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## REGISTRATION / ACTIVATION

### Advance Personal Income Tax (APIT)

### Withholding Tax (WHT)/Advance Income Tax (AIT)

### Value Added Tax (VAT)

- ✚ Employers who shall deduct APIT
- ✚ Withholding Agents who shall deduct WHT/AIT
- ✚ Persons whose values of taxable supply are liable for VAT

are advised to register/activate for Tax Types using Inland Revenue Department e-Services as follows

**A Taxpayer should have a Personal Identification Number (PIN) to be able to use the e-Services. If a taxpayer does not have a PIN, he is advised to obtain a PIN as follow**

- Visit IRD Portal [www.ird.gov.lk](http://www.ird.gov.lk)
- Click on the e-Services tab and then Access to e-Services
- Click on [PIN Request](#), Fill the information and submit after selecting E-mail mode

#### **For Registration –**

- After obtaining a PIN, visit IRD Portal [www.ird.gov.lk](http://www.ird.gov.lk)
- Click on the e-Services tab and then Access to e-Services
- Click on [Authorisation of Staff/Tax Agent](#) and log in using PIN (**For Companies, Partnerships and other non-individual entities**)
- Proceed to log-in as Individual taxpayer (**For Individuals**)
- Click on the Taxpayer Registration tab and select Register Tax type Request
- Select Tax Type [(PAYE( for APIT)/WHT(for WHT/AIT)/VAT] from the dropdown and fill-in rest of the mandatory details
- Upload a request letter confirming your liability under Supporting Documents and proceed to next.
- After filling your information submit and request
- Take note of the acknowledgement number

#### **For Activation –**

- After obtaining a PIN, visit IRD Portal [www.ird.gov.lk](http://www.ird.gov.lk)
- Click on the e-Services tab and then Access to e-Services
- Click on [Authorisation of Staff/Tax Agent](#) and log in using PIN (**For Companies, Partnerships and other non-individual entities**)
- Proceed to log-in as Individual taxpayer (**For Individuals**)
- Click on the Taxpayer Registration tab and select Change Tax type Details Request
- Click on Tax Type [PAYE(for APIT)/WHT(for WHT/ AIT)/VAT] and change the status as ACTIVE
- Upload a request letter signed by director/partner/principal officer of the entity under Supporting Documents and proceed to next.
- After filling your information submit the request
- Take note of the acknowledgement number

#### **Further, e-mail address should be updated**

- Send a request through your e-mail to [ci@ird.gov.lk](mailto:ci@ird.gov.lk) along with the following:

For Companies: Form 01 & National Identity Card of the Director	For Individuals: National Identity Card / Valid Passport
For Partnerships: Business Registration Certificate & National Identity Card of the Partner	Other Entities: National Identity Card of the Principal Officer

## COMMISSIONER GENERAL OF INLAND REVENUE



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