



## INLAND REVENUE DEPARTMENT

### Notice to Taxpayers

Taking in to account the prevailing situation in the country, **all taxpayers** are requested to avail the following service of the **Customer Information Update Unit** via e-Services or e-Mails.

IRD e-Services can be access via [www.ird.gov.lk](http://www.ird.gov.lk) → **e-Services** → **Access to e-Services**

#### 1. Change of Taxpayer Registration Details

- Change of business address/name
- Change of director/partner details
- Change of proprietorship details

Following documents are to be submitted via e-Services or via e-Mail.

Individuals	Partnerships	Companies
Application Form for Change Taxpayer Registration Details (Not required for e-Service)	Application Form for Change Taxpayer Registration Details(Not required for e-Service)	Application Form for Change Taxpayer Registration Details(Not required for e-Service)
National Identity Card of the Individual	Amended Business Registration Certificate	National Identity Card or Passport of the Directors and Form 01
For updating Proprietorship details, Appendix A and Business Registration Certificate	For updating partner details, Appendix B and National Identity Card or Passport of the Partners	For updating the business name, amended Business Registration Certificate (Form 04)
For updating the address, Utility Bill / Landline Telephone Bill / Statement of Bank Account or Pass Book / Grama Niladhari Certificate	For updating the address, Lease Agreement / Deed of the property	For updating the address, Lease Agreement or Deed of the property and Form 13 For updating director details, Appendix B and Form 20

#### 2. For Voluntary reactivation of Value Added Tax (VAT)

Request letter, signed by the Individual / Partner / Director to be sent either via email or e-services.

#### 3. Updating SVAT Credit Voucher Collectors' and/or Authorized Signatories' Details

All SVAT related communications should be signed by ONE of the directors of the company, and a **board resolution** is required (if not provided already),

stating that the concerned director is authorized to handle and communicate all matters related to SVAT.

The director who is authorized by the board resolution above, shall update credit voucher signatories by an **SVAT application** and a **letter of request** in which the signatures of the signatories should be certified. For each signatory, an **Appendix C** and the **NIC copy** of the signatory should be attached.

To update credit voucher collectors, the **SVAT application** signed by the director authorized in the board resolution, and the **NIC copies** of the collectors are sufficient.

The above documents can be scanned and sent by email in ONE PDF file.

**If you have any inquiry you may contact following officers.**

Name	Telephone/Mobile Number	e-Mail Address
D.H.D. Satharasinghe Commissioner	0112134202	satharasinghe.dhd@ird.gov.lk
K.A.P.R. Gunarathne Deputy Commissioner	0112134217	gunarathne.kapr@ird.gov.lk
R.B.R.P. Munasingha Assistant Commissioner	0112134218	munasingha.rbrp@ird.gov.lk
A.K.C.P. Akurugoda Assistant Commissioner	0112134219	akurugoda.akcp@ird.gov.lk
H.M.S.P. Herath Assistant Commissioner	0112134221	herath.hmsp@ird.gov.lk
J.S.R. Thamilinian Assistant Commissioner	0112134222	thamilinian.jsr@ird.gov.lk

Kindly note that all e-mails should be sent from official e-mail addresses and all request letters should be signed by relevant authorized persons (Individual / Partner / Director).

**For further clarification, please contact IRD Call Centre by Dialing 1944  
Inland Revenue Web Site - [www.ird.gov.lk](http://www.ird.gov.lk)**

**Commissioner General of Inland Revenue**

