



INLAND REVENUE DEPARTMENT

Notice to the Liquor License Holders

Guidelines on Procedure which should be followed in respect of requesting for Certificates issued to obtain the confirmation for the Liquor Licenses for the year 2023

Liquor License Holders are kindly informed to fulfill the following requirements in requesting for the Certificates to obtain the confirmation for the Liquor Licenses for the year 2023

- Income Tax
 - Should have submitted the Return for the year of assessment 2021/2022 and paid the taxes as per the Return.
 - Payments should have been made for the first and second quarters of the Year of Assessment 2022/2023.
- Value Added Tax
 - Should have submitted the Returns up to the final quarter and paid the taxes as per the Returns.

General Guidelines

- Your commitment to settle the tax in arrears by asking from the respective Unit where the tax file is maintained, will assist to expedite obtaining of the Confirmation on the Liquor Licenses.
- If no amount is to be paid for a particular time period for the Income Tax and Value Added Tax, respective reasons should be specified in the Application.
- The Application for the Certificate for obtaining the confirmation for Liquor Licenses can be downloaded from the IRD Web Portal. Use the following link. [\(Downloads: Forms and Returns: Clearances\)](#)
- If the file is maintained at a Regional Office, the Application should be forwarded to the respective Regional Office. Applications can be forwarded through the e-mail. E-mail Addresses and other relevant information regarding the Regional Offices are available in the IRD Portal.
- Applications relevant to the Corporate Unit, High Net Worth Non-Corporate Unit and Metro Corporate Employees Unit should be forwarded to the Customer Service and Promotion Unit through the e-mail. csp@ird.gov.lk
- The Certificate which required to obtain the Liquor License regarding the clearance will be sent through the e-mail.

Commissioner General of Inland Revenue



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