax agent registration

Date/Time   2017-09-06 05:21:36 AM

Your request to change tax agent registration has been successfully submitted. You will receive a notification on the outcome of the change request within the next 7 working days.

17 [Print] [Go to Main Menu]

16 You will receive an acknowledgement of your submission. Take note of the acknowledgement number in case you need to follow up with IRD on your registration .

17 Click *Print* to print a copy of this acknowledgement.

C. Renew Tax Agent Registration

NOTE:
➢ Only Taxpayers currently registered as Tax Agent can request with IRD to change the existing details. Otherwise, the system will show an appropriate message.

➢ IRD will send a reminder letter to the authorized Tax Agents to renew their registration once it is expired. Then the Tax Agents go online to submit a request to IRD to renew it.

1 Access www.ird.gov.lk and login to e-services.

Objection	Payment	Refund	Taxpayer Registration	Financial	Tax Agent Registration	Correspondence
					◆ **Tax Agent Registration Request**	
					◆ **Change Tax Agent Detail Request**	
2					◆ **Renew Tax Agent Registration Request**	

Sri Lanka Inland Revenue
-How to register as a tax agent-

2 Select *Tax Agent Registration* → *Renew Tax Agent Registration Request* from the top menu.

eService Home :: Tax Agent Registration :: Renew Tax Agent Registration Request

Renew tax agent registration

3
Taxpayer reference No.   TIN 300019196

Name   STEVE HAPPER

Current validity period of tax agent registration

Effective commencement date   2015-09-06   Expiry date   2016-09-05   **4**

3 The current Taxpayer details.

4 The current validity period of authorized Tax agent registration.

Supporting documents

To avoid delays and possible rejection of the request, please furnish supporting document(s) e.g. renewal of membership document obtained from Sri Lanka Institute of taxation etc. for the renewal of tax agent registration with Inland Revenue Department.

5

| Document Type | SUPPORTING DOCUMENT ▼ | Sub Document Type | OTHER SUPPORTING DOCUMENTS ▼ | Select Files |

Document Type	Sub Document Type	Document Name
Document Type	Sub Document Type	Document Name

6   Proceed   Clear   Go to Main Menu

5 Select the *Sub Document Type* and upload the document. This is mandatory field and all the supporting documents must be uploaded into the system by selecting the appropriate document type. IRD may reject the registration if the required documents not uploaded.

6 Click on the *Proceed* button to review the renew registration details before submitting to IRD.

Declaration

I declare that the information provided above is true and complete.

* Name of declarant   [   ]

Designation   [   ]

* Contact No.   [   ]   **7**

8   Submit   Amend   Go to Main Menu

7 Enter the *Name of declarant.* This is a mandatory input.
Enter the *Designation of the declarant.*
Enter the *Contact Number of declarant.* This is a mandatory input. This will be used by IRD to contact should further information/details required.

8 Click on the *Submit* button to submit the renew tax agent registration details request to IRD.

9 You will receive an acknowledgement of your submission. Take note of the **acknowledgement number** in case you need to follow up with IRD on your registration .

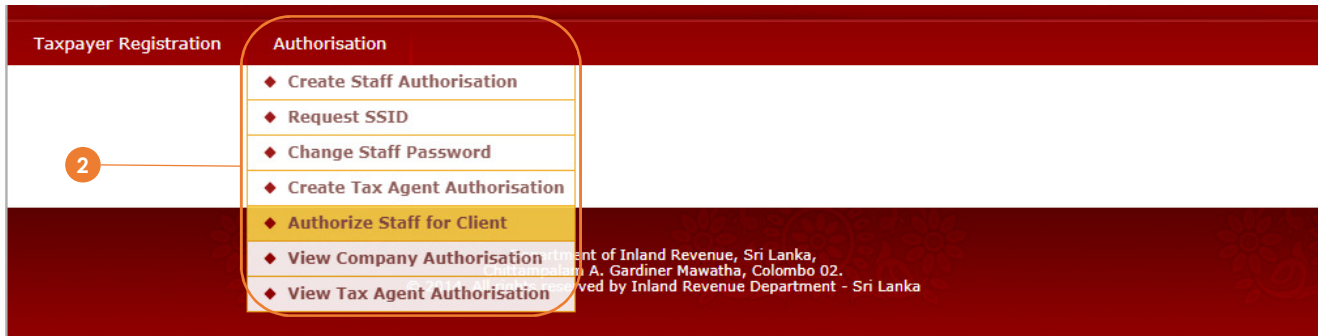**10** Click *Print* to print a copy of this acknowledgement.

D. Authorize Staff for Client

NOTE:
➢ Only Taxpayers currently registered as Tax Agent can authorize their Staffs to deal with Client's Tax matters. Otherwise, the system will show an appropriate message.

➢ If you do not have Staff IDs (SSIDs) to transact on your behalf, you can apply at IRD Portal.

➢ The Client should have already appointed you as a Tax Agent to deal with their Tax matters.

1 Access www.ird.gov.lk and login to e-services. Click on **Authorisation of Staff/Tax Agent**: To authorise staff/Tax agent to act on your behalf for tax matters.
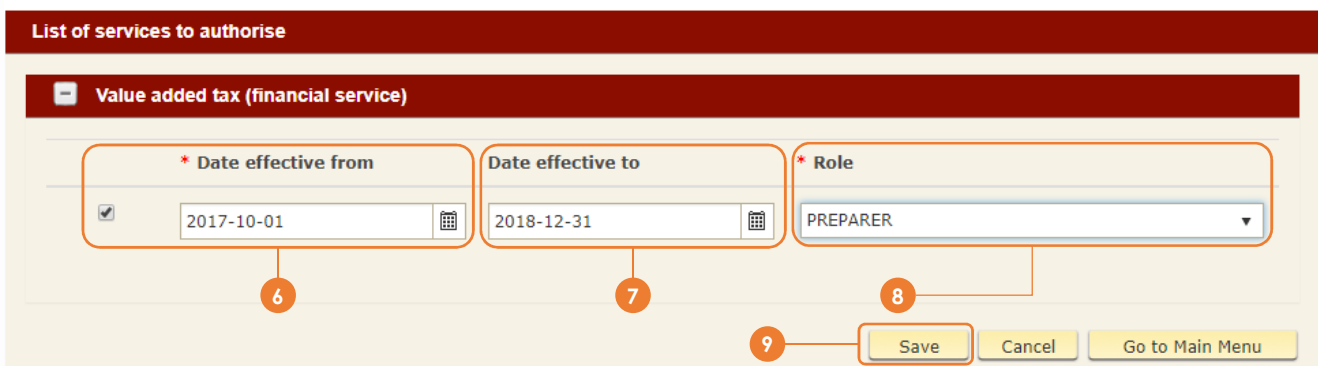
Taxpayer Registration	Authorisation
	◆ Create Staff Authorisation
	◆ Request SSID
	◆ Change Staff Password
	◆ Create Tax Agent Authorisation
	◆ Authorize Staff for Client
	◆ View Company Authorisation
	◆ View Tax Agent Authorisation

2 Select **Authorisation → Authorize Staff for Client** from the top menu.

Taxpayer Registration	Authorisation

eService Home :: Authorisation :: Authorize Staff for Client

To authorise staff to act for client

Please enter the detail of the client and staff authorise to act for client then click <Search>.

3 * Client reference No. TIN ▼ 300019188

4 * Staff reference No. SSID ▼ 200001390

5 [Search] [Clear]

3 Enter the **Client reference No.** This is the Taxpayer Identification No (TIN) of your Client. As a pre-condition to this, your Client should have already appointed you as a Tax Agent and might have selected Tax type(s) for you to deal with. If the Client did not appoint you as a Tax Agent, you may not able to perform this step and system will show an appropriate message.

4 Enter **Staff reference No**. This is your staff's ID going to handle your Client's Tax matters. If do not have Staff IDs (SSIDs), apply at IRD Portal.

5 Click on the **Search** button. The system will show the Tax Type(s) selected by your Client.

Authorise staff

List of services to authorise

☐ **Value added tax (financial service)**

	* Date effective from	Date effective to	* Role
☑	2017-10-01	2018-12-31	PREPARER ▼
	6	**7**	**8**

9 [Save] [Cancel] [Go to Main Menu]

6 For each Tax Type selected by your Client, you should be able to see the Tax types listed here as shown in the previous image. You may choose all Tax type(s) selected by Client and assign it to your Staff (OR) choose select one/two Tax Types and assign it to your Staff and the remaining Tax Types can be assigned to another Staff.

Select the *Date effective from*. This shall not be earlier than today. From this date onwards, the Staff can deal with your Client's Tax matters.

7 Select the *Date effective to*. This shall not be earlier than today. Until this date, the Staff can deal with your Client's Tax matters.

8 Select the *Role*. This can only *Preparer role*. This means that the Staff is able to prepare the tax submission and to save it as draft. However, the staff is not authorized to submit to IRD on your Client.

9 Client on the *Save* button.

Confirmation

Taxpayer reference No.	TIN 300022995
Name of taxpayer	SEA 0345

TRANSACTION DETAIL

Client reference No.	Staff reference No.	Tax type	Date effective from	Date effective to
TIN 300019188	SSID 200001390	Value added tax (financial service)	2017-10-01	2018-12-31

Acknowledgement No.	11286 **10**
Transaction	Authorise staff
Date/Time	2017-10-01 07:51:22 PM

Your updates to authorisation record(s) has been processed successfully.

11 ──── [Print]   [Go to Main Menu]

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10 You will receive an acknowledgement of your submission. Take note of the **acknowledgement number** in case you need to follow up with IRD on your registration .

11 Click *Print* to print a copy of this acknowledgement.

12 Once the above step is completed, your Staff is ready to submit your Client's tax matters on your behalf. They can access the IRD Portal in order to perform this. (Refer to the quick guide **How to login** and choose option **C. Login as a tax agent**).

E. View Company Authorisation

Taxpayer Registration	Authorisation
	◆ Create Staff Authorisation
	◆ Request SSID
	◆ Change Staff Password
	◆ Create Tax Agent Authorisation
	◆ Authorize Staff for Client
	◆ View Company Authorisation
	◆ View Tax Agent Authorisation

13 Select *Authorisation → View Company Authorisation* from the top menu

eService Home :: Authorisation :: View Company Authorisation

View/Edit/Delete authorisation

Search for authorised records

You can search for the staff/tax agent reference No. and click <Search>. Otherwise click <View All> to list all authorised records

* Staff/Tax agent reference No.   <Select a value> ▼ [   ]

Search   View All   Reset   Go to Main Menu

14 Enter the Staff ID/NIC/TIN of the Staff to search and click on the **Search** button to see the details of authorised staff to transact on your behalf. This includes Tax Agent that you have appointed/authorised on your behalf.

15 Click on the **View All** button to view all Company Staffs authorised to transact on your behalf. This includes Tax Agent that you have appointed/authorised on your behalf.

List of authorised records

To view/ edit the record of an authorised staff/tax agent, click on the hyperlink of the authorised staff/tax agent. To delete authorisation records, select check box for particular staff/ tax agent and click on <Terminate>.

Authorised records	Reference No.	Category	Name
☐	SSID 200001343	STAFF	
☐	SSID 200001342	STAFF	
☐	SSID 106224	STAFF	
☐	SSID 106223	STAFF	
☐	SSID 106222	STAFF	
☐	SSID 106221	STAFF	
☐	SSID 106220	STAFF	

|◄ ◄ 1 ► ►| 1 - 7 of 7 items

Terminate   Cancel   Go to Main Menu

16 Click on the Staff ID **Reference No** hyperlink to **view** and **modify** the details authorised for the Staff to transact on your behalf. This includes Tax Agent that you have appointed/authorised on your behalf.

17 Select the checkbox beside the Staff ID **Reference No** and click on the **Terminate** button to stop an authorised staff can no longer transact on your behalf. This includes Tax Agent that you have appointed/authorised on your behalf and you can terminate them if no longer act on your behalf.
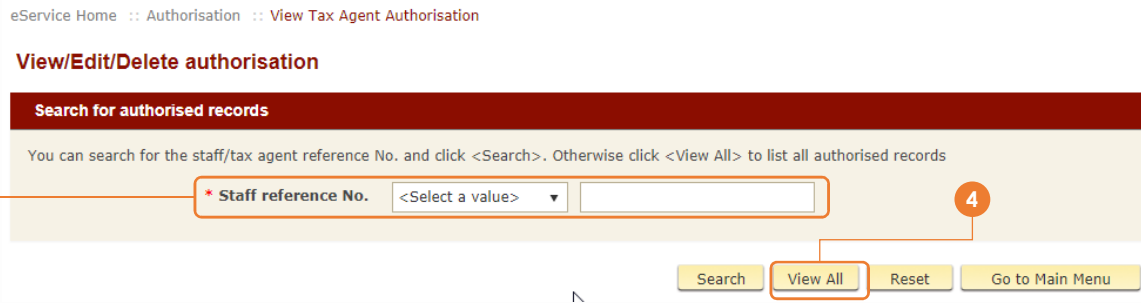
F. View Tax Agent Authorisation

NOTE:
- Only Taxpayers currently registered as Tax Agent can authorize their Staffs to deal with your Client's Tax matters. Otherwise, the system will show an appropriate message.
- You should have already authorized your Staffs to deal with Client tax matters. Refer to **D. Authorise Staff for Client**

1 Access www.ird.gov.lk and login to e-services. Click on **Authorisation of Staff/Tax Agent**: To authorise staff/Tax agent to act on your behalf for tax matters.
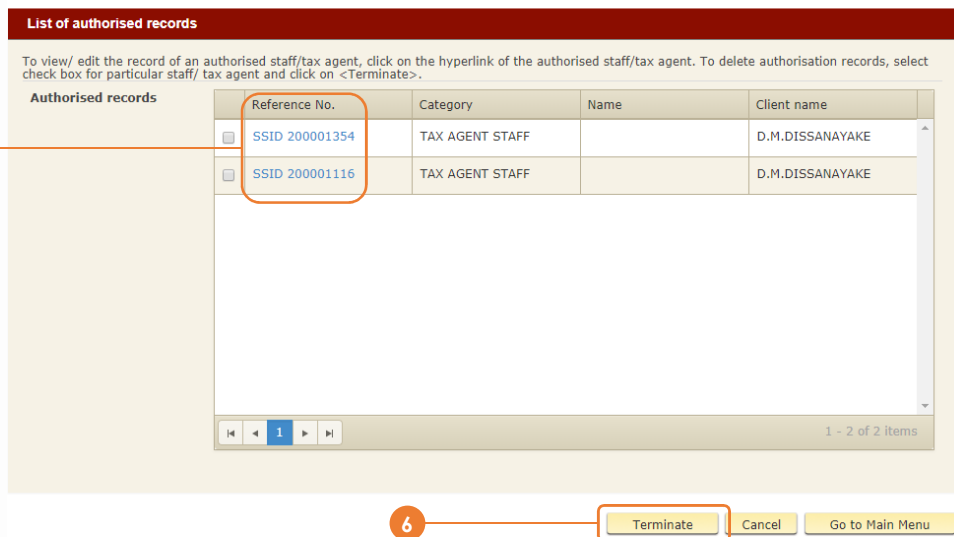
Taxpayer Registration	Authorisation
	♦ Create Staff Authorisation
	♦ Request SSID
	♦ Change Staff Password
	♦ Create Tax Agent Authorisation
	♦ Authorize Staff for Client
	♦ View Company Authorisation
	♦ View Tax Agent Authorisation

2 Select *Authorisation → View Tax Agent Authorisation* from the top menu.

eService Home :: Authorisation :: View Tax Agent Authorisation

View/Edit/Delete authorisation

Search for authorised records

You can search for the staff/tax agent reference No. and click <Search>. Otherwise click <View All> to list all authorised records

3 * Staff reference No.   <Select a value> ▼ [   ]

4

[Search] [View All] [Reset] [Go to Main Menu]

3 Enter the Staff ID/NIC/TIN of the Staff to search and click on the **Search** button to see the details of authorised staff to deal with for your Client tax matters.

4 Click on the **View All** button to view all Company Staffs authorised to deal with for your Client tax matters.

View/Edit/Delete authorisation

List of authorised records

To view/ edit the record of an authorised staff/tax agent, click on the hyperlink of the authorised staff/tax agent. To delete authorisation records, select check box for particular staff/ tax agent and click on <Terminate>.

Authorised records

	Reference No.	Category	Name	Client name
☐	SSID 200001354	TAX AGENT STAFF		D.M.DISSANAYAKE
☐	SSID 200001116	TAX AGENT STAFF		D.M.DISSANAYAKE

5

|◀ ◀ 1 ▶ ▶| 1 - 2 of 2 items

6 [Terminate] [Cancel] [Go to Main Menu]

5 Click on the Staff ID **Reference No** hyperlink to **view** and **modify** the details authorised for the Staff to deal with your Client tax matters.

6 Select the checkbox beside the Staff ID **Reference No** and click on the **Terminate** button to stop an authorised staff can no longer deal with your Client tax matters.

G. 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
- Collection of returns and supporting documents
- Generation of new and replacement paying-in slip
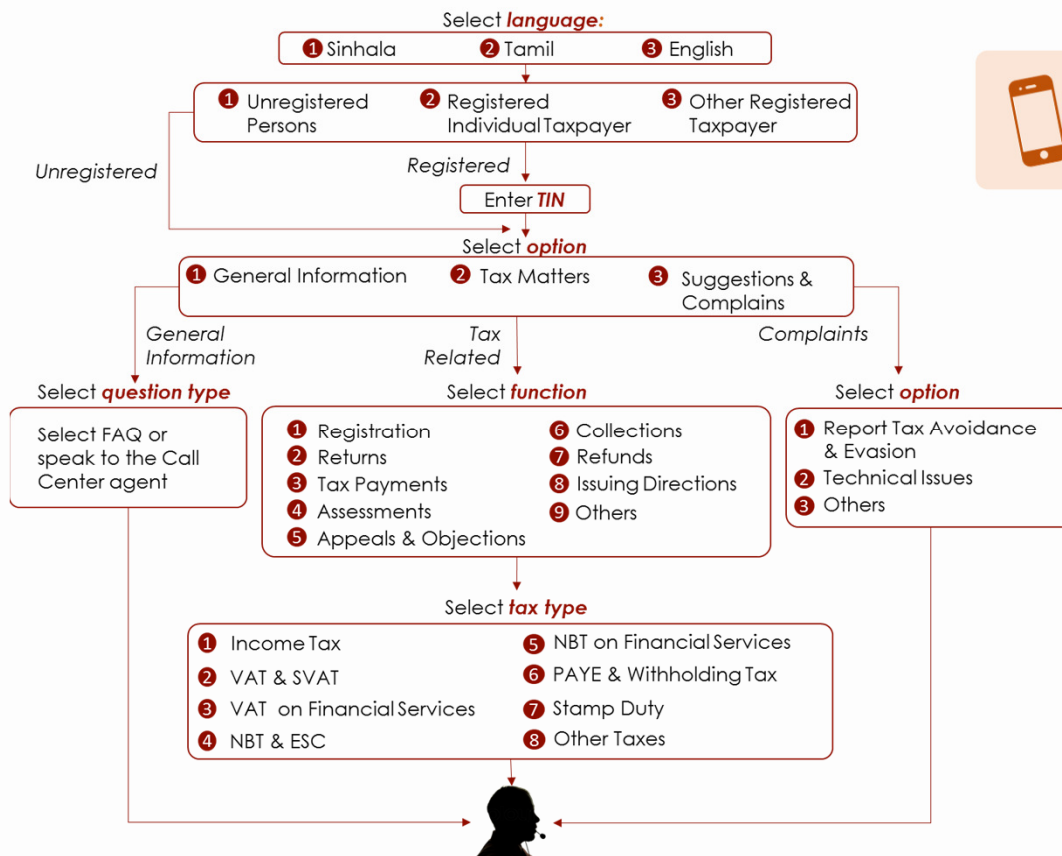- Obtaining the payment voucher number for blank paying-in slip

> **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

Select *language:*
- ❶ Sinhala
- ❷ Tamil
- ❸ English

- ❶ Unregistered Persons
- ❷ Registered Individual Taxpayer
- ❸ Other Registered Taxpayer

Unregistered

Registered

Enter *TIN*

Select *option*
- ❶ General Information
- ❷ Tax Matters
- ❸ Suggestions & Complains

General Information

Tax Related

Complaints

Select *question type*

Select FAQ or speak to the Call Center agent

Select *function*
- ❶ Registration
- ❷ Returns
- ❸ Tax Payments
- ❹ Assessments
- ❺ Appeals & Objections
- ❻ Collections
- ❼ Refunds
- ❽ Issuing Directions
- ❾ Others

Select *option*
- ❶ Report Tax Avoidance & Evasion
- ❷ Technical Issues
- ❸ Others

Select *tax type*
- ❶ Income Tax
- ❷ VAT & SVAT
- ❸ VAT on Financial Services
- ❹ NBT & ESC
- ❺ NBT on Financial Services
- ❻ PAYE & Withholding Tax
- ❼ Stamp Duty
- ❽ Other Taxes

Call Center
1944