



# Sri Lanka Inland Revenue

## -How to submit an objection-



### How to submit an objection

**Manually**

Manually fill letter of objection



Prepare supporting documents



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



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



Coming soon

**Online**

Log in to e-services



Select notice of default for objection



Indicate reasons to object



Upload supporting documents



If you want to submit an objection online, refer to

**A. Submit an objection online** NEW

If you need help, refer to

**B. Help options**

### A. Submit an objection online

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



2 Select **Objection** → **Receive Objection** from the top menu

3

**Objections summary**

**Name** Ranaweera Sharma

**Taxpayer Identification No.** 185368548

If you wish to submit a new objection, please click on <New> button. If 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>.

	Notice of default no.	Notice of default date	Tax type	Accounting period	Charge no.	Submission date	Status
<input type="checkbox"/>	100000001406814	18/08/2015	PAYE	01/04/2014-31/03/2015	3001415001	23/09/2015	Draft

1 - 1 of 1 items

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

4

3 If you have submitted any objections previously, the summary of these objections is displayed here

**Note:** only objections submitted within the past 2 years are displayed here

4 Click **New**



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**Notice of default information**

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

5

Notice of default no.

Charge no.

Tax type

Accounting period  To

6

Search Cancel Main Menu

- 5 Enter the relevant search criteria to search for the notice of default which you are objecting against
- 6 Click **Search**

**Notice of default list**

Name Ranaweera Sharma

Taxpayer Identification No. 185368548

Please click on specific Notice of Default No. which you wish to object 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) Objection may be rejected if payment as per return is not made in full  
iii) Ensure appropriate grounds of objection is seleted/mentioned, else objection may be rejected.

7

Notice of default no.	Notice of default date	Accounting period	Tax type	Charge no.
100000001406814	18/08/2015	01/04/2014-31/03/2015	PAYE	3001415001

8

1 - 1 of 1 items

Main Menu

- 7 The notice of default(s) fitting your search criteria are displayed
- 8 Click the **Notice of default number** that you would like to object against

**Objection application form**

Name Ranaweera Sharma

Taxpayer Identification No. 185368548

**Notice of default detail**

Notice of default no.	100000001406814	Charge no.	3001415001
Notice of default date	18/08/2015	Tax type	PAYE
Tax in default (LKR)	15,000.00	Accounting period	01/04/2014 to 31/03/2015
Penalty imposed (LKR)	1,500.00		

- 9 A summary of your personal information and notice of default is displayed



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**Reasons for objection**

Please select and add to grounds of objection list

Reasons for objection List

Collectible period for tax charge was expired  
Others  
Tax and penalty assessed is excessive  
Tax credit has not been granted properly  
Taxes paid in fully

>  
>>  
<  
<<

10

**Other Reasons for objection**

11

- 10 Select the reasons for objection from the list on the left and click **>** to add it to the **Reasons for objection** list on the right
- To remove an objection, select the corresponding objection from the **Reasons for objection** list on the right and click **<**

- 11 If you select **Others** from step 10 above, enter your reason for objection here

**Supporting Document**

Document Type: Supporting Document    Sub Document Type: Objection Letter    **Select Files**

Document Type	Sub Document Type	Document Name

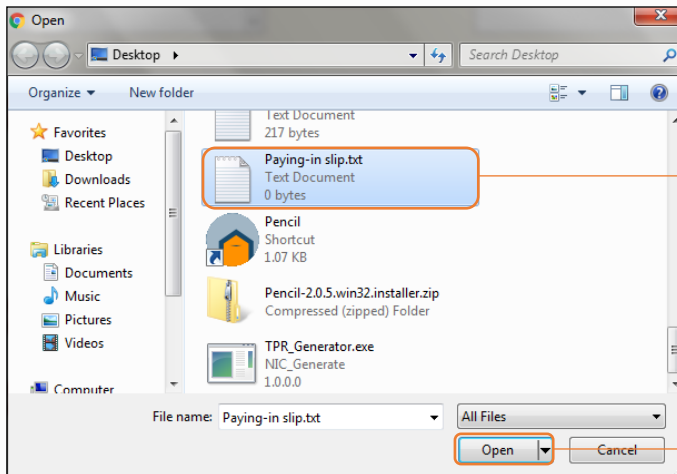
Proceed    Save draft    Cancel    Main Menu

12

13

- 12 To upload supporting documents, select the type of document that you are uploading

- 13 Click **Select Files**



14

- 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	<a href="#">Remove</a>

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 and documents provided are true and accurate

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

19 Click **Submit**

**Confirmation**

Applicant Reference No. 12312

Name of Applicant Ranaweera Sharma

TRANSACTION DETAIL

Acknowledgement No. 008234487

Notice of default no. 232414121212

Transaction Application for objections

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:

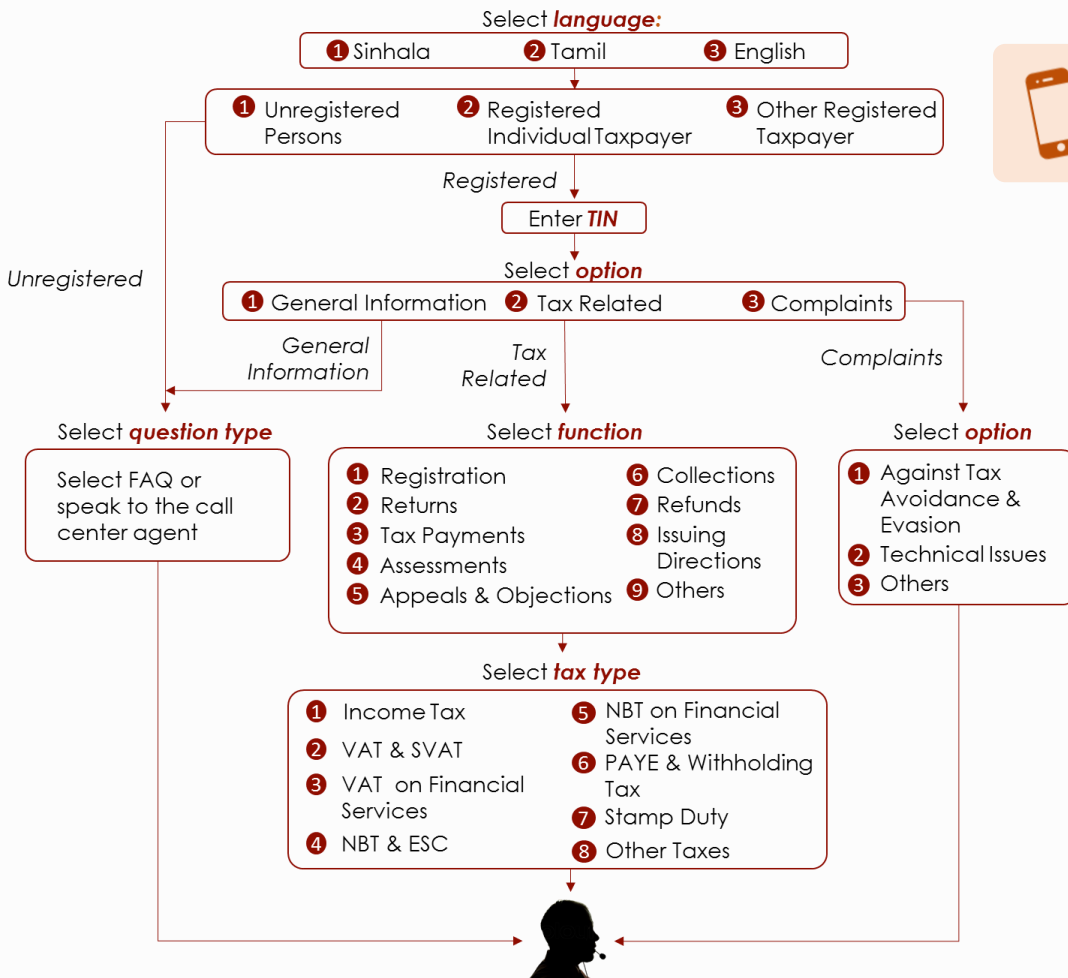
- Registration as a Taxpayer and issuing of Taxpayer Identification Number (TIN)
- Registration for tax types
- Updating of Taxpayer profile
- Issuing of Personal Identification Number (PIN) to use e-Services
- Issuing of Clearance certificate
- Advice on tax responsibilities and obligations
- Collection 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  
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