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உள்ளாட்சு இறைவரித் திணைக்களம்  
**Inland Revenue Department**

**UPDATING YOUR TAXPAYER PROFILE  
(REGISTRATION DETAILS)  
through IRD e-service**

enables you to comply with tax related matters without visiting IRD

Obtaining a PIN is essential to access IRD e-service

**Obtaining Personal Identification Number (PIN) to access e-service**

For already registered taxpayers. PIN can be obtained using the following pathway

- 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

**Obtaining SSID is essential for Companies, Partnerships and Tax Agents**

- 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
- Request for Staff ID (SSID)
- Once SSID is obtained, again Click on [Authorization of Staff/Tax Agent](#) and log in using TIN & PIN
- Authorize the obtained SSID as "APPROVER"
- Log out from the Authorisation of Staff/Tax Agent log in
- Log in as [Corporate/Partnership Taxpayer](#) using your SSID and Password

For more details please refer to the 'Overview and Quick Guide' in IRD Web Portal (Click Access to e-Services then Click Overview and Quick Guide)

**Taxpayer Profiles (Registration Details) should be updated within thirty days from the date of change**

- A change in name (including business name or other trading name)
- Address
- Place of business
- Nature of the taxable activity
- National Identity Card Number (NIC) / Registration Number
- E-mail address and Contact Numbers

**Supporting documents required to change Taxpayer Registration details**

Individuals	Partnerships	Companies
National Identity Card/Valid Passport	Business Registration Certificate	Business Registration Certificate
Business Registration Certificate (if a proprietorship is to be added)	NIC/Valid PP copies of all partners	Form 01 and Form 20 Certified by ROC as true copy
Utility Bill (CEB / Statement of Bank Account or Pass Book / Grama Niladhari Certificate (if address is different from NIC)	Deed/lease agreement (if address is to be updated)	NIC/Valid PP copies of all directors
		Form 04 (if name is to be updated)
		Form 13 and deed/lease agreement (if address is to be updated)

A person who fails to register or notify the changes as required shall be liable for a penalty not exceeding fifty thousand rupees.

**COMMISSIONER GENERAL OF INLAND REVENUE**



**TAXES - FOR A BETTER FUTURE**

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