



Sri Lanka Inland Revenue

-How to submit an appeal-



How to submit an appeal

Manually

Manually fill letter of appeal



Prepare supporting documents



Present letter of appeal and supporting documents at TPSU at IRD HQ or regional office



Send letter of appeal and supporting documents to TPSU at IRD HQ office or regional office



Online

Log in to e-services



Select assessment to appeal



Indicate reasons to appeal



Upload supporting documents



If you want to submit a new appeal, refer to

A. Submit an appeal online

Page 1

If you need help, refer to

B. Help options

Page 5

A. Submit an appeal online

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

2



- 2 Select **Appeal** → **Submit Appeal** from the top menu

3

Appeals summary

Name Arachchi Hetti Arachchige
Taxpayer identification no. 472623745

If you wish to submit a new appeal, please click on <New> button. If you wish to submit a re-appeal request or you wish to view detail of a previously submitted request, please select the desired record from the list and click on <Proceed>. If you wish to remove a draft, select the desired record from the list and click on <Delete>.

	Tax type	Accounting period	Assessment type	Charge no.	Appeal action	Submission date	Status
<input type="checkbox"/>	PAYE	01/04/2015-31/03/2016	On Return	3001516001	New appeal	02/11/2015	Submitted
<input type="checkbox"/>	PAYE	01/04/2015-31/03/2016	On Return	3001516001	Re-appeal	02/11/2015	Submitted

Note: Only Appeals request(s) created within the last 2 years will be displayed.

New **Proceed** **Delete** **Main Menu**

4

- 3 If you have submitted any appeals previously, the summary of these appeals will be displayed here

Note: only appeals submitted within the past 2 years will be displayed here

- 4 Click **New**



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Assessment information

Please perform a search for the Assessment which you are appealing against by clicking on <Search> after you have selected one or more of selection criteria in the form

5

Charge no.

Tax type

Accounting period To

Assessment type

6

5 Enter the relevant criteria to search for the assessment which you are submitting an appeal for

6 Click **Search**

Assessment summary

Name Arachchi Hetti Arachchige

Taxpayer Identification No. 472623745

Please click on specific Assessment which you wish to appeal against.
Each appeal request may take 5 minutes to complete.
Please get ready all supporting document(s) in softcopy format before commencing on filling up the application form.

Notes:
i) Ensure that the return for the period of assessment being appealed is submitted
ii) Appeal may be rejected if payment as per return is not made in full
iii) Ensure appropriate grounds of appeal is selected/mentioned, else appeal may be rejected.

7

Accounting period	Tax type	Assessment type	Charge no.	Date of assessment
01/04/2015-31/03/2016	PAYE	On Return	3001516001	10/03/2015

8

1 - 1 of 1 items

7 The assessment(s) fitting your search criteria are displayed

8 Click **Accounting period** of the assessment that you will like to submit an appeal for

Appeal application form

Name Arachchi Hetti Arachchige

Taxpayer Identification No. 472623745

Assessment detail

Tax type	PAYE	Charge no.	3001516001
Accounting period	01/04/2015 to 31/03/2016	Date of assessment	10/03/2015
Assessment type	On Return	Tax assessed (LKR)	411.00
		Penalty imposed (LKR)	0.00

9 A summary of your personal information and assessment information is displayed



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Grounds of appeal

Please select and add to grounds of appeal list

Grounds of appeal list

Assessment is time barred
Not liable to PAYE
Others
Reasons not given
Tax and penalty assessed are excessive and not in accordar

>
>>
<
<<

Other grounds of appeal

- 10 Select the reason for appeal from list on the left and click **>** to add it to the **Grounds of appeal** list on the right
- To remove an added appeal, select the corresponding appeal from the **Grounds of appeal** list on the right and click **<**
- 11 If you select **Others** from step 10 above, enter your reason for appeal here

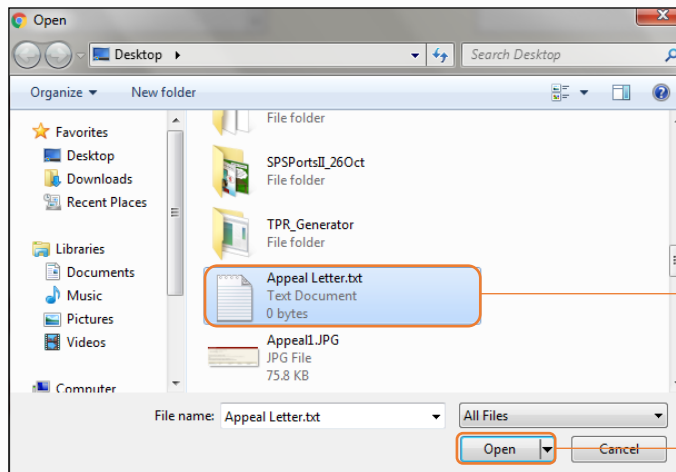
Supporting Document

Document Type Supporting Document Sub Document Type Appeal Letter Select Files

Document Type	Sub Document Type	Document Name
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Proceed Save draft Cancel Main Menu

- 12 To upload supporting documents, select the type of document that you will be uploading
- 13 Click **Select Files**



- 14 Select the file to upload and click **Open**



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Supporting Document

Document Type: Supporting Document Sub Document Type: Pay-in-slips of Payment Select Files

Document Type	Sub Document Type	Document Name	
Supporting Document	Pay-in-slips of Payment	Paying-in slip.txt	Remove

Proceed Save draft Cancel Main Menu

15 The supporting document is uploaded as shown. To remove the document, click **Remove**. Repeat steps 12 – 14 to add more documents

16 Click **Proceed**

Declaration

I declare that the information given is true and accurate to the best of my knowledge and belief.

* Name of declarant:

* Designation:

* Contact No.:

* Email:

Submit Amend Main Menu

17 Tick on the box to declare that the information provided by you is true and accurate to the best of your knowledge

18 Enter your particulars such as your **Name**, **Designation**, **Contact number** and **Email**

19 Click **Submit**

Confirmation

Applicant Reference No. 12312

Name of Applicant Arachchi Hetti Arachchige

TRANSACTION DETAIL

Acknowledgement No. 008234487

Charge no. 232414121212

Transaction Application for appeals

Date/Time 2015-07-20 10:05:50 AM

Your application request has been successfully submitted. You will receive a receipt notification soon

Main Menu

20 A confirmation of your application is shown. Take note of the **Acknowledgement number** in case you need to follow up with IRD on your application



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B. Help options



Online help prompts: The blue icons next to some fields show additional information when the mouse is placed on them

Qualifying conditions for filling VAT Return

1. Is output tax schedule applicable ⓘ
2. Is input tax applicable ⓘ
3. Are imports applicable ⓘ
4. Are credit/ debit notes applicable ⓘ
5. Is unabsorbed input tax as at 31.12.2010 available ⓘ



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

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
1944

