

A step by step guide to
Doing Business
in Sri Lanka



Central Bank of Sri Lanka

ISBN 978- 624-5917-00-6

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Revised Edition: 2021

Published by the Central Bank of Sri Lanka
30, Janadhipathi Mawatha, Colombo 1, Sri Lanka.

Foreword

This is the ninth edition in the series “**A Step by Step Guide to Doing Business in Sri Lanka**” published by the Statistics Department (STD) of the Central Bank of Sri Lanka. The first of the series was published in October 2010. This is in line with STD’s constant contribution towards encouraging the implementation of reforms in the current regulatory framework relating to the areas in Ease of Doing Business (DB) ranking published by the World Bank and International Finance Corporation. The changes in regulations, contributing to doing business in Sri Lanka in ten areas of the life of a business – Starting a business, Dealing with Construction Permits, Getting Electricity, Registering Property, Getting Credit, Protecting Minority Investors, Paying Taxes, Trading across Borders, Enforcing Contracts and Resolving Insolvency – are measured in the DB ranking. This booklet encompasses, in one single source, all the prevailing regulations applicable in the aforementioned ten areas and other useful topics of interest to a potential entrepreneur. Starting from the first edition of the booklet, STD tries to ensure that the most up-to-date information gathered from the relevant institutions is available to the user and this guide covers the regulatory information up to mid-2021.

Similar to the previous versions, this booklet contains information summarised under three main chapters: Starting a Business, During the Business and Other Activities. Under each area, comprehensive information on the relevant institutions, documentary requirements, regulatory clearances, associated costs and contact details assisting the users to obtain further clarifications, if required, are available.

We sincerely hope that this booklet will be a useful guide to the business community at large and welcome your valuable feedback (dst@cbsl.lk).

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List of Acronyms

ACVT	– Air Cargo Village Terminal
AE	– Area Engineer
AEO	– Area Engineer’s Office
BOI	– Board of Investment
BPO	– Business Process Outsourcing
CCB	– Coconut Cultivation Board
CCDP	– City of Colombo Development Plan
CD	– Compact Diskette
CDDA	– Cosmetic Devices and Drugs Authority
CDN	– Cargo Dispatch Note
CDS	– Central Depository System
CE	– Chief Engineer
CEA	– Central Environmental Authority
CEB	– Ceylon Electricity Board
CFR	– Cost and Freight
CIF	– Cost Insurance and Freight
CIF	– Customer Identification Form
CLE	– Ceylon Legislative Enactment
CMC	– Colombo Municipal Council
COC	– Certificate of Conformity
CSE	– Colombo Stock Exchange
CUSDEC	– Customs Declaration
D/A	– Documents against Acceptance
D/P	– Documents against Payments
DIG	– Deputy Inspector General
ECSC	– Electricity Consumer Service Centre
EDB	– Export Development Board
EIA	– Environmental Impact Assessment
E-Media	– Electronic Media
EPF	– Employees’ Provident Fund
EPL	– Environmental Protection License
ESC	– Economic Service Charge
ESOP	– Employee Share Ownership Plan
ESOS	– Employee Share Option Scheme
ESPS	– Employee Share Purchase Scheme
ETA	– Electronic Travel Authorization
ETF	– Employees’ Trust Fund
FOB	– Free On Board
GSP	– Generalized System of Preferences
HACCP	– Hazard Analysis and Critical Control Points
HS	– Harmonised System
IDN	– Internationalized Domain Name
IEE	– Initial Environmental Examination
IEE	– Institute of Electrical Engineers
IRD	– Department of Inland Revenue
IT	– Information Technology

JCT	–	Jaya Container Terminal
JV	–	Joint Venture
KYC	–	Know Your Customer
LCB	–	Licensed Commercial Bank
LEG	–	Legislation
LSB	–	Licensed Specialized Bank
MOU	–	Memorandum of Understanding
MT	–	Metric Ton
NBT	–	Nation Building Tax
NEA	–	National Environmental Act
NFE	–	No Foreign Exchange
NGO	–	Non Government Organization
NIC	–	National Identity Card
NWSDB	–	National Water Supply and Drainage Board
OBU	–	Off-shore Banking Unit
PAA	–	Project Approving Agency
PAYE	–	Pay As You Earn
PF	–	Provident Fund
PPC	–	Preliminary Planning Clearance
PSR	–	Presidential Security Range
QPC	–	Quoted Public Company
RGS	–	Residential Guest Scheme
RMV	–	Registrar of Motor Vehicle
ROC	–	Registrar of Companies
SAGT	–	South Asia Gateway Terminal
SDP	–	Strategic Development Project
SEC	–	Securities and Exchange Commission of Sri Lanka
SFIDA	–	Special Foreign Investment Deposit Account
SIA	–	Securities Investment Account
SLAS	–	Sri Lankan Accounting Standard
SLPA	–	Sri Lanka Ports Authority
SLSI	–	Sri Lanka Standards Institution
SLT	–	Sri Lanka Telecom
SLTB	–	Sri Lanka Tea Board
SP	–	Special Project
SVAT	–	Simplified Value Added Tax
SWML	–	Scheduled Waste Management License
TIA	–	Traffic Impact Assessment
TIN	–	Taxpayer Identification Number
TQB	–	Textile Quota Board
TRC	–	Telecommunication Regulatory Commission
UDA	–	Urban Development Authority
UNCITRAL	–	United Nations Commission on International Trade Law
VAT	–	Value Added Tax
VDF	–	Value Declaration Form
VIC	–	Vehicle Identity Card
Y/A	–	Year of Assessment

Starting A Business



1

1.1 Registering a Business

Relevant Institution: Department of the Registrar of Companies (ROC)

✉ Registrar General of Companies
Department of the Registrar of Companies
“Samagam Medura”
400, D. R. Wijewardena Mawatha
Colombo 10
Sri Lanka

☎ +94-11-2689208/2689209

☎ +94-11-2689211

@ registrar@drc.gov.lk

🌐 www.drc.gov.lk
eroc.drc.gov.lk

Obtaining Online Approval for Registering a Name

Any Organisation registered under the Company Act No. 07 of 2007 should get a business name reservation.

Steps

1. Check whether there are identical names or similar names that are already registered. This could be done by searching the database of the presently registered companies through the information portal of ROC.
2. Online applicants should create a login to the e-ROC system and fill the “Name Search” application to verify that an identical name is not reserved or registered. An applicant needs to disclose the meanings of single letters (acronym) in a proposed name.
3. Send a Name Search application using the e-ROC System by paying LKR 2,200 (Fee of LKR 2,000/= + 8% VAT + 2% Bank Processing charges) (All card payments including Debit cards, Master, Visa, Amex Credit cards and web cards are accepted).
4. The Name request is sent to the Name Check Officer who will run a search for similar names which he will list and submit to the Registrar General of Companies through the e-ROC system.

Note: The Registrar General of Companies (or his Officers) have the sole discretion to approve the name or delegate authority to approve the same. He may approve the name OR request more information OR may suggest a change to the proposed name. Approval will be done through the e-ROC system and once the

name is approved, the Approval Number will be sent to the applicant via SMS and e-mail by the e-ROC system.

This reservation is valid only for a period of 3 months from the date of application.

Incorporating a Limited Liability Company

Steps

This may only be done via the online portal.

1. Obtain an online name approval (refer to pages 2 above)
2. By using the same log in for the e-ROC system, provide the information as requested by the system.
3. After providing all the required information, the e-ROC system will allow an applicant to download the Forms No. 1, 18 and 19.
4. After obtaining the relevant signatures to the said forms and Articles of Association, an applicant should scan all the signed documents and then upload them to the e-ROC system using the same log in.
 - (a) **Form 1:** Application for Registration of a Company
 - (b) **Form 18:** Consent and Certificate of the Director (Should Be Filled by Each Director)
 - (c) **Form 19:** Consent and Certificate of the Secretary/Secretaries
 - (d) **Articles of Association:** May be prepared according to the First Schedule (Model Articles) in the Companies Act No. 7 of 2007

Articles of Association set out in the First Schedule applies with regard to any company other than a company limited by guarantee, except to the extent that the company adopts articles which exclude, modify or are inconsistent with the model articles.

The articles of a private company shall include provisions which

- (e) prohibit the company from offering shares or other securities issued by the company to the public; and
- (f) limit the number of its shareholders to fifty, not including shareholders who are -
 - (i) employees of the company; or
 - (ii) former employees of the company who became shareholders of the company while being employees of such company and

who have continued to be shareholders after ceasing to be employees of the company.

5. Upload the above-mentioned scanned documents to the e-ROC system and make the relevant payment online through the system. The registration fee is LKR 11,000 including 8% VAT + 2% Bank Processing charges (Form 1 – LKR 4,000/=, Form 18 – LKR 2,000/=, Form 19 – LKR 2,000/=, Articles of Association – LKR 2,000/= + 8% VAT + 2% Bank Processing charges)

*Above mentioned fees are only applicable to a single director company.

Note: If the contents of the forms & articles are correct, the Registrar General of Companies will approve the registration through the e-ROC system and the applicant will receive the Registration Number via SMS. Printed certificate can be collected over the counter on the same day.

Further information:

If one prefers registering a private company with shares issued to a foreign investor, it should be either with BOI approval or without getting BOI approval, provided it does not violate the exclusions and limitations under Extra Ordinary Gazette No. 2045/56 of 17.11.2017 under the Foreign Exchange Act No. 12 of 2017.

In preparing articles for these companies, inclusion of primary objectives becomes mandatory.

An Overseas Company in Sri Lanka

Eligibility for Registration

- Any company or body corporate incorporated outside Sri Lanka,
 - (i) whose business has been granted permission for the purposes under the Exchange Control Act, subject to the exclusions, limitations and conditions published in Government Gazette No. 2213/35 of 03.02.2021 under the Foreign Exchange Act No. 12 of 2017; and
 - (ii) has after the appointed date, established a place of business within Sri Lanka; or
 - (iii) has before the appointed date, established a place of business within Sri Lanka and continues to have an established place of business within Sri Lanka on the appointed date.

Steps

This may only be done via the online portal.

1. Obtain an online name approval (refer to page 3 above).
2. Within one month from the date of establishment of its place of business within Sri Lanka, deliver the following to the Company Registrar for registration of business—
 - (i) a certified copy of the charter, statute or memorandum and articles of association of the company or other instruments constituting or defining the constitution of the company and where that instrument is not in the official language of Sri Lanka or in English, a translation of that instrument in such language as may be specified by the Registrar;
 - (ii) a list of the directors of the company, containing such particulars with respect to the directors as are by the Companies Act No. 7 of 2007 required to be contained with respect to directors in the register of directors of a company in the prescribed manner; [FORM 45]
 - (iii) the names and addresses of one or more persons resident in Sri Lanka authorized to accept on behalf of the company, service of documents and of any notice required to be served on the company in the prescribed manner; [FORM 46]
 - (iv) a statement containing the full address of the registered or principal office of the company in the country of origin and the principal place of business of the company within Sri Lanka; [FORM 44]
 - (v) a certified copy, certified of recent date, of any document affecting or evidencing the incorporation of the company; and
 - (vi) a valid Power of Attorney authenticated by the seal of the company authorizing the persons or person resident in Sri Lanka to act on behalf of the company.

Where an overseas company has established a place of business within Sri Lanka before the appointed date and has complied with the requirements of Part XIII of the Companies Act No. 17 of 1982 in relation to the delivery of documents and particulars, such company shall be deemed to have complied with (2) above.

Where it appears to the Registrar that the corporate name of a registered overseas company would be precluded from registration under Section 7 of the Act, had it been formed under this Act, the Registrar may take appropriate steps in terms of the Act to issue notice on the company to register another name approved by the Registrar.

Note: 1. A document shall be deemed to be duly certified if the document is certified to be a true copy –

- (i) by an official of the government of such foreign country to whose custody the original is committed ; or
- (ii) by a Notary Public of such country; or
- (iii) by some officer of the company before a person having authority to administer an oath in that country; and by the signature or seal of that official, Notary Public or person being authenticated by an official of the Sri Lankan Embassy or High Commissioner in that country.

In the case of a country where there is no Sri Lankan Embassy, the signatures may be authenticated by the Trade Commissioner; or any representative of the government of Sri Lanka in that country; or any member of the judiciary of that country; or any other person acceptable to the Registrar General of Companies.

2. Prescribed forms may be purchased from the department or downloaded from the website <http://www.drc.gov.lk/>

3. The current prescribed fees for registration are :-

For registration of an overseas company – Rs. 60,000/= For
registration of any document – Rs. 2,000/=
15% VAT is payable on all registration fees.

4. All forms must be printed or typewritten.

To follow the procedure to apply for a licence under section 34 of the Companies Act No. 7 of 2007 visit ROC website <http://www.drc.gov.lk/>

An Off-Shore Company in Sri Lanka

Companies that may be registered:

Any company or body corporate incorporated in Sri Lanka or under the laws of any foreign country may make an application to the Registrar General of Companies to be registered as an Off-shore company and to be referred to as such. Registration of the company will be subject to the Registrar being satisfied that –

- (a) winding up or liquidation of such company has not commenced;
- (b) a receiver of the property has not been appointed;
- (c) there is no scheme or order in force suspending the rights of creditors; and
- (d) in the case of a company incorporated abroad, there is no legal impediment in the country of incorporation to the

company engaging in the business of an Off-shore company; (A certificate from the registering authority or a reputed law firm in that country to that effect would be required).

- (e) the issue of the certificate of registration will not render defective any legal or other proceedings instituted or to be instituted by or against the company.

Grant of Certificate of Registration

- (a) The issue of a certificate of registration will be subject to the above criteria and the discretion of the Registrar that the registration will be in the national interest and any conditions that the Registrar may embody in the certificate.
- (b) The grant of a certificate of registration as an off-shore company shall entitle the company to carry on its business outside the shores of Sri Lanka and exempt the company from complying with any other provisions of the Act.

Steps

This may only be done via the online portal.

1. Obtain an online name approval (refer to page 3 above).
2. Deliver following documents for registration.
 - (a) a certified copy of the charter, statute or memorandum and articles of association of the company or other instrument constituting or defining the constitution of the company and where that instrument is not in the official language of Sri Lanka or in English, a translation of that instrument in such language as may be specified by the Registrar;
 - (b) a list of the directors or those managing the affairs of the company, containing their full names, addresses, occupations and the offices they hold in the company; [FORM 45]
 - (c) the names and addresses of one or more persons who are residents in and are citizens of Sri Lanka who is or are authorized to represent the company; [FORM 46]
 - (d) statement containing the full address of –
 - (i) the registered or principal office of the company in the country of incorporation; [FORM 44]
 - (ii) the office of the company in Sri Lanka; [FORM 44] and
 - (iii) a certified copy (certified of recent date) of the incorporation of the company.
 - (e) a valid Power of Attorney (authenticated by the seal of the company if applicable) authorizing the persons or person resident in Sri Lanka to act on behalf of the company.

3. Produce to the Registrar a certificate from a bank, that the prescribed sum to defray the expenses of the off-shore company for the purposes of its office in Sri Lanka has been deposited to the credit of an account at the bank in the name of the off-shore company.
4. Produce not later than the 31st day of January each year (or such later date as the Registrar may approve) the following where an off-shore company intends to continue its business as an off-shore company.
 - (i) proof of payment of the prescribed fee in the prescribed manner; and
 - (ii) a certificate referred to at (3) above.

Note: Prohibition

An Off-shore company shall have power to carry on any business outside Sri Lanka but shall not be entitled to carry on any business within Sri Lanka.

It is not precluded from securing any benefits or advantages available under any written law applicable to it.

Cessation of Business

An off-shore company may cease carrying on business as an offshore company by giving notice to the Registrar on the prescribed form of its intention to do so. (Form 24)

Prescribed forms may be purchased from the department or downloaded from the website <http://www.drc.gov.lk/>

The current prescribed fees for registration are :-

Amount to be credited to a bank to defray expenses of an off-shore company in Sri Lanka

for the purpose of its office – USD 100,000.00

For registration of an offshore company – Rs. 150,000.00

For registration of any document – Rs. 2,000.00

15% VAT is payable on all registration fees

1.2 Obtaining a Taxpayer Identification Number

Relevant Institution: Department of Inland Revenue (IRD)

✉ Senior Commissioner - Customer Registration and Update
+94-11-2134200 (Direct)
Commissioner of Primary Registration Unit
+94-11-2134203 (Direct)
Department of Inland Revenue
P. O. Box 515
Chitthampalam A. Gardiner Mawatha Colombo 02, Sri Lanka

☎ 1944 (Call Centre)
+94-11-2135135 (Direct)

@ callcentreservice@ird.gov.lk, pr@ird.gov.lk

🌐 www.ird.gov.lk

A. Obtaining Taxpayer Identification Number

1) Following person can request to get a Taxpayer Identification Number (TIN) from the Taxpayer Service Centers at Head Office, nearest Regional Office or online through the IRD web portal (www.ird.gov.lk)

- Individuals (Local/Foreigners)
- Partnership Business
- Limited Liability Companies
- Limited Companies
- Company Limited by Guarantee
- Companies Incorporated Outside of the Country (Registered Foreign Company)
- Other Projects/NGO
- Joint Ventures
- Unit Trust
- Charity
- Co-operative Societies
- Trust
- Club & Associations
- Government Institutions and Semi Government Institutions

- 2) Application forms for obtaining a TIN number can be collected from Tax Payer Service Centers (either in Head Office or Regional Offices of IRD) or can be downloaded from IRD website.
- 3) Forward completed application and relevant original documents (along with photocopies) to the Taxpayer Service Center or apply online through IRD website. TIN application should be signed by the proprietor/partner of the business or director of the company, or holder of power of attorney.
- 4) TIN Certificate will be issued only if all the required information and documents are available with the application.

B. Documents Required

1) Individual Business/Partnership Business:

- Certificate of Registration of Business
- NIC/Driving License/Valid Passport/Senior Citizens Identity Card of the proprietor or partners
- Address Proof Document (Electricity Bill/Water Bill/Landline Telephone Bill/Bank Statement/Bank Passbook or Grama Niladari Certificate) – if permanent address is mismatching with the NIC.
- For Foreigners,
 - o Valid Passport
 - o Address Proof Document for Local Address

Note: Originals together with photocopies of supporting documents should be submitted.

2) Limited Liability Companies:

- a. Registered under the Companies Act No. 17 of 1982 (Reregistered before 03/05/2007)
 - Certificate of Incorporation (Re-registration) – Form 41
 - Form 40 – certified by the Registrar of Companies
 - Articles of Association with signatures of the initial shareholders and the notary public
 - Change of Directors (Form 20/Form 18), Change of Address (Form 13) certified by the Registrar of Companies (if any)
 - NIC/Driving License/Valid Passports with NIC number/ Senior Citizens Identity Card of the Directors (certified copies)

Note: Originals together with photocopies of supporting documents should be submitted.

b. Registered under the Companies Act No. 07 of 2007 (Newly Incorporated after 03/05/2007)

- Certificate of Incorporation – Form 2A
- Form 01 – certified by the Registrar of Companies
- Articles of Association with signatures of the initial shareholders
- Change of Directors (Form 20/Form 18), Change of Address (Form 13) certified by the Registrar of Companies (if any)
- BOI Registration Certificate and BOI Agreement (if relevant)
- NIC/Driving License/Valid Passports with NIC number/ Senior Citizens Identity Card of the Directors (certified copies)

Note: Originals together with photocopies of supporting documents should be submitted.

3) Limited Companies:

- Certificate of Incorporation – Form 2C
- Certified copy of Form 01 issued by the Registrar of Companies
- Articles of Association with signatures of the initial shareholders
- Change of Directors (Form 20/Form 18), Change of Address (Form 13) certified by the Registrar of Companies (if any)
- NIC/Driving License/Valid Passports with NIC number/ Senior Citizens Identity Card of the Directors (certified copies)

Note: Originals together with photocopies of supporting documents should be submitted.

4) Company Limited by Guarantee:

- Certificate of Incorporation – Form 2D
- Certified copy of Form 5 issued by the Registrar of Companies
- Articles of Association with signatures of initial shareholders
- Change of Directors (Form 20/Form 18), Change of Address (Form 13) certified by the Registrar of Companies (if any)
- NIC/Driving License/Valid Passports with NIC number/ Senior Citizens Identity Card of the Directors (certified copies)

Note: Originals together with photocopies of supporting documents should be submitted.

5) Companies Incorporated Outside the Country:

a. Registered under the Companies Act No. 17 of 1982
(Registered before 03/05/2007)

- Certificate of Incorporation - Form 75
- Full Address of the Registered or Principal Office of the Company (Form 56) – certified by the Registrar of Companies
- List of particulars of the Directors of a Company (Form 57)
- List of the Names and Addresses of persons residing in Sri Lanka authorized to accept service on behalf of the Company (Form 58)
- Articles of Association with signatures of the initial shareholders
- NIC/Valid Passports of the Directors and Authorized person in Sri Lanka

b. Registered under the Companies Act No. 17 of 1982
(Registered after 03/05/2007)

- Certificate of Incorporation – Form 42
- Full Address of the Registered or Principal Office of the Company (Form 44) – certified by the Registrar of Companies
- List of particulars of the Directors of the Company (Form 45)
- List of the Names and Addresses of persons residing in Sri Lanka authorized to accept service on behalf of the Company (Form 46), for Alterations (Form 35)
- Articles of Association with signatures of the initial shareholders
- NIC/Valid Passports of the Directors and Authorized person in Sri Lanka.

Note: Originals together with photocopies of supporting documents should be submitted.

6) Projects:

- Request letter from Project Director in a letter head
- Project Agreement
- Cabinet approval of the project or approval letter from relevant Government Authority
- Appointment letter of Project Director
- NIC/Valid Passports of the Project Director
- Application of Tax Type registration

7) NGOs:

- Request letter in a letter head
- Certificate of NGO Registration
- Appointment letter of Directors/Board Minutes/Constitution
- NIC/Driving License/Valid Passports of the Directors
- Application of Tax Type Registration (for tax purpose)
- Import or Export documents (for temporary VAT purpose)

8) Joint Ventures:

- Request letter from major partner in a letter head
- Joint Venture Agreement/Memorandum of Understanding
- Contract Agreement, acceptance letter, approval letter of relevant government body
- Approval of Cabinet/Government Body or Gazette Notice (if any)
- NIC/Driving License/Valid Passports of the Directors/Partners
- Form 01, Change of Directors (Form 20/Form 18) of related entities – certified by the Registrar of Companies
- Application of Tax Type Registration

9) Unit Trusts:

- Request letter in a letter head
- Certificate issued by Securities and Exchange Commission
- Unit trust deed
- NIC/Driving license/Valid Passports of the trustees
- Application of Tax Type Registration

10) Charities:

- Request letter in a letter head
- Registration Certificate of Department of Social Service or Cultural Affairs
- Board Report regarding election of Chairmen, Trustees and Members/Constitution
- To verify the identity of the Trustees/Members (NIC, Valid Passport or Driving License)
- Application of Tax Type Registration
- Import or Export documents (for temporary VAT purpose)

11) Government Institutions and Semi Government Institutions:

- Request letter in a letter head
- Act/Gazette notification relating to establishment of the institute
- Appointment letter or Official ID
- To verify the identity of the Secretary/Chairman/Director (NIC, Valid Passport or Driving license)
- Application of Tax Type Registration (for tax purpose)
- Import or Export documents (for temporary VAT purposes)

1.3 Registration for Taxes

Relevant Institution: Department of Inland Revenue (IRD)

✉ Senior Commissioner - Customer Registration and Update
+94-11-2134170 (Direct)

Commissioner of Tax Registration Unit
+94-11-2134201 (Direct)
Department of Inland Revenue
P. O. Box 515
Chitthampalam A. Gardiner Mawatha, Colombo 02, Sri Lanka

☎ +94-11-2328702

☎ 1944 (Call Centre)
General Line: +94-11-2135135

@ callcentreservice@ird.gov.lk

🌐 www.ird.gov.lk

Prerequisite for Tax Registration

Every person should have been registered for TIN at the time of making an application for tax registration.

1. VAT Registration

1) Liability for VAT Registration

Every person who carries on a taxable activity should register for VAT if the value of the taxable supply exceeds Rs. 75 million per quarter or Rs. 300 million per annum from 01.01.2020

Or

Any person whose taxable supply is less than Rs. 75 million per quarter or Rs. 300 million per annum can request to register for VAT

2) Registration for VAT

Application should be made through Tax Type Registration Form (TPR_005_E), not later than fifteen days from the date of becoming liable for registration

3) Documents required for Registration

- TIN Certificate
- Certificate of Business Registration
- In case of Limited Liability Company

- o Copies of Memorandum and Articles of Association
- o Certificate of Incorporation
- o List of Directors: Form 01 or Form 20 or Form 40
- Copies of NIC of the Proprietors/Partners/Directors of the Company
 - Note:** Persons who are registered in RAMIS (Revenue Administration Management Information System) are not required to submit above documents.
- Documentary evidence to prove the turnover - Sales Invoices, Sales Schedules (with invoice numbers), Purchase Orders, Agreements, Monthly Bank Statements for last 3 months/last 12 months etc.
- Address proof for the business premises - Deed/Lease Agreement/Rent Agreement/Gramaseva Certificate approved by Divisional Secretariat etc.

4) Approval under Section 22(7)

- Requesting Letter for 22(7) Approval
- Letter of Authority
- In case of BOI Companies - BOI Agreement and Supplementary Agreement (if any)
- Project Proposal
- Source of funds to the project has been proved
- Reports of work in progress up to now
- Intended purchases list (Imports & Local Purchases) - the list should be approved by BOI if it is a BOI Company
- Valid Deed/Lease Agreement
- Survey Plan/Building Plan - should be approved by the relevant Local Government Authority and these documents should be counter signed by BOI if it is a BOI company
- Bill of Quantity approved by a Chartered Engineer
- Letter of Tourist Board approval – if it is a hotel project
- Environmental Clearance from relevant Government Authorities
- Sketch showing access to the location of the project

Note: Under Section 22(7) Approval and Permanent VAT Registration will be granted after the field visit. (Field visit necessary for 22(7) and SVAT registration for Registered Identified Purchaser (RIP) status).

2. Registration for SVAT

Application for New/Change SVAT Registration (TPR – 006E) should be submitted along with the following documents to register as Registered Identified Purchaser (RIP) or Registered Identified Supplier (RIS).

- 1) Registered Identified Purchaser (RIP)
 1. Application signed by Director/Owner
 2. Board Resolution (No Objection Letter)
 3. Credit Voucher Collector's (two persons) ID copies
 4. Credit Voucher Authorised Signatures (2 or more & 5 or less), ID copies and a letter with sample signatures as following schedule with Appendix C

	Name	ID No.	Signature
1.			
2.			
3.			
4.			
5.			

5. TIN Certificate
6. VAT Certificate
7. Certificate of Business Registration
8. Form 1/Form 40 with Directors' ID Copies
9. Export License issued by Export Development Board
- 10.Registration Certificate of Tea Board, Coconut Cultivation Board or Jem and Jewelry Authority (whichever relevant)
- 11.VAT returns copies for last three quarters
- 12.SVAT Registered Suppliers' List and SVAT Certificate copies
- 13.Purchase Order
- 14.Local Purchase Invoices
- 15.Bank Statements for last three months
- 16.Deed/Rent Agreement/Lease Agreement copy
- 17.Authorisation Letter with ID Copies
- 18.Other relevant documents
 - 22(7) – The letter approved by Senior Commissioner of customer registration and update
 - Special Project – Approval letter issued by Finance Ministry and a letter approved by the IRD
 - Strategic Development Project - Relevant Gazette and BOI Agreement

- Export (more than 50%) – VAT returns – 3 copies and custom documents (Zero rated services such as international transportation also to be included)

Note: Persons who are registered in RAMIS are not required to submit above item no. 5 - 10 documents.

2) Registered Identified Supplier (RIS)

1. Application signed by Director/Owner
2. Board Resolution (No Objection Letter)
3. TIN Certificate
4. VAT Certificate
5. Certificate of Business Registration
6. Form 1/Form 40 with Directors' ID Copies
7. Last three quarters VAT returns copies
8. SVAT Registered Purchases List and SVAT Certificate
9. Purchase Order
10. Bank Statements for last three months
11. Authorisation Letter with ID Copies

Note: Persons who are registered in RAMIS are not required to submit above item no. 3 -7 documents.

3. Obtaining a Temporary Registration for VAT

All entities who have not registered for permanent VAT and are involved with import, export, clearing and forwarding are required to submit a temporary VAT registration number to the Department of Customs. VAT 12 Form along with the same documents required for TIN number and a photocopy of TIN Certificate should be submitted to the Taxpayer Services Unit of the Inland Revenue Department head office to obtain a temporary VAT registration number. For the purpose of imports, commercial invoice and bill of lading/airway bills are to be furnished in addition to above mentioned documents.

4. Registration for Income Tax, Advance Personal Income Tax (APIT), Advance Income Tax (AIT)

- 1.) Application for Tax Type Registration (TPR-005-E)
- 2.) Application should be signed by Director/Owner/Partner
- 3.) Application should be submitted to the Tax Payer Service Centre

1.4 Obtaining an EPF Registration

Relevant Institution: Department of Labour

✉ Commissioner General of Labour
Department of Labour
Narahenpita
Colombo 05
Sri Lanka

☎ +94-11-2368917/2368062/2369190

🌐 www.labourdept.gov.lk
www.epf.gov.lk

The following steps are required to get registration with Employees' Provident Fund (EPF).

Steps

1. Complete Form-D and D annexure in two copies with business registration certificate and apply for registration within 14 days of recruitment of first employee. (For the companies registered under Registrar of Companies should attach a copy of particulars of Directors certificate required with Certification of Incorporation)
2. Dispatch by registered post or by hand to the relevant Labour Office or directly to the Commissioner of Employee's Provident Fund (Head Office).
3. Obtain reply, which will be sent along with the registration certificate.

Note: Above can be obtained over the counter at relevant District Labour Office or Head Office.

Documents required to be maintained by employer after registration will be informed by Department of Labour.

An employer of even one employee is legally bound to pay contributions to the Fund starting from the first day of employment. All employees should be enrolled by furnishing the relevant registration form called "A", "B", and "H", whether they are Permanent, temporary, apprentices, casual or shift workers.

Search www.labourdept.gov.lk website for further information.

1.5 Obtaining an ETF Registration

Relevant Institution: Employees' Trust Fund (ETF) Board

✉ Deputy General Manager (Collection & Employer Relations)
Employees' Trust Fund Board
21st Floor, Mehewara Piyesa Building
Narahenpita
Colombo 05
Sri Lanka

☎ +94 117747244

📠 +94 117747242

🌐 www.etfb.lk

@ dgmcer@etfb.lk

Employers should register with ETF Board with the same number (EPF No.) assigned by the EPF.

The steps to be followed to register with ETF are given below.

1. Employers should submit a copy of "Certificates of Employer Registration", which is issued by EPF of the Department of Labour, together with the following information in writing.
 - (a) Employer Registration No.
 - (b) Name & Address of the Institution
 - (c) Number of Employees
 - (d) Telephone Number
 - (e) Fax Number
 - (f) Email Address
 - (g) Name & Designation of a representative of the Institution to be contacted when necessary
 - (h) Industry Type/Nature of Business

(Please note that it is essential to provide an email address)

Please visit the website for the application of employer registration and for further details.

(Email address of Contribution Collection Section - agmrev@etfb.lk)

2. In the case of new employers who are not registered with the EPF, obtain a temporary number from the Contribution Collection Section of ETF (Tel. +94-117747265, +94-117747260, +94-117747263) at the 22nd Floor, Mehewara Piyesa Building, Narahenpita, Colombo 05, Sri Lanka and contribute to the ETF pending EPF registration, to avoid the payment of surcharge.

Providing employees with membership numbers is the sole responsibility of the employer. An employee is entitled to ETF from the first day of his/her employment irrespective of whether he/she is permanent, temporary, apprentice, casual or a shift worker. Similarly, employees working on piece rate, contract basis and work performed basis of any manner are also eligible for membership.

Note: Employers who contribute to private Provident Fund should quote their PF No. for the payment of their ETF contributions and also in all monthly remittance forms, half yearly returns and other correspondences.

1.6 Obtaining an Approval from the Board of Investment of Sri Lanka

Relevant Institution: Board of Investment of Sri Lanka (BOI)

✉ Chairman
Board of Investment of Sri Lanka
Level 26, West Tower
World Trade Centre, Echelon Square
Colombo 01
Sri Lanka

☎ +94-11-2436639/2430514

✉ Director General
Board of Investment of Sri Lanka
Level 24, West Tower
World Trade Centre, Echelon Square
Colombo 01
Sri Lanka

☎ +94-11-2430511/2427032

@ info@boi.lk

🌐 www.investsrilanka.com

BOI is empowered by the Board of Investment of Sri Lanka Law No. 4 of 1978 to approve investment projects under two categories.

Category A –

Projects approved under this category is to facilitate the entry of foreign investments into Sri Lanka without any fiscal concessions granted under the BOI Law. The investment company will operate its business under the normal laws of the country.

The minimum investment requirement to qualify under category A is US\$ 250,000. This can either be a 100% foreign investment or a joint venture investment with a local collaboration. In the event an investor undertakes a trading activity, a minimum of US\$ 5 Mn has to be remitted.

Category B –

Projects that meet the Investment and other criteria that may be specified by the BOI are eligible to receive exemptions from applicable laws referred in the schedule B of the BOI Law No.4 of 1978. Approvals under category B is formalised through an agreement to be signed between a newly incorporated company and the BOI.

Steps to obtaining an approval

1. Obtaining an Application Form from BOI

Investors can obtain relevant Application Forms (for Category A or Category B Projects) from the Investment Promotion & Investment Appraisal Departments of the BOI, or get it downloaded from the BOI website. (For Category B Projects, the Application comprises of two parts, namely, Investment Approval and Site Approval).

2. Submit Application with Application Processing Fees

Completed Application with appropriate fees should be submitted to the Executive Director/Directors/Senior Deputy Directors of the Investment Promotion & Investment Appraisal Departments of the BOI.

Application Processing Fee

Category A Projects - USD 330 + VAT

Category B Projects - USD 275 + VAT

Method of Payment

In Sri Lanka - Bank Draft or Cash equivalent of the above amount

Overseas - Bank Draft for the above amount

3. Project Appraisal and Approval

Documents required;

- i. Investor/Company Profile
- ii. Feasibility Report of the Project
- iii. Current Annual Report of the Company
- iv. Bank References

4. Signing of the Agreement

For Category B Projects, once the Project is approved, an agreement is executed between the BOI and the Project Company.

Agreement Processing Fee

First Agreement - USD 2,200 + VAT

Supplementary Agreements - USD 550 + VAT

1.7 Obtaining a Preliminary Planning Clearance/ Development Permit/Certificate of Conformity

Relevant Institution: Colombo Municipal Council (CMC) (for the projects come under the purview of Colombo Municipality, except for the projects relevant to Tourism Industry)

- ✉ Colombo Municipal Council
Town Hall
Colombo 7
Sri Lanka

- ☎ +94-11-2691190 to 9

- 🌐 www.cmc.lk

- ✉ Municipal Commissioner
Colombo Municipal Council

- ☎ +94-11-2678425

- ☎ +94-11-2694640

- ✉ Single Window Counter

- ☎ +94-11-2691191 Ext. 1555/6

- ☎ +94-11-2684290

- ✉ Deputy Municipal Commissioner (Eng. Services)
Municipal Engineer's Department
Colombo Municipal Council

- ☎ +94-11-2696173

- ☎ +94-11-2696264

- ✉ Director (City Planning)
City Planning Division
Colombo Municipal Council

- ☎ +94-11-2692738

- ☎ +94-11-2692738

- ☎ Deputy Director – +94-11-2695914
OIC Group 01 – Architect – +94-11-2665181
OIC Group 02 – Technical
Staff Assistant – +94-11-2691191
Ext. 240

- ☎ OIC Group 03 – Engineer – +94-11-2682124
OIC Group 04 – Architect – +94-11-2675996
OIC Group 05 – Architect – +94-11-2675985

☒ Chief Medical Officer of Health Public Health Department
Colombo Municipal Council

☎ +94-11 – 2691922

☒ Director Engineering (Traffic, Design & Road Safety)
Traffic, Design & Road Safety Division
Colombo Municipal Council

☎ +94-11 – 2694593

☎ +94-11 – 2694593

☒ Director Engineering (Solid Waste Management) Solid Waste
Management Division
Colombo Municipal Council

☎ +94-11 – 2691222

☎ +94-11 – 2674314

☎ Deputy Director Engineering (South)
+94-11 – 2674314

☎ Deputy Director Engineering (North)
+94-11 – 2693045

☒ Director Engineering (Water Supply & Drainage)
Water Supply & Drainage Division of the CMC
Maligakande, Colombo 10

☎ +94-11 – 2674809

☎ +94-11 – 2692696

☒ Chief Legal Officer Legal Department
Colombo Municipal Council

☎ +94-11 – 2694226

☎ +94-11 – 2694226

☒ Municipal Assessor
Municipal Assessor's Department Colombo Municipal
Council

☎ +94-11-2695919

☎ +94-11-2676309

☒ Chief Fire Officer
Fire & Rescue Department of CMC
T.B. Jayah Mawatha Colombo 10

☎ +94-11-2691637

☎ +94-11-2692222

✉ Director General
Urban Development Authority 6th & 7th Floors
“Sethsiripaya”
Battaramulla

☎ +94-11-2873643

📠 +94-11-2883302

✉ General Manager
Condominium Management Authority 1st Floor,
NHDA Building
Sir Chittampalam A. Gardiner Mawatha Colombo 02

☎ +94-11-2424027

📠 +94-11-2423606

To obtain the Preliminary Planning Clearance/Development Permit/Certificate of Conformity, the owner/developer must complete the followings.

A. To obtain Preliminary Planning Clearance (PPC)

The Preliminary Planning Clearance (PPC) is issued only by the Urban Development Authority (UDA) since the UDA has withdrawn a part of the delegated powers to Local Authorities by the circular No DDG (P)/01/11 dated 23.01.2017 with effect from 01.02.2017.

Hence, the application for Preliminary Planning Clearance (PPC) should be obtained from UDA.

B. To obtain a Development Permit and Approval of Building Plans

All the building applications over 04(G+3) floor and the floor area over 9,000 sq.ft. to be submitted to UDA as per the Planning Circular No. 29 under DDG/P/01/11 dated 02/03/2020.

Steps

1. Obtain an application along with the instructions from the Customer Care Centre of the CMC at the Town Hall or from CMC website, www.cmc.lk.
 - (I) Submit the completed Building Application with minimum number of 06 copies of building plans (please refer to item (V) of the section B given below to identify the required number of copies), along with the clearances/documents mentioned below (if applicable).
 - (a) A letter confirming the correct Assessment Number with site extent including boundaries and ownership from Municipal Assessor's Department – CMC and the validity of the said letter is 06 months.

The ownership certificate can be obtained within 03 days from the single window counter opened at Town Hall by paying Rs. 3,500.00 for commercial properties and Rs.1,500.00 for residential properties

- (b) National Water Supply & Drainage Board regarding underground water supply lines.
- (c) Sri Lanka Land Reclamation & Development Corporation (for low lands & canals).
- (d) Street Line & Building Line Certificates from the City Planning Division of the CMC, obtained after the year 2008.
This certificate can be obtained within 03 days from the single window counter opened at Town Hall by paying Rs. 3,500.00
- (e) Coast Conservation Department (If within 300m from costal permanent vegetation line).
- (f) Central Environmental Authority of Sri Lanka (For Hospitals, Industrial development etc.)
- (g) Civil Aviation Authority of Sri Lanka (If the number of floors of the proposed building exceeds 7 or the height is more than 60.0 ft.).
- (h) Condominium Management Authority (For condominium properties).
- (i) Urban Development Authority (For Special Projects/Areas, Such as Beira Lake Reservation and Independence Square & surroundings under development guide plan – area 1).
- (j) Railway Department/Irrigation Department (If affected by the railways, river/canal reservations etc.)
- (k) Department of Archeology (For the buildings listed in volume 1 of City of Colombo Development Plan (CCDP) 1999 Gazetted by Urban Development Authority, under the historic & architecturally valuable buildings).
- (l) Ceylon Electricity Board where the proposed building is in close proximity to high-tension electrical lines or floor area is more than 6,000.00 sq. ft.

[All (a) to (n) to be obtained from the relevant institutions]

- (II) Following clearances to be obtained by submitting building plans prior to submission of building application.
 - (a) Drainage Division of CMC regarding the storm water drains & foul sewer lines.
 - (b) Chief Officer of Fire & Rescue Department of the CMC
 - [for all non-residential buildings/usages and for the residential buildings exceeding 3,000 sq.ft. of floor area or consisting 4 (G+3) floors or above] by submitting 02 copies of building plan.
 - (c) Solid Waste Management Division of CMC [buildings

with five (G+4) floors and more than 08 residential units] by submitting 02 copies of building plan with Solid Waste Management Proposal.

- (d) Presidential Security Range (PSR) (2 building plan copies) (If within the High Security Zones described by the Senior Deputy Inspector General – PSR).

(III) Other Documents to be submitted

- (a) A true hard copy of approved survey plan (surveyed within 10 years)
 - The survey plan approval should be obtained as follows,
 - 1) As a subdivision/Amalgamation
 - 2) As an existing lot
 - (b) A copy of Owner's National Identity Card
 - (c) Certified copies of Deeds
 - (d) Certified copy of Pedigree
 - (e) Certified copy of Title Report
- } If access/light & ventilation obtained from a private road
- (f) Certificate of Incorporation (if a company)
 - (g) Letter of Indemnity, indemnifying the CMC from any claim or damage what so ever
 - (h) Letter of undertaking for the submission of Insurance Policy 02 weeks prior to commencement of construction work
 - (i) Chartered Civil Engineer's Certificate for the structural design and stability of the proposed building.
 - (i) Traffic Impact Assessment (TIA) report (if required as per the Schedule III of in volume II (Regulation 34) of CCDP 1999 amended by the CCDP (Amendment) – 2008 to be submitted to;
 - * Director General/Director (Enforcement) of UDA (08 copies along with the application) &
 - * Director (City Planning) of CMC (01 copy)
 - (j) An Affidavit to be submitted certifying that all the documents submitted by the owner/developer along with the application are true and accurate.

(IV) Number of Building Plan Copies

All copies should be submitted to the City Planning Division of CMC.

- (a) For office record (1 copy)
- (b) Municipal Assessor (1 copy)
- (c) UDA (1 copy)
- (d) Owner (3 Copies)

C. To obtain Certificate of Conformity (COC)

Steps

1. Obtain an application along with the instructions from Customer Care Centre of the CMC at the Town Hall or from CMC website, www.cmc.lk.
2. Complete application and hand over it to the City Planning Division of CMC along with the following documents.
 - i. Drainage Certificate obtained from the Drainage Division of the CMC at Maligakanda, Colombo 10
 - ii. Fire certificate obtained from Fire & Rescue Department of the CMC at T. B. Jayah Mawatha, Colombo 10 (if applicable)
 - iii. Solid Waste Management certificate from Solid Waste Management Division of the CMC at Town Hall (if applicable)
 - iv. Certificate from Presidential Security Range (if applicable)
 - v. Any other certificates (if applicable).

All the Building applications and Building Plans should be signed by both the Chartered Architect and Chartered Civil Engineer (who has obtained professional qualifications in Sri Lanka), if the total floor area exceeds or equal to 280 sq.m. and/or the walls/columns are situated on the boundary of the property.

Note: All the applications of the projects relevant to Tourism Industry to be referred to the UDA for approvals.

1.8 Obtaining a Water Supply Connection

Relevant Institution: National Water Supply and Drainage Board (NWSDB)

✉	National Water Supply and Drainage Board	
	Galle Road	
	Ratmalana	
	Sri Lanka	
☎	Deputy General Managers	
	Western-Central	+94-11-2812671
	Western-North	+94-11-2922131
	Western-South	+94-11-2224888
	Central	+94-81-2387149
	North Central	+94-25-2235993
	North Western	+94-37-2221161
	North	+94-24-2225719
	Southern	+94-41-2229792
	Sabaragamuwa	+94-45-2228271
	East	+94-26-2222028
	Uva	+94-55-2230938
🌐	www.waterboard.lk	

1. Facts to consider before buying a land

- It is necessary to check following details concerning a water supply connection before buying a land;
 - Is there any pipeline passing through/within the land
 - Is there any water connection within the premises (Active/Inactive/Illegal)
 - Is there unsettled arrears in water bill of the existing connection/s

2. Commercial Clearance – *To be obtained at the time of acquiring the land*

- Request to be submitted to DGM office with following;
 - Address
 - Survey Plan
 - Location Map
 - Details of existing connections with name and address (if available)

Applicable fee is LKR 12,500/- + VAT

(Clearance will be issued within 14 working days, subject to availability of water)

3. Development Clearance – *To be obtained at the time of planning the development*

- Application with following details and with the relevant payment to be submitted to DGM office
 - Set of architectural drawings of the proposed development attested by architect in A3 size
 - Location of ground storage and capacity
 - Survey plan in A4 size with location of permanent entrance marked
 - Water demand or intended water use pattern
 - Details of existing connections with name and address (if available)

(Clearance letter will be available at DGM office within 14 working days after fulfillment of above documents and payment, subject to availability of water)

- If commercial clearance is not obtained at the time of acquiring the land then it should be obtained at the time of obtaining the development clearance.

4. Obtaining New Commercial Connection – *To be obtained before commencement of construction work*

- The NWSDB encourages the developers to obtain the permanent connection at once and the relevant application form could be obtained from the NWSDB website.

i. Application with the following details to be submitted to DGM office with the estimation fee of LKR 25,000/- + VAT

- Development Clearance letter issued by the NWSDB
- If the connection is requesting later than one year from the date of development clearance letter, then the developer should also submit the documents specified under development clearance.

ii. Issuing service connection estimate, request letter with a sketch of road damaging area to obtain road authority permission and the request letter for police permission will be made available at DGM office within 7 working days. DGM office shall coordinate with the Road Development Authority and Police, and send the permission letters to relevant regional office of the NWSDB.

iii. Developer should pay the estimated amount for providing service connection to NWSDB before the road permission allowed period.

iv. Signing the agreement by the developer.

v. Providing the service connection within 05 working days after fulfilling the requirements specified under items ii to iv above.

1.9 Obtaining an Electricity Connection

Relevant Institutions: Ceylon Electricity Board (CEB)/
Lanka Electricity Company (Pvt) Ltd (LECO)

✉	Chairman Ceylon Electricity Board 50, Sir Chittampalam A. Gardiner Mawatha P.O.Box 540 Colombo 02 Sri Lanka	
☎	General Chairman Vice Chairman General Manager	+94-11-2324471/8 +94-11-2329894/2329108 +94-11-2422297 +94-11-2320953/2325340
	Call Centre (Dial 1987 from Sri Lanka)	+94-11-2481231/2481232
🌐	www.ceb.lk	

To obtain the electricity connection, the company must complete the following process.

(A) Retail Supply connections (15 ampere single phase/15 ampere three phase/30 ampere single phase/30 ampere three phase/60 ampere three phase service connections)

Steps

1. Obtain an application form from the nearest CEB Electricity Consumer Service Centre (ECSC) [In case of Colombo City limits from the respective Chief Engineers (CE) Office] and hand over the application to CE Office/ECSC with a payment of registration fee. Alternatively, application can be downloaded from the CEB website (www.ceb.lk) or CEB Colombo City Office website (www.metroceb.lk).
2. Pay the cost estimate given by the CEB for providing a retail supply connection. Pay the security deposit in respect of cost of two months average electricity consumption to CEB. Enter into a service agreement with the CEB for supply of Electricity.
3. Complete the internal wiring to the satisfaction of the CEB (to comply with the latest edition of the Institute of Electrical Engineers (IEE) Wiring Regulations). Provide CEB with an Installation Test Report for the internal wiring certified by a Chartered Electrical Engineer registered with CEB.

(B) Bulk Supply (Supply over 42 kVA i.e. over 60 ampere three phase)

Steps

1. Make a request with an application fee to the Commercial Engineer for the respective Province and the costing will be done by the Commercial Engineer. In case of supply request of the Colombo City limits, the request should be made to the Commercial Engineer - Bulk supplies of Colombo City. Applications can be downloaded from the CEB website (www.ceb.lk) or CEB Colombo City Office website (www.metroceb.lk)

Documentary Requirements

- i. A copy of the approved building plan(only for a permanent connection)
 - ii. Documentary evidence (Certificate of ownership, Statutory Notice of Assessment for the current year, Non-vesting Certificate or a certificate issued by the CMC) to establish the assessment number allocated to the property by the CMC
 - iii. A copy of the Certificate of Incorporation (to be checked with other provinces) - No need for colombo City.
 - iv. A copy of the certificate of business registration
 - v. A copy of the ID/passport
 - vi. A copy of the certificate of permit to construction (by UDA)/ agreement of contract (signed with the client)
2. a) Obtain a cost estimate after onsite inspection by the Commercial Engineer or the staff attached to that branch. (only for other areas except the Colombo City limit).
b) For Colombo City limit, refer Annex I
3. Pay the cost estimate given by the CEB for providing bulk supply connection. Pay the security deposit, (in respect of cost of two months average electricity consumption) to CEB. Enter into an agreement with the CEB for supply of electricity for the agreed contract demand.
 4. Complete the internal wiring (up to the point of metering) to the satisfaction of the CEB (to comply with the latest edition of the IEE Wiring Regulations). Provide CEB with an Installation Test Report for the internal wiring certified by a Chartered Electrical Engineer registered with CEB.

Note: The security deposit is refundable on request of disconnection of the electricity supply with the original receipt of payment. The equipment including transformer with respect to the supply will be supplied and installed by the CEB and the cost with respect to the requested demand should be borne by the consumer. In case of High Tension supply requested at 11 kV and 33 kV level, CEB only maintains/install supply up to HT metering point and the consumer should install the transformer and other necessary equipment (i.e. for the activities of step down the voltage, sub distribution of electricity inside that particular premises, sub metering with the approval of the Regulatory Body etc.).

Supply through underground cables

Applicant should pay the road reinstatement (Road damage) charges given by respective Local Authorities, in case of laying UG cables along a public reservation/property or in case of same along a private property, applicant must take the responsibility for the all events occur.

For B.3, following requirements to be fulfilled by the applicant before initiating the payment.

- Applicant should complete the civil work of the proposed substation room and hand over the same to Civil Engineer

Applicant should obtain the clearance for the road excavation work involves from the relevant Local Authorities/CMC/RDA and Police with the assistance of CEB. Road reinstatement work will be done by respective Local Authorities after cable laying work is completed by CEB.

The construction and installation of all the equipment (up to the point of metering) related to the underground power supply will be done by the CEB.

Annex I: Colombo City

Case 01 (For the electricity connections above 112 kVA):

1. CEB inspects the site and prepare a preliminary inspection report
2. Engineer (Bulk Supplies), (referred as EE(BS) hereafter) requests a space from the applicant for the installation of transformer/panel switchgears and other electrical equipment (up to the point of metering) related to the connection
3. EE(BS) provides a detailed drawing for the proposed substation (according to the specifications and standards of the CEB to the applicant) room to be constructed at applicant's cost. Civil engineer will assist the process of constructing the substation room

4. EE(BS) provides an estimate to the applicant
5. The applicant collects the relevant documents from CEB and obtains the permits from RDA/CMC/Police for the road excavation work (the cost involves to be borne by the applicant)

Case 02 (For the electricity connections from 42 kVA to 112 kVA):

1. CEB inspects the site and prepare a preliminary inspection report
2. Engineer (Bulk Supplies), (referred as EE(BS) hereafter) requests a space from the applicant for the installation of transformer/panel switchgears and other electrical equipment (up to the point of metering) related to the connection
3. EE (BS) provides an estimate to the applicant
Note: No transformer or panel switchgear installation (inside the applicant's premises) involves for providing the electricity connections requested between 42 KVA to 112 kVA
4. The applicant collects the relevant documents from CEB and obtains the permits from RDA/CMC/Police for the road excavation work (the cost involves to be borne by the applicant)

1.10 Obtaining a Telephone/ Broadband Connection

Relevant Institution: Sri Lanka Telecom (SLT) PLC

✉ Group Chief Executive Officer
Sri Lanka Telecom Plc,
Lotus Road,
P.O. Box 503,
Colombo 01,
Sri Lanka

☎ General +94-11-2021000
Hotline 1212, +94-11-2555555

@ pr@slt.lk

🌐 www.slt.lk

Steps

1. First an 'application form' should be obtained from any SLT owned outlet (Regional Telecom Offices or Teleshops) or from a SLT authorized Sales dealer. This application form is available to download in SLT corporate website www.slt.lk too. Information on SLT's products & Services and price plans can also be obtained from the same website. It is recommended to consult a sales representative of Sri Lanka Telecom to obtain any clarifications on products & Services.
2. Second, submit the completed application form to the nearest SLT owned outlet (Regional Telecom Office or a Teleshop) or to a sales representative of an SLT authorized sales dealer in the area.

Note: If a customer makes a request over the phone to any of the 48 Sri Lanka Telecom's Regional Telecom Offices located island wide, SLT can send a sales representative directly to the customer's premises to get the application filled.

3. Customer has to submit following supporting documents along with the application. Keeping them ready at the time of applying will minimize the processing time of the application.

For Residential Use

- a. Photocopy of NIC or Passport
- b. Provide two nearest SLT Telephone numbers. (Megaline or SLT Fiber Connection Numbers).
- c. Water/Electricity billing proof.
- d. If for a third party owned location, a consent letter from the Legal owner.

For Business Connections

- a. Provide two nearest SLT Telephone numbers.
 - b. For Public Companies and registered businesses with two or more owners/shareholders, at least two directors should sign the application form with the company seal embossed on it.
 - In case the directors couldn't appear for signing the application, they may authorize a senior executive by a letter to sign the documents.
 - c. Business Registration Certification/Certificate of incorporation
 - d. FORM 20 - if applicable
 - e. If tax exempted, documentary proof
4. On-site Inspection to check for network facilities (Optional)
- Please note this item is not necessary if nearest telephone numbers are provided with the application and network facilities are available at the site
5. A fixed wire line connection can be provided within 5 days from the date of registration. In case customer needs the connection at an earlier date customer may request to the relevant regional telecom office and they will make fullest effort to provide it within a shortest possible time.

Note: if the requirement is very urgent SLT can temporarily provide a Fixed Wireless 4G- LTE connection with Voice & Broad Band facilities within 24 hours until the fixed wire line connection is provided , if the location is within a 4G LTE coverage area.

6. Payment of One Time Connection Charge
- a. Applicant can directly make the payments to the SLT Regional Telecom office, Teleshop or to a sales representative of an SLT authorized dealer at the time of submitting application itself upon confirmation of the availability of network facilities.
 - b. If site inspection is required to identify the availability of facilities, SLT will inform the customer by a call or SMS to his given contact number to make the payments soon after visiting the location.
 - c. If customer prefers, he/she can ask for a printed invoice to make payments which will be issued from the relevant Regional Telecom Office or Teleshop. Invoice can be sent by e-mail, post or by courier upon request.

d. The SLT sales person or the sales representative of the authorized SLT dealer who accepts payments will issue a valid receipts to the customer .

7. Once the One Time Connection Charges are paid, SLT or outsourced personnel will visit to the premises for the installation. SLT appreciates the customer's corporation towards them for smooth and fast provisioning of the service.

Note: In addition to above products, there are various other advanced/customized ICT Solutions are available at SLT for Enterprise and SME business customers which can be designed to meet the customer's requirements. For more details please visit www.slt.lk

1.11 Registration of a Property (Deed)

Relevant Institution: Registrar General's Department

✉ Registrar General
Registrar General's Department
234/A3 Denzil Kobbekaduwa Mawatha
Battaramulla
Sri Lanka

☎ +94-11-2889488/2889489

☎ +94-11-2889491

@ info@rgd.gov.lk

🌐 www.rgd.gov.lk

For Citizens

The following steps are required to register a document (Deed) at the Land Registry.

Steps

1. Obtain a title report after Notary carries out a title search at the relevant Land Registry.
2. Get the deed signed by parties, witnesses and notary, attested.
 - a. Cost to complete: Stamp duty payable as follows: 3% on the first Rs. 100,000 and 4% on the balance.
3. Hand over of the deed for registration to the relevant Land Registry by Notary/Lawyer or purchaser.
4. Registration of the deed at the Land Registry.
5. Return of the registered deed over the counter or by post.

For Non-Citizens

Currently under the Land (Restrictions on Alienation) Act No. 38 of 2014, non-citizens cannot purchase a land in Sri Lanka. They are allowed to only lease such land.

| During
| The Business

2



2.1 Opening a Bank Account

Savings Account

Addresses and Contact Numbers of Head Offices of Banks operating in Sri Lanka: See Annex I

The following steps need to be followed in opening a Savings Account in a Bank branch which provides savings account facilities.

Steps

1. Obtain an application from the relevant bank branch.
2. Complete the application with attachments such as signature form, Know Your Customer (KYC) form and the Customer Identification Form (CIF) provided by the bank branch and hand over to the relevant officer. Identification documents such as National Identity Card, Passport, Driving License and the permanent mailing address will be obtained by the relevant officer.
Note: In the event the customer is a company, the following documents may be requested by the bank.
 - (i) Incorporation Certificate/Business Registration Certificate, as applicable
 - (ii) Copy of the resolution passed by the Board of Directors in respect of opening the account, certified by the Company Secretary
 - (iii) Details of authorised signatories to open and operate the account
 - (iv) Any other documents, if requested by the bank.
3. Handover the completed application and the relevant officer will feed information to the system and issue a deposit slip to make the initial deposit.
4. The relevant officer will open a pass book and update same with the details of the customer and the initial deposit.
5. The updated pass book will be sent to a senior officer for approval and signature verification.
6. Issuance of the passbook will be entered in the pass book register and pass book will be handed over after obtaining the signature of the customer.

Note: Time frame taken to open a Savings Account is less than an hour.

Under new technological advancement, mobile Apps have been introduced with digital wallets, digital passbooks and slip-less banking transactions.

Current Account

Addresses and Contact Numbers of Head Offices of Banks operating in Sri Lanka: See Annex I

The following steps need to be followed in opening a Current Account in a Bank branch which provides current account facilities.

Steps

1. Obtain an application from the relevant bank branch. However, in case of a new customer to the respective bank, generally an introduction from an existing current account holder of the relevant bank will be requested.
2. Handover the completed application with other documents requested.

Documents Required:

- (i) Application with Signature Cards
- (ii) If the customer is a company:
 - a. Certificate of Incorporation/Business Registration Certificate
 - b. Articles of Association/Partnership Deed
 - c. Copy of the resolution passed by the Board of Directors approving the opening and operation of this account, certified by the Company Secretary
 - d. Copies of Forms 01, 13, 20 and 40, as applicable, certified by the Company Secretary
 - e. Details of authorised signatories for opening and operating of the account
- (iii) KYC Form
- (iv) Details of the introducer of the new customer
- (v) Any other documents, if requested by the bank
3. Having been satisfied with the details, the relevant officer feeds the information of the customer to the system with necessary approvals from the branch/senior management.
4. Make the initial deposit for the account. This may vary from bank to bank.
5. Apply for the cheque book by completing reorder form after signature verification.
6. Cheque book will be handed over within two days or at the same time to the customer and after entering the issuance of the cheque book in the Cheque Book Register. Signature of the customer will be taken in the register.
7. A statement with customer details and the initial deposit will be sent to the customer.

Contact Details of LCBs and LSBs

Licensed Commercial Banks (As at 31 st March 2021)			
No	Name & Address	Contact Nos.	
1	Amana Bank PLC 486, Galle Road Colombo 03	Tel. Fax E-mail Website	(94) 11 7756300 (94) 11 2574419 azmeer@amana.lk www.amanabank.lk
2	Bank of Ceylon BOC Square No.1, Bank of Ceylon Mawatha Colombo 01	Tel. Fax E-mail Website	(94) 11 2204444/(94) 11 2203333 (94) 11 2321160 boc@boc.lk www.boc.lk
3	Bank of China Ltd 40, York Street Colombo 01	Tel. Fax E-mail Website	(94) 11 2195566 (94) 11 2118913 service.lk@bankofchina.com www.bankofchina.com/lk
4	Cargills Bank Ltd 696, Galle Road Colombo 03	Tel. Fax E-mail Website	(94) 11 7640175/(94) 117640640/(94) 117640500 (94) 11 7640507/(94) 117640215 senarath.b@cargillsbank.com www.cargillsbank.com
5	Citibank, N.A. 65 C, Dharmapala Mawatha Colombo 07	Tel. Fax E-mail Website	(94) 11 2447316-8 (94) 11 2445487 ravin.basnayake@citi.com www.citi.com/domain/Srilanka
6	Commercial Bank of Ceylon PLC "Commercial House" 21, Sir Razik Fareed Mawatha P O Box 856 Colombo 01	Tel. Fax E-mail Website	(94) 11 2486000/ (94) 11 4486000/ (94) 11 7486000/(94) 11 5486000 (94) 11 2449889 info@combank.net www.combank.lk
7	Deutsche Bank AG 86, Galle Road Colombo 03	Tel. Fax E-mail Website	(94) 11 2447062 (94) 11 2447067/11 2449589 vikas-nd.arora@db.com www.db.com/srilanka/
8	DFCC Bank PLC 73/5, Galle Road Colombo 03	Tel. Fax E-mail Website	(94) 11 2442444 (94) 11 2440376/(94) 112446489 lakshman.silva@dfccbank.com www.dfcc.lk
9	Habib Bank Ltd 70 A, Dharmapala Mawatha Colombo 03	Tel. Fax E-mail Website	(94) 11 2370390 (94) 11 2370389 wajidali.shah@hbl.lk globalhbl.com/SriLanka
10	Hatton National Bank PLC HNB Tower, Level 21 479, T B Jayah Mawatha Colombo 10	Tel. Fax E-mail Website	(94) 11 2664664 (94) 11 2662735 hnbconnect@hnb.lk www.hnb.net

11	Indian Bank No. 356, Galle Road Colombo 03	Tel. Fax E-mail Website	(94) 11 2447163/(94) 112323402 (94) 11 2447562 ibcol@sltnet.lk_colombo@indianbank.co.in www.indianbank.in/departments/colombo-branch
12	Indian Overseas Bank 139, Main Street Colombo 11	Tel. Fax E-mail	(94) 11 5324421-4 (94) 11 2447900 iobcolombo@iobnet.co.in/ supercolombo@iobnet.co.in
13	MCB Bank Ltd 8, Leyden Bastian Road Colombo 01	Tel. Fax E-mail Website	(94) 11 5222220 (94) 11 2448764 info@mcb.com.lk www.mcb.com.lk
14	National Development Bank PLC 40, Nawam Mawatha Colombo 02	Tel. Fax E-mail Website	(94) 11 2448448 (94) 11 2440262 contact@ndbbank.com www.ndbbank.com
15	Nations Trust Bank PLC 242, Union Place Colombo 02	Tel. Fax E-mail Website	(94) 11 4313131 (94) 11 2307854 info@nationstrust.com www.nationstrust.com
16	Pan Asia Banking Corporation PLC 450, Galle Road Colombo 03	Tel. Fax E-mail Website	(94) 11 4667222/(94)11 2565565 (94) 11 2565565 pabc@pabcbank.com www.pabcbank.com
17	People's Bank 75, Sir Chittampalam A Gardiner Mawatha Colombo 02	Tel. Fax E-mail Website	(94) 11 2327841 - 6 (94) 11 2446411 info@peoplesbank.lk www.peoplesbank.lk
18	Public Bank Berhad Colombo Branch 340, R A de Mel Mawatha Colombo 03	Tel. Fax E-mail Website	(94) 11 2576289-92/(94) 11 7290200-07 (94) 11 2573958 pbbslk@publicbank.com.lk www.publicbank.com.lk
19	Sampath Bank PLC P O Box 997 110, Sir James Peiris Mawatha Colombo 02	Tel. Fax E-mail Website	(94) 11 4730630/(94) 11 2300260 (94) 11 4712013/(94) 11 2303085 info@sampath.lk www.sampath.lk
20	Seylan Bank PLC 90, Seylan Towers Galle Road Colombo 03	Tel. Fax E-mail Website	(94) 11 2456000 (94) 11 2456456 info@seylan.lk www.seylan.lk
21	Standard Chartered Bank 37, York Street Colombo 01	Tel. Fax E-mail Website	(94) 11 2480011 (94) 11 2422618 bingumal.thewarathanthri@sc.com www.sc.com/lk
22	State Bank of India 16, Sir Baron Jayatilleke Mawatha Colombo 01	Tel. Fax E-mail Website	(94) 11 4446812/(94) 11 4446811/(94) 11 4446813 (94) 11 2439404 ch.lk@statebank.com https://sl.statebank

23	The Hongkong & Shanghai Banking Corporation Ltd (HSBC) 24, Sir Baron Jayatilake Mawatha Colombo 01	Tel. Fax E-mail Website	(94) 11 4451000/011 5451000 N/A ceosrilanka@hsbc.com.lk www.hsbc.lk
24	Union Bank of Colombo PLC 64, Galle Road Colombo 03	Tel. Fax E-mail Website	(94) 11 2374100 (94) 11 2370971 info@unionb.com www.unionb.com

Licensed Specialised Banks

(As at 31st March 2021)

No	Name & Address	Contact Nos.
1	Housing Development Finance Corporation Bank of Sri Lanka P.O.Box.2085, Sir Chittampalam A Gardiner Mawatha Colombo 02	Tel. (94) 11 2356800/(94) 11 2446241 Fax (94) 11 2446392 E-mail hdfc@hdfc.lk palitha.gamage@hdfc.lk Website www.hdfc.lk
2	National Savings Bank "Savings House" 255, Galle Road Colombo 03	Tel. (94) 11 2573008/15 Fax (94) 11 2467618 E-mail gm@nsb.lk Website www.nsb.lk
3	Pradeshya Sanwardhana Bank No.933 Kandy Road, Wedamulla Kelaniya	Tel. (94) 11 2035454 - 7 Fax (94) 11 2906884 E-mail info@rdb.lk Website www.rdb.lk
4	Sanasa Development Bank PLC 12, Edmonton Road Kirulapone Colombo 06	Tel. (94) 11 2832510/(94) 11 2832500 Fax (94) 11 2514246 E-mail info@sdb.lk Website www.sdb.lk
5	Sri Lanka Savings Bank Ltd No 265, Ward Place Colombo 07	Tel. (94) 11 2674700-3 Fax (94) 11 2674706 E-mail info@slsbl.lk Website www.slsbank.lk
6	State Mortgage & Investment Bank 269, Galle Road Colombo 03	Tel. (94) 11 2573567/Hot line 1922 Fax (94) 11 2573346 E-mail gm@smib.lk Website www.smib.lk

Accounts for Foreign Investors

Inward Investment Account

An Inward Investment Account (IIA) was introduced by amalgamating Securities Investment Account (SIA) and Special Foreign Investment Deposit Account (SFIDA) for simplification of transactions and to bring convenience to the investors. Accordingly, non-resident investors shall route their funds through an IIA to invest in instruments in Sri Lanka such as all classes of shares, debt securities, lending money to permitted entities, units in unit trusts or mutual funds, government securities, securities issued by Central Bank of Sri Lanka or any other statutory body, Sri Lanka Development Bonds, deposits and immovable properties. The inward investments made through the IIA can be repatriated outside Sri Lanka including any income and any capital proceeds of the permitted investments without any restrictions.

The requirement of routing funds through an IIA of the non-resident investor is not mandatory for the loans with a tenure of less than three years. The proceeds of short term loans to companies incorporated in Sri Lanka, shall be directly credited to Business Foreign Currency Account (BFCA) opened and maintained by the borrower and all repayments of such loan shall be made through the same subject to the directions issued by the Central Bank or may credit to IIA of the investor and then transfer to the BFCA of the borrower.

Eligible Investors through IIA are as follows:

- a. A non-national resident in or outside Sri Lanka
- b. A Sri Lankan dual citizen resident in or outside Sri Lanka
- c. Sri Lankan national who has obtained Permanent Residency status or Citizenship in another country, resident in or outside Sri Lanka
- d. A Company incorporated outside Sri Lanka
- e. Country Funds, Regional Funds, Mutual Funds, Unit Trusts and Foreign Institutional Investors established outside Sri Lanka
- f. An administrator or executor of the estate of a deceased person who maintained an IIA with an authorised dealer
- g. A receiver or liquidator of a company that maintained an IIA with an authorised dealer

Further, permitted credits to IIA include:

- a. Remittances in foreign exchange received from outside Sri Lanka through the banking system
- b. Transfers from Personal Foreign Currency Accounts, Inward Investment Accounts, Capital Transaction Rupee Account, Emigrant's Remittable Income Account, Accounts maintained in the Offshore Banking Unit, Diplomatic Foreign Accounts and Diplomatic Rupee Accounts, of the account holder

- c. Foreign exchange brought into Sri Lanka by the account holder subject to the declaration requirements
- d. Transfers, as any income and any capital proceeds received from capital transactions undertaken in Sri Lanka by persons resident outside Sri Lanka as permitted under the regulations or provisions of the repealed Exchange Control Act (ECA) or the Foreign Exchange Act (FEA), from a Sri Lankan rupee account or Business Foreign Currency Account or an account maintained in the Offshore Banking Unit of another person
- e. Transfers from an IIA of another person (i.e., buyer) in respect of sale of permitted investments to such buyer by the account holder where such investment has been made by the account holder through the same IIA under the regulations and provisions of the FEA and the repealed ECA
- f. Interest earned on the funds held in the account
- g. The account holder is a company incorporated outside Sri Lanka: Transfers of USD 30,000 per annum from the Non Resident Rupee Account of the account holder
- h. The account holder is an administrator/executor of the estate of a deceased person or a receiver/liquidator of a company:
 - Any income or any capital proceeds, received from capital transactions in Sri Lanka made by the deceased person or liquidating company as permitted in the regulations or provisions of the repealed ECA
 - Funds transferred from IIAs of such deceased person or liquidating company

Also, permitted debits of IIA include:

- a. Disbursements in Sri Lanka in Sri Lankan Rupees
- b. Outward remittances in favour of the account holder
- c. Transfers to IIA, Personal Foreign Currency Accounts, Accounts maintained in the Offshore Banking Unit, Diplomatic Foreign Currency Accounts and Diplomatic Rupee Accounts, of the same account holder
- d. Payments to capital transactions undertaken in Sri Lanka by persons resident outside Sri Lanka in terms of the permissions granted under FEA
- e. Transfers to an IIA of another person in respect of the purchase of any permitted investment
- f. Payments relating to the investments in shares, debt securities issued by a company incorporated in Sri Lanka (i.e. investee) under the regulations or the provisions of FEA, to an Outward Investment Account of the investee, if such proceeds of the investments are to be utilized for the purpose of financing outward investment of the investee under the regulations or the provisions of FEA

- g. Transfer of proceeds of foreign currency loans under the regulations or provisions of FEA, to an External Commercial Borrowing Account of the person resident in Sri Lanka

Outward Investment Account

Limits of outward capital transactions are increased compared to those prevailed under the repealed Exchange Control Act. Accordingly, Companies incorporated in Sri Lanka, partnerships, sole proprietorship, and individuals can invest outside Sri Lanka in Ordinary Shares, Units, Preference Shares, Corporate Bonds, Debentures and Sovereign Bonds issued by foreign governments as follows with a view to diversify their investment portfolios.

Eligible Resident Investor	Permitted Limit
A company listed in the Colombo Stock Exchange	USD 2,000,000 or an equivalent amount in any designated foreign currency, per calendar year
A company not listed in the Colombo Stock Exchange	USD 500,000 or an equivalent amount in any designated foreign currency, per calendar year
Regulated or licensed entities (excluding the eligible investors under (i) and (ii) above), under the Central Bank or the Securities and Exchange Commission of Sri Lanka or the Insurance Regulatory Commission of Sri Lanka	USD 500,000 or an equivalent amount in any other designated foreign currency, per calendar year
Employees' Provident Fund established under the Employees' Provident Fund Act No. 15 of 1958 or any other provident fund approved by the Commissioner General of Labour	USD 500,000 or an equivalent amount in any other designated foreign currency, per calendar year
A partnership registered in Sri Lanka	USD 300,000 or an equivalent amount in any designated foreign currency, for life time
An individual or sole proprietorship of such individuals	USD 200,000 or an equivalent amount in any designated foreign currency, for life time

Further, with a view to facilitate local investors to gain international sophistication by doing business abroad, companies incorporated in Sri Lanka or partnerships can set up overseas offices outside Sri Lanka with investments up to USD 300,000 per calendar year and LCBs and LSBs may invest USD 500,000 or an equivalent amount in any other designated foreign currency, per calendar year to establish branch offices.

The outward remittances for this purpose shall be made through Outward Investment Account (OIA) and any income from investments made outside Sri Lanka should be brought into the country through the same OIA.

No threshold limits for outward capital transactions would be applicable for Employee Share Ownership/Option Plans and for fifty percent of the capital gains of the previous investments made through OIA or for the shares acquired for no consideration. Further, LCBs and LSBs (only if the investment is in banking operation in overseas) may also invest in shares of a subsidiary or invest in a branch office up to the limit imposed by the regulator in the investee country without being subject to the limitations.

Further, Personal Foreign Currency Account and Business Foreign Currency Account holders can freely invest in any investment opportunity outside Sri Lanka.

For more information visit www.dfe.lk

2.2 Obtaining a Bank Loan

The following steps are required to obtain a loan from a Bank.

Addresses and Contact Numbers of Head Offices of Banks operating in Sri Lanka: See Annex I of Section 2.1

Steps

1. Participate in initial discussion/interview with the Branch Manager/Relationship Officer/Credit Officer.

At this meeting the customer explains the requirement of the loan and the manager/officer verifies the financial position of the customer with regard to repayment, business background, tax payments, and the identity of the customer (National Identity Card, Passport, Driving License and the permanent mailing address) etc.

2. Handover the completed application with relevant documents to the relevant bank official.

Documents Required:

- (i) Deed/Title Report
 - (ii) Deed Extracts
 - (iii) Survey Plan within 30 years
 - (iv) Tax Documents
 - (v) Valuation Report
 - (vi) Title Insurance Policy, if necessary
 - (vii) In the event the applicant is a company, a certified copy of the resolution passed by the Board of Directors in respect of obtaining the loan, details of authorised signatories etc.
 - (viii) Necessary documents from the respective Local Authority (receipts of payment of rates, building line certificate, street line certificate and non-vesting certificate etc.)
 - (ix) Guarantees, personal or otherwise, if necessary
 - (x) Any other documents, if requested by the bank
3. Application is processed by the credit officer.
 - (i) Clearance from the Legal Department
 - (ii) Project Evaluation

- (iii) Customer Evaluation
 - a. Cash flow analysis
 - b. Creditworthiness of the Customer with necessary authorities such as Credit Information Bureau of Sri Lanka
 - c. Past relationship with the bank
- 4. Submit the application for the approval by the credit officer based on the delegation of authority.
- 5. Send a copy of the approval to the bank's Legal Department.
- 6. Providing the offer letter.
- 7. Disbursement of the loan (within two weeks, minimum)

2.3 Issuing and Listing of Shares

Relevant Institution: Colombo Stock Exchange (CSE)

✉ Chief Executive Officer
Colombo Stock Exchange
04-01 West Block
World Trade Center, Echelon Square
Colombo 01
Sri Lanka

☎ +94-11- 2356456/2356500/2356565

📠 +94-11- 2445279/2440165

🌐 www.cse.lk

Introduction

- Companies can list Equity and/or Debt securities on the CSE in a manner that best suits their requirements and in accordance with the Listing Rules of the CSE.
- The company can decide whether the issue should be underwritten, and in the event of an issue being oversubscribed, the company can decide the basis of allotment of its securities as set out in the Listing Rules. In terms of Rule 2.1.1(g) of the CSE Listing Rules, the 'allotment' referred to herein should be made in a Fair Manner as set out in the Listing Rules.
- Listing of Securities on the CSE provides exit route to promoters/ founders, early investors or family members, as well as employees who have received share options. Pursuant to the SEC Directive dated 2nd March 2012 (SEC/LEG/12/03/07), (also refer rule 2.1.1(d), (e) and (f) of the CSE listing rules) certain shares of the company will be locked- in upon same being listed on the CSE up to a specific timeline stipulated in section 2.1.1.(d), (e) and (f) of the CSE Listing Rules and hence the said shares will not be available for trading at the point of listing shares.
- Public issues provide an opportunity to raise capital to fund new projects, undertake expansions/diversifications and for acquisitions.
- Further capital could be raised by a further issue of securities by a Listed Company in the manner set out in Section 5 of the CSE Listing Rules.
- Units of closed-end funds, REITs may also be listed on the CSE.

Initial Listing Procedure

Steps

1. Amendments to the Articles of Association or other corresponding documents

The company is required to incorporate specific provisions into the company's Articles. The provisions are set out under section 6 of the CSE Listing Rules. A company incorporated as a Private Company is required to be converted to a Public Company.

2. Preparation of Prospectus/Introductory Document

A company seeking to list through an Offer for Subscription or an Offer for Sale, will be required to publish a Prospectus in compliance with the Companies Act/CSE Listing Rules as given under section 3.1, 3.2 and 3.3 (as applicable) and any other applicable law. A company seeking to list through an Introduction will be required to issue an Introductory Document. It is necessary for the Introductory Document to be in compliance with Rule 3.4 and 3.5 of the CSE Listing Rules (as applicable).

3. Submission of Initial Listing Application

The company must submit an application for the initial listing. The required documents are specified in Section 2 of the CSE Listing Rules.

The CSE requirements include:

- A certified copy of the Certificate of Incorporation or A document equivalent there to where the entity is incorporated/ established/situated outside Sri Lanka or is a Statutory Cooperation, certified by the Secretary of the entity to be a “True Copy”
- A certified copy of the company's Articles of Association or any document equivalent there to where the entity is incorporated/established/situated outside Sri Lanka or is a Statutory Cooperation, Certified by the Company Secretary of the entity to be a “True Copy”. The articles or equivalent document must have incorporated the additional clauses as set out in section 6 of these rules, which clauses shall take precedence if there are any conflicting articles
- An extract of a Board Resolution certified by the Company Secretary that in the opinion of the Board the consideration for which the shares are to be issued is fair and reasonable to the Entity and to the shareholders as required by the Companies Act

- “Listing Undertaking” filled in conformity with Appendix 2B of the CSE listing rules
- A certified copy of every document mentioned in the Prospectus/Introductory Document
- A draft of the Prospectus/Introductory Document prepared in compliance with Rules of section 3 of CSE listing rules.
- Initial Listing application in conformity with Appendix 2A of CSE Listing Rules
- A Board Resolution authorising the initial Listing Application certified by the Company Secretary to be a ‘true copy’
- Fees are prescribed in Section 12 of the CSE Listing Rules
- Where the Entity is seeking an exemption under item (h) (iii) of the definition of ‘Public Holding’ in calculating the Public Holding of the Entity, the Entity shall submit to the Exchange a Declaration signed by two (02) Directors of the Board or the Secretary of the Entity and one (01) Director stating that the shareholder concerned does not fall into the category of a related party in terms of the Sri Lanka Accounting Standards or a party acting in concert in terms of the Company Takeovers and Mergers Code
- In addition to the above documents an Initial Listing Application for Debt should include the following:
 - i. A declaration by the Entity confirming that the Entity has complied with the requirements of the Companies Act. The declaration should also contain a confirmation that the Company has complied with the Requirements set out in Rule 2.2.1(k) (ii) (iii) and (iv) of the CSE Listing Rules with regard to the appointment of a trustee.[Rule 2.2.2(h)]
 - ii. A copy of the Trust Deed and Guarantee Agreement (if applicable) each in draft form. The Trust Deed should be in compliance with Appendix 3B of the CSE Listing Rules

4. Complying with requirements and procedures for a public issue

The issuing company will be required to distribute Prospectus and application forms relating to the issue before the date of opening of the subscription list. The Prospectus and application forms relating to the issue should be made available to all member firms and trading members at least 7 market days before the opening of the subscription lists [Rule 2.4 (e) of the CSE Listing Rules].

Cost of Listing

Equity:

a. Initial listing fee

1. Main Listing Segment:

Main Board and Diri Savi Board

The initial listing fee payable when the ordinary voting shares of an Entity are listed on the exchange shall be Rs. 150,000/-

2. Alternate Market Segment:

(i). Empower Board – Rs. 75,000/-

(ii). Multi-Currency Board – USD 15,000/-

Fees shall be payable with the application and are non-refundable whether or not a listing is granted

b. Listing fee for further issue of shares

1. Main Listing Segment:

Main board and Diri Savi Board

Where the listing is for a further issue of Securities by way of;

- rights Issue of shares, issues of shares credited as fully paid-up by way of capitalisation of reserves, issues of shares through private placements or scrip dividend, the fee payable shall be Rs. 200,000/- or 0.01% of the funds to be raised/value of Securities issued (as applicable) by the Listed Entity, whichever is higher, subject to a maximum of Rs. 500,000/-
- share swaps or issue of shares in terms of Employee Share Ownership Plans (ESOP) the fee payable shall be Rs. 100,000/.

Where the listing is for a further issue of shares by way of a public subscription the fee payable shall be Rs.100,000/-.

Where the listing is for a further issue of any Other Class of Shares which is not already listed the fee payable shall be Rs.100,000/-.

2. Alternate Market Segment:

(i). Empower Board

Where the listing is for a further issue of Securities by an Entity whose Securities are listed on the Empower Board, such entity shall pay the listing fees as set out in Rule 12.1 (b) (1).

(ii). Multi-Currency Board

Where the listing is for a further issue of shares by way of;

- rights Issue of shares, issues of shares credited as fully paid-up by way of capitalisation of reserves, issues of shares through private placements or scrip dividend, the fee payable shall be USD 1500/- or 0.01% of the funds to be raised/value of Securities issued (as applicable) by the Listed Entity, whichever is higher, subject to a maximum of USD 3500/-.
- share swaps or issue of shares in terms of Employee Share Ownership Plans (ESOP) the fee payable shall be USD 750/-.

Where the listing is for a further issue of shares by way of a public subscription the fee payable shall be USD 750/-

Where the listing is for a further issue of any Other Class of Shares which are not already listed the fee payable shall be USD 750/-

c. Annual listing fees

1. Main Listing Segment:

Main Board and Diri Savi Board

Rs. 100,000/- or 0.003% of the market capitalisation of the Listed Entity as at 31st December of the year immediately preceding, whichever is higher, however subject to a Maximum of Rs. 2,000,000/-

Provided however, in the event the ordinary voting shares of an Entity are on the Second Board, such Entity shall pay an additional annual listing fee of Rs. 300,000 or twice the annual listing fee payable by the Entity for the applicable year, whichever is higher, subject to a maximum of Rs.3,000,000/. The additional listing fee shall be pro-rated based on the duration which the ordinary voting shares of the Entity have been on the Second Board.

An entity which has listed its other class of shares on exchange shall pay an additional annual listing fee of Rs . 100,000/-

2. Alternate Market Segment:

(i). Empower Board

In the event the ordinary voting shares of an Entity are listed on the Empower Board in the Alternate Market Segment, such Entity shall pay an annual listing fee amounting to 0.003% of the market capitalisation of the Entity as at 31st December of the year immediately preceding. Provided further, the Exchange may waive the annual listing fee payable by such Entity in respect of the year immediately after the initial listing of Securities on the Empower Board.

An Entity which has listed its Other Class of Shares on the Exchange shall pay an additional annual listing fee of Rs. 100,000/-.

(ii). Multi-Currency Board

An Entity which has listed its shares on the Multi-Currency Board shall pay an annual listing fee of USD 750/- or 0.003% of the market capitalisation of the Listed Entity as at 31st December of the year immediately preceding, whichever is higher, subject to a maximum of USD 15,000/- An Entity which has listed its Other Class of Shares on the Multi-Currency Board shall pay an additional annual listing fee of USD 750/-.

The Listed Entities shall pay the annual listing fee to the Exchange on or before the 15th day of February in each calendar year.

If the listing is granted during the year, the fee payable shall be pro-rated.

Debt:

- a. Initial listing fees – Rs. 100,000/-
- b. An Entity which has listed its Debt Securities on the Exchange shall pay an annual listing fee of Rs. 200,000/- or 0.002% of the face value of all outstanding Debt Securities listed by such Listed Entity as at 31st December of the year immediately preceding, whichever is higher, subject to a maximum of Rs. 500,000/-

The Listed Entities shall pay the annual listing fee to the Exchange on or before the 15th day of February in each calendar year.

If the listing is granted during the year, the fee payable shall be pro-rated.

Investment Schemes:

Closed-End Funds:

- a. Initial Listing Fee

There is no fee charged by the Exchange when the units of a Closed-End Fund are listed on the Exchange

- b. Annual Listing Fees

When units of a Closed-End Fund are listed on the Exchange the annual listing fee payable by the Managing Company to the Exchange on or before the 15th day of February in each calendar year shall be Rs. 50,000/-.

If the listing is granted during the year, the fee payable shall be pro-rated.

Real Estate Investment Trusts (REITs):

a. Initial Listing Fee

The initial listing fee payable by the Managing Company in respect of units of a REIT listed on the Exchange shall be Rs. 100,000/-

Fees shall be payable with the application and are non-refundable whether or not a listing is granted.

Provided however, there will not be an initial listing fee charged by the Exchange for units of a REIT listed on the Exchange within eighteen (18) months from the date of implementation of Rules relating to REITs.

b. Annual Listing Fee

When the units of a REIT are listed on the Exchange the annual listing fee payable by the Managing Company to the Exchange on or before the 15th day of February in each calendar year shall be Rs. 100,000/-

Warrants:

a. Initial Listing Fee

The initial listing fee payable by a Listed Entity in respect of listing of Warrants on the Exchange shall be Rs. 100,000/-.

Fees shall be payable with the application and are non-refundable whether or not a listing is granted.

b. Annual Listing Fees

A Listed Entity which has listed its Warrants shall pay an annual listing fee of Rs. 100,000/-.

The Listed Entities shall pay the annual listing fee to the Exchange on or before the 15th day of February in each calendar year.

If the listing is granted during the year, the fee payable shall be pro-rated.

Service Charges payable to Central Depository System

1. Main Listing Segment:

Main Board and Diri Savi Board

A Listed Entity shall pay to the CDS a fee for the clearing functions provided by the CDS.

The fee will be Rs. 15/- per transaction executed on the Automated Trading System, subject to a minimum charge of Rs. 25,000/- and a maximum charge of Rs. 750,000/- per annum. The fee shall be computed on a bi-annual basis and shall be paid to the CDS in the following manner:

- (i). Transactions executed from January to June – on or before 15th August
- (ii). Transactions executed from July to December – on or before 15th February

2. Alternate Market Segment:

- (i). Empower Board

An Entity which has listed its Securities on the Empower Board shall pay to the CDS a fee for the clearing functions provided by the CDS as set out in Rule 12.5 (1).

- (ii). Multi-Currency Board

An Entity which has listed its shares on the Multi-Currency Board shall pay to the CDS a fee for the clearing functions provided by the CDS.

The fee will be USD 20 cents per transaction executed on the Automated Trading System, subject to a minimum charge of USD 250/- and a maximum charge of USD 5000/- per annum. The fee will be based on transactions executed from 01st January to 31st December in each calendar year.

The CDS fee shall be paid on or before 15th February of the following calendar year to the Central Depository Systems (Pvt.) Ltd.

Further issue of Shares of a Listed Entity

In a Listed Company if shares of a particular class have been listed on the exchange, further shares of that class may not be issued by a Listed Company until the issue of listing of such shares is approved by the CSE. Types of further issue of shares are as follows;

- iii. Right Issue
- iv. Capitalisation of Reserves
- v. Private Placement
- vi. Public Subscription
- vii. Share Swaps
- viii. Employee Share Option Scheme (ESOSs)/Employee Share Purchase Schemes (ESPSs)
- ix. Scrip Dividends

5. Complying with Disclosure Requirement

Immediate announcements must be made to the CSE of Price Sensitive Information that may have a material effect on the price of the listed security.

Some of such information which are likely to require 'immediate disclosures' (subject to materiality) include:

- A decision to declare dividends
- Any decision to change the stated capital of the Listed Entity including reduction of stated capital, Rights Issues, issue of shares credited as fully paid up by way of capitalisation of reserves, redemptions, repurchases, minority buy-outs by the Entity and issue of shares of a class which is not already listed (irrespective of whether the company proposes or does not propose to obtain a listing for such shares issued)
- A change in control of the Entity
- Change in the Directors, Company Secretary, Registrars or Auditors of the Entity

(Please refer Appendix 8A of the CSE Listing Rules)

6. Compliance with rules on Corporate Governance

Listed Companies are required to comply with Corporate Governance rules as set out in Section 7 of the Listing Rules. These include rules relating to Non-Executive Directors, Independent Directors, Remuneration Committees and Audit Committees. Rules on Related Party transactions are included under section 9 of the Listing Rules.

Listed entities who failed to comply with the cooperate governance rules will be subject to enforcements procedure as per the provisions of sections 7.10.7 of the CSE listing rules.

7. Submission of the Annual Report

Listed companies are required to comply with Sri Lanka Accounting Standards and audited in accordance with Sri Lanka Auditing Standards when preparing audited financial statements which are included in the Annual Report. However, the Listing Rules of the CSE require the Annual Report to include some additional information.

The Annual Report, as defined by the CSE Listing Rules, must include the audited financial statements of the Company and the disclosures required by Rule 7.6 of the CSE Listing Rules and must be circulated to shareholders before the expiry of five (5) months from the end of the financial year. In addition, Two hard copies, one with original signature and another hard copy. The disclosures required under Rule 7.10 of the CSE Listing Rules

should be included in the Annual Report. If a Company prior to circulating the Annual Report, files copies of financial statements with the Registrar General of Companies in compliance with Section 170(1) of the Companies Act, the Company should also simultaneously submit such financial statements to the Exchange [Rule 7.5(g) of the CSE Listing Rules].

Companies not submitting the annual reports within the specified time period as per rules will be subject to enforcement actions stated Rule 7.5 (e).

In the event the independent auditor's report in the Audited Financial Statements of a Listed Company submitted to the Exchange contains a adverse or disclaimer of Opinion, it shall be the duty of such Company to resolve the matters giving rise to the adverse or disclaimer of Opinion and have such matters independently verified by an auditor that such matters have been resolved within the time period provided in Rule 7.5 d (i) Until the matters giving rise to the adverse or disclaimer of opinion are resolved in the manner specified in Rule 7.5 (d)(i) the Listed Entity shall be subjected to the enforcement procedures specified in the Rules.

In the event the independent auditor's report in the Audited Financial Statements of a Listed Company Submitted to the Exchange contains a qualified audit opinion and/or an emphasis of matter on going concern, it shall be the duty of such Company to resolve such matter within the time period provided for in Rule 7.5 d (II). Until the matters giving rise to the qualified audit opinion and/or an emphasis of matter on going concern are resolved in the manner specified in Rule 7.5 (d)(ii) the Listed Entity shall be subjected to the enforcement procedures specified in the Rules

8. Submission of Interim Financial Statements

A listed entity must submit interim financial statements to the CSE, prepared in accordance with Sri Lanka Accounting Standard (LKAS) 34 and Rule 7.4 of the CSE Listing Rules, in the following manner:

- Where the Securities are listed on the Main Listing Segment, the Interim Financial Statements (hereinafter referred to as 'Financial Statements') shall be prepared and submitted on a quarterly basis as soon as the figures have been approved by the Board of Directors of the Entity and in any event not later than forty five (45) days from the end of the first, second and third quarters and two (2) months from the end of the fourth quarter.
- Where the Securities are listed on the Empower Board in the Alternate Market Segment, the Financial Statements shall be

prepared and submitted on a half yearly basis, as soon as the figures have been approved by the Board of Directors of the Entity and in any event not later than two (2) months from the end of the half year.

Rule 7.4 of the CSE listing rules applies to Companies listing both Equity and Debt in respect of the submission of Interim Financial Statements.

Rules on minimum Public holding as a continuous Listing requirement are set out in Rule 7.13 of CSE Listing Rules.

9. Trading of Shares

Once a company is listed, it is mandatory that trading of its shares takes place through the Exchange. Off the market transfers of shares are permitted only by way of a Private Transfer (under very exceptional circumstances or gifting within immediate family). The Private Transfers referred to herein are subject to the approval of the Securities and Exchange Commission of Sri Lanka.

Note: Insider Dealing Regulations

Insider Dealing is the trading of Securities/Shares by individuals with access to non-public information (Material and price sensitive information) about the Company. Insider dealing is an offence under the Securities and Exchange Commission of Sri Lanka Act No.36 of 1987 as amended.

As per the rule 8.6 of the CSE Listing Rules connected parties should not trade on the basis of price sensitive information that has not been disclosed to the public. Moreover, connected persons shall not trade in the securities of the Listed Company even after release of the information to the exchange, for a period, which should not be less than two (02) Market days after the release of information to the public. The connected parties are defined in Rule 8.6 of CSE Listing Rules.

10. Takeovers & Mergers Code

All Listed Companies are subject to the Takeovers and Mergers Code of the SEC of Sri Lanka. The Takeovers and Mergers Code regulates all substantial and procedural aspects related to all takeovers and mergers where the offeree is a Listed Public Company.

Mandatory requirements under the Takeovers and Mergers Code

Rule 31

Where any person –

- (a) acquires shares, whether by a series of transactions over a period of time or otherwise, shares which taken together with shares held or acquired by persons acting in concert with such person, carry 30% or more of the voting rights of a company:
or
- (b) together with persons acting in concert with such person, holds not less than 30% and not exceeding 50% of the voting rights of a company and such person or any persons acting in concert with him acquires in any period of twelve months, additional shares carrying more than 2% of the voting rights.

Such person shall extend within thirty-five days, an offer in accordance with this rule to the holders of any class of equity shares which carry voting rights and in which such person or persons acting in concert with him, hold shares.

Acting in Concert (Rule 37)

“Any person acting in concert” means an individual or a company and their nominees who, pursuant to an agreement or understanding (whether formal or informal), actively co-operate, through the acquisition by any of them of shares in a company, to obtain or consolidate control of that company, and include the following:

- a. a company, its parent company, any subsidiary company and any subsidiary of any such subsidiary company, and any company in which such parent or subsidiary company owns or controls 20% or more of the equity shares of that company, and any company in which 20% or more of the equity shares are owned by the last mentioned company, each with the other;
- b. a company with any of its directors (together with their close relations and trusts established to hold the interests of such directors or close relations);
- c. a company with any of its pension funds.

“close relation” means the spouse, child or spouse of a child, grandchild or spouse of a grandchild, any parent, brother or sister, and their spouses.

10% disclosure requirement (Rule 36)

Any person or persons acting in concert with such person who acquire or hold 10% or more of the shares or voting rights of

a company shall report their holdings to such company, to the SEC and the CSE within two market days of such an acquisition.

Note: Please refer the Listing Rules of the CSE for the entire set of rules governing the listing of securities on the CSE.

2.4 Filing an Annual Return

Relevant Institution: Department of the Registrar of Companies (ROC)

✉ Registrar General of Companies
Department of the Registrar of Companies
400, D R Wijewardena Mawatha
Colombo 10
Sri Lanka

☎ +94-11- 2689209/2689207

📠 +94-11-2689211

🌐 www.drc.gov.lk
eroc.drc.gov.lk

Steps

1. Log in to the e-ROC System and select the Annual Return option. Fill the details of the Annual Return and download the same thereafter to affix the signatures of the Directors, company Secretary. Thereafter, scan the document and make the payment online and submit the document through the system.
 - a. Form 15 – Companies other than a Company Limited by Guarantee
 - b. Form 15A - Companies Limited by Guarantee
2. File the duly completed form within 30 working days from the date of Annual General Meeting/Resolution.
3. Pay a fee of Rs. 6,000 plus VAT of 15% to file the annual return to ROC.

In terms of the Section 131 of the Companies Act No. 07 of 2007, every company should at least once in every year deliver to the Registrar General of Companies an annual return in the prescribed form.

Note: I. The annual return should be completed, made up to the 14th day after the Annual General Meeting of the Company or resolution in lieu of the meeting (if articles so provide) and within 30 working days from the Annual General Meeting for the year whether or not that meeting is the first or only meeting of the shareholders in the year. In addition, all companies except private companies must forward a copy of financial statements together with the Auditors' report for registration to the Department of Registrar of Companies within twenty working days of the said statement being signed as provided for in,

- (i) Section 170(1) of the Companies Act. *The provisions of this section shall not apply to a company in the year of its incorporation*)
 - (ii) If a company fails to comply with the above requirements
 - (a) the company shall be guilty of an offence and be liable on conviction to a fine not exceeding one hundred thousand rupees ; and
 - (b) every officer of the company who is in default shall be guilty of an offence and be liable on conviction to a fine not exceeding fifty thousand rupees.
 - (iii) Every private company should send
 - (a) a declaration signed by the directors of the company to the effect that to the best of their knowledge and belief, they have done all things required to be done by them by or under the Act;
 - (b) a certificate signed by a director and by the secretary of the company
- II. That the company has not since the date of the last return or in the case of a first return, since the date of the incorporation of the company, issued any invitation to the public to subscribe for any shares or debentures of the company;
- III. Where the annual return discloses the fact that the number of shareholders of the company exceeds fifty, that the excess consists wholly of persons who under section 27, are not to be taken into account in relation to that limit to the Registrar of Companies with its annual return.

(The certificate and the declaration which are mentioned under ii and iii of above Note, are not separately required since those are included in the online generated Form 15.)

2.5 Paying Taxes

Relevant Institution: Department of Inland Revenue (IRD)

✉ Department of Inland Revenue
P. O. Box 515
Chitthampalam A. Gardiner Mawatha, Colombo 02
Sri Lanka

☎ 1944
+94-11-2135135

📠 +94-11-2338543/2338635/2338570

@ callcentreservice@ird.gov.lk

🌐 www.ird.gov.lk

1. Income Tax

Income tax is charged on the basis of the provisions of the Inland Revenue Act No. 24 of 2017 with effect from 1st April, 2018.

1.1. Corporate Income Tax (CIT)

Company whose year of assessment is a twelve-month period ending on the thirty first day of March, pay corporate income tax at the rates given below in four quarterly installments (under self-assessment basis), on or before 15th day respectively of August, November, and February in the year of assessment and 15th May, of the subsequent year of assessment.

Each installment of tax payable by an instalment payer for a year of assessment is calculated according to the following formula.

$$\frac{A - C}{B}$$

'A' = the current estimated tax payable for the year of assessment

'B' = the number of instalments remaining for the year of assessment including the current instalment

'C' = the sum of any -

- (a) tax paid during the year of assessment by previous instalment
but prior to the due date
- (b) tax withheld prior to the due date for payment of the instalment,
- (c) tax paid by a withholding agent who fails to withhold tax or the person as withholder during the year but prior to the due date for payment of the instalment

1.2. Corporate Income Tax Rates Applicable from Y/A 2021/2022

(i) SME (if the annual gross turnover is less than 500 million)	14%
(ii) Exporting goods, Specified Undertaking, Educational services, Promotion of tourism, Construction services, Agro processing, Health care services, Dividends received from a resident company, Providing health protective equipment and similar products supplied to the Ministry of Health, Department of Health Services, Sri Lanka Army, Sri Lanka Navy, Sri Lanka Airforce, Sri Lanka Police and COVID Center by any export company which is registered with the Board of Investment of Sri Lanka and Gem and jewellery business	14%
Manufacturing	18%
Other Sectors	24%
Betting & Gaming, Liquor and Tobacco	40%

1.3. Investment Incentives (Enhanced Capital Allowances)

A person who invests in Sri Lanka (other than the expansion of an existing business) during a year of assessment shall be granted enhanced capital allowances, in addition to the normal capital allowances.

Area	Investment	Applicable rate for enhanced capital allowances
In a part of Sri Lanka other than the Northern Province	On depreciable assets other than intangible assets - USD 3 million - USD 100 million	100%
In a part of Sri Lanka other than the Northern Province	On depreciable assets other than intangible assets - exceeds USD 100 million	150%
In the Northern Province	On depreciable assets other than intangible assets - exceeds USD 3 million	200%
State-owned company that are used in a part of Sri Lanka	On assets or shares - exceeds USD 250 million	150%

1.4. Temporary Concessions

(A) Enhanced Capital Allowances

A person who invests in Sri Lanka (other than expansion of existing business) on depreciable assets mentioned in the following table during a year of assessment shall be granted enhanced capital allowances computed in accordance with this paragraph, in addition to the normal capital allowances.

Area	Investment	Applicable rate for enhance capital allowances
In a part of Sri Lanka other than the Northern Province	Class 1 (Computer and data handling equipment) and Class 4 assets (building, structure and similar works of permanent nature) and plant or machinery that are used to improve business processes or productivity and fixed to the business premises - up to USD 3 million	100%
In the Northern Province		200%

a) Sector-wise Concessions

(i) Company Providing IT Services

Additional amount of 35% of the total amount of employee benefits considered for employees' taxable income other than benefits of the company's directors (subject to the specifications provided) is entitled as a deduction in calculating the company's income from business.

(ii) Marketing and Communication Expenses

A person shall be entitled to an additional deduction when calculating his income from business for a year of assessment, equal to 100% of the total amount of marketing and communication expenses deducted under Section 15A during the three years of assessment commencing from 1st April, 2021.

(iii) Financial Cost

The financial cost incurred (other than such amounts, of which deductions is denied in previous years) during the year of assessment commencing on April 1, 2021, shall be deducted irrespective of the limit referred to in subsection (2) of Section 18. That year of assessment shall not be recognised for the purpose of six years period referred to in subsection (3) of Section 18.

1.5. Capital Allowances (For Income Tax Purposes)

Class	Depreciable Assets	Number of Years
1	computers and data handling equipment together with peripheral devices	5
2	buses and minibuses, goods vehicles; construction and earthmoving equipment, heavy general purpose or specialised trucks, trailers and trailer-mounted containers; plant and machinery used in manufacturing	5
3	railroad cars, locomotives, and equipment; vessels, barges, tugs, and similar water transportation equipment; aircraft; specialised public utility plant, equipment, and machinery; office furniture, fixtures, and equipment; any depreciable asset not included in another class	5
4	buildings, structures and similar works of a permanent nature	20
5	intangible assets, excluding goodwill	The actual useful life of the intangible asset, or where the intangible asset has an indefinite useful life, 20.

1.6. Withholding Taxes (WHT)

- a) Deduction of WHT is applicable on any payment which has a source in Sri Lanka and is due and payable to any non-resident person.

The tax (WHT) shall be deducted at the rate as appended, subject to the provisions of relevant Double Tax Avoidance Agreement (DTAA), on any of the following payments;

- Dividend - Exempt
- Interest (Excluding Exempt Interest) - 5%

However, deduction of WHT on interest payments to any non-resident individual but who is a citizen of Sri Lanka, should be made, if his aggregate interest income from a bank/financial institution exceeds Rs. 250,000 per month or Rs. 3,000,000 for the year of assessment.

- b) WHT of 14% should be deducted from payment of any service fee or insurance premium with a source in Sri Lanka which is made by a person to a Non-resident person.

- c) WHT of 2% should be deducted from payment made by a person to a Non-Resident person who conducts transport business as specified in sub section 73(h) or telecommunication business as specified in subsection 73(i) (If the tax rate is specified in the DTAA such rate should be applied. When the rate mentioned here is greater than the rate specified in the agreement, a confirmation should be obtained from the International Tax Branch of the IRD).

Payment or Allocation	Rate
Winning from a lottery, reward, betting or gambling	14%
Gems sold at an auction conducted by the National Gem and Jewellery Authority	2.5%

- a) WHT should be deducted from following payment made by a person (WHT Agent) to any Resident or Non-Resident person

1.7 Advance Personal Income Tax (APIT)

On the request of a resident employee whose gross remuneration for a month exceeds Rs. 250,000 per month or Rs. 3,000,000 for a year of assessment, an Advance Personal Income Tax could be deducted by the employer.

1.8 Advance Income Tax (AIT)

If the dividend, interest, discount, charge, natural resource payment, rent, royalty or premium is a regular fixed payment, on the request of the resident recipient, an Advance Income Tax could be deducted by the Withholding Agent (WHA) as per the declaration made to the WHA.

1.9. Details of Sri Lanka Double Taxation Avoidance Agreements (As at 01.01.2021)

	Country	Date of Signing the Agreement	Gazette		Operative in Sri Lanka From the Year of Assessment
			No.	Date	
1	Australia	18-Dec-89	657/2	8-Apr-91	1992/93
2	Bangladesh	24-Jul-86	448/13	7-Apr-87	1989/90
3	Bahrain	24-Jun-11	1847/51	31-Jan-14	2015/2016
4	Belarus	26-Aug-13	1837/13	20-Nov-13	2015/16
5	Belgium	3-Feb-83	292/6	9-Apr-84	1984/85
6	Canada	23-Jun-82	253/8	13-Jul-83	1986/87
7	China	11-Aug-03	1374/20	6-Jan-05	2006/7
8	Czech Republic	23-Feb-79	24/19	23-Feb-79	1979/1980
9	Denmark (Rev.)	22-Dec-81	228/15	20-Jan-83	1980/81
10	Finland	6-Oct-16	2027/1	10-Jul-17	2019/20

11	France	17-Sep-81	210/17	17-Sep-82	1982/83
12	Germany	13-Sep-79	113	31-Oct-80	1982/83
13	Hong Kong (Limited)	26-Mar-04	1374/21	6-Jan-05	2005/06
14	India (Rev.)	22-Jan-13	1828/9	17-Sep-13	2014/15
15	Indonesia	3-Feb-93	789/10	21-Oct-93	1995/96
16	Iran	25-Jul-00	1187/16	6-Jun-01	2002/03
17	Italy	28-Mar-84	322/4	5-Nov-84	1978/79
18	Japan	12-Dec-67	14803/5	29-May-68	1969/70
19	Jordan(Limited)	21-Aug-02	1274/9	6-Feb-03	1990/1991
20	Korea	28-May-84	342/11	29-Mar-85	1980/81
21	Kuwait	5-Feb-02	1245/19	18-Jul-02	2002/03
22	Luxembourg	31-Jan-13	1838/9	26-Nov-13	2015/16
23	Malaysia (Rev.)	16-Sep-97	1028/21	22-May-98	99/2000
24	Mauritius	12-Mar-96	958/10	15-Jan-97	1998/99
25	Nepal	6-Jul-99	1116/6	26-Jan-00	2001/02
26	Netherlands	17-Nov-82	281/13	26-Jan-84	1979/80
27	Norway (Rev.)	4-Dec-86	464/4	27-Jul-87	1989/90
28	Oman	15-Aug-18	2154/50	20-Dec-19	2020/21
29	Pakistan (Rev.)	5-Oct-81	210/17	17-Sep-82	1983/84
30	Palestine	16-Apr-12	1838/8	26-Nov-13	2015/16
31	Philippines	11-Dec-00	1237/7	21-May-02	2019/20
32	Poland	06-Oct-15	2027/2	10-Jul-17	2020/21
33	Qatar	7-Nov-04	1422/10	5-Dec-05	2008/09
34	Romania	19-Oct-84	371/9	15-Oct-85	1986/87
35	Russia	2-Mar-99	1101/22	15-Oct-99	2003/04
36	Saudi Arabia (Limited)	16-Dec-96	1101/23	15-Oct-99	1983/84
37	Seychelles	23-Sep-11	1837/14	20-Nov-13	2015/16
38	Singapore	3-Apr-14	1993/11	16-Nov-16	2018/19
39	Sweden	23-Feb-83	297/28	18-May-84	1985/86
40	Switzerland	11-Jan-83	292/6	9-Apr-84	1981/82
41	Thailand	14-Dec-88	571/16	18-Aug-89	1990/91
42	U.A.E. (Limited)	7-Jul-92	824/13	23-Jun-94	1979/80
	U.A.E. (Comprehensive)	24-Sep-03	1346/1	21-Jun-04	2004/05
43	U.K.	21-Jun-79	60/23	2-Nov-79	1977/78
	U.S.A. Protocol	20-Sep-02	1298/8	21-Jul-03	2004/05
44	U.S.A	14-Mar-85	398/4	22-Apr-86	
45	Vietnam	26-Oct-05	1455/9	24-Jul-06	2007/08
Multi National Treaties					
1	SARRC Multilateral Treaty	13-Nov-05	1447/3	29-May-06	2011/2012

2. Capital Gain Tax (CGT)

2.1. CGT shall be paid:

At the time of realisation of investment assets. Following investment assets are subject to capital gains tax, if they are held as part of an investment.

- land or buildings
- a membership interest in a company, partnership or trust
- a security or other financial asset
- an option, right or other interest in an asset referred to above

2.2. Calculation of the Capital Gain

Capital gain is calculated as the difference between the consideration received and the cost of the investment asset at the time of realisation.

Consideration received for the purpose of capital gain will be calculated based on the amount received or receivable or the “assessed value” at the time of realisation of such asset, whichever is higher.

The cost of an investment asset held by a person as at, September 30, 2017 is equal to the market value of the asset at that time.

2.3. CGT Rate - 10%

2.4. Furnishing of CGT Return

Every person with taxable income consisting of a gain from the realisation of an investment asset shall file a capital gains tax return within thirty days after the end of the relevant calendar month in which the realisation occurred.

2.5. CGT Payment

The CGT payable by a person on the realisation of an investment asset shall be due within thirty days after the end of the relevant calendar month in which the realisation occurred.

2.6. Exemptions

- A gain arises from sale of primary place of residence of an individual (ownership for three years and resident in two years)
- A gain from Quoted shares listed in Colombo Stock Exchange
- Gains made by a person from the realization of lands and buildings which were sold exchanged or transferred to a Sri Lanka Real Estate Investment Trust (SLREIT) listed in Colombo Stock Exchange and licensed by the Securities and Exchange Commission of Sri Lanka
- Gains on the realisation of units or amounts derived as gains from the realisation of capital asset of a business or investment by a unitholder of any SLREIT

3. Value Added Tax (VAT)

3.1. VAT shall be paid:

- (i) at the time of supply, on every taxable supply of goods or services made in a taxable period by a registered person, in the course of the carrying on or carrying out of a taxable activity by such person in Sri Lanka;
- (ii) on the importation of goods into Sri Lanka by any person, on the value of supply of such goods or services at the rates specified below.

3.2. VAT Rates

(1) Zero Rate (0%)

On export of goods or services, supply of services by a hotel, guest house, restaurant or other similar businesses providing similar services, registered with the Sri Lanka Tourism Development Authority, with 60% of the total value of the inputs are sourced from local supplies/sources

(2) Standard Rate - 8%

(3) Higher Rate - 15% on supply of financial services

3.3. Liability for Registration for VAT

Every person who carries on a taxable activity should register for VAT if;

- Value of taxable supply of goods or services other than financial services by any person including wholesale and retail trade
 - exceeds Rs. 75 million per quarter, exceeds Rs. 300 million per annum
- Value of supply of financial services by a specified institution or other person
 - exceeds Rs. 3 million per quarter, exceeds Rs. 12 million per annum
- Wants to apply for Voluntary Registration
 - irrespective of the registration threshold any person who carries on or carries out a taxable supply can make an application for voluntary registration

3.4. Registration for VAT

Detailed steps are given under chapter “Obtaining Taxpayer Identification Number” (See page 11)

3.5. VAT Payments

Any person or partnership who supplies goods or services including financial services is required to make the payment for the particular month on or before 20th day of the following month.

3.6. Furnishing Returns

- I - Zero rated suppliers – Returns to be furnished monthly
- II - Suppliers of financial services – Returns to be furnished annually, and interim estimates for every 6 months.
- III - Others - Returns to be furnished quarterly.

3.7. Exemptions

Exempted goods and services are specified in the Part II of the first schedule of the VAT Act.

- Economic Service Charge (ESC)
ESC has been abolished with effect from 01.01.2020 (ESC (Amendment) Act, No. 04 of 2020)
- Nation Building Tax (NBT)
NBT has been abolished with effect from 01.12.2019 (NBT (Amendment) Act, No. 03 of 2020)

Tax Paying Process

Preprinted Remittance Forms containing TIN, name, tax period and tax code, are preferred instead of using blank forms to reduce the number of errors occurred during a payment. These forms can be obtained from taxpayer service centers at the head office or nearest regional office.

WHT on interest (Tax Type 43) and WHT on Specified fees and others (Tax Type 44) should be paid to People's Bank and rest of the taxes could be paid to any branch of Bank of Ceylon. Document Identification Number (DIN) is a must to pay WHT through People's Bank.

Following information should be correctly entered in the paying-in slips

- 1) TIN- your Taxpayer Identification Number
- 2) TaxType Code:

Tax Type	Code		Tax Type	Code	
Corporate Income Tax	0	2	Vehicle Entitlement Levy	1	6
Pay-As-You-Earn	0	3	Withholding Tax on Interest	4	3
Dividend Tax	0	4	Withholding Tax on Fees and Others	4	4
Individual Income Tax	0	5	Stamp Duty	6	0
Tax on Distribution of Profit	0	8	Value Added Tax	7	0
Partnership Tax	0	9	VAT on Financial Services	7	5
Remittance Tax	1	3	Capital Gain Tax	2	3

- 3) Payment Period Code:
The format of Payment Period Code is changed from 01/01/2016. Please visit quick guide of IRD website for new codes.
- 4) Payment Category: Self-Assessment
Payment on Charge Number (Self-Assessment)

- 5) Assessment Number: Please write Assessment Number (if any)
- 6) Charge Number: Please write Charge Number (if any)
- 7) All payment should be made in favour of “The Commissioner General of Inland Revenue”

All cheques should be accompanied with a paying-in-slip. TIN, Tax Type and payment period should be mentioned on the overleaf of the cheque.

2.6 Paying EPF

Relevant Institution: Employees' Provident Fund (EPF) Department of the Central Bank of Sri Lanka

- ✉ The Superintendent
Employees' Provident Fund Department
No 30, Janadhipathi Mawatha
Colombo 01
Sri Lanka
- ☎ For e-Return System: + 94 – 112477475/2477981/
2477927/2477971/2477987/2477990/2477999
- ☎ For Manual System: + 94-112206645-49/2206652,
2206655/2206662-64/2206666
- ☎ Help Desk: +94-112206626/2206636/2206640/
2206642/2206690 - 3/2206699
- ☎ + 94 – 112206651/2206694/2477950
- 🌐 www.epf.lk

The Steps to be followed in sending EPF contributions and member contribution details are mentioned below.

Steps

- a. Assign EPF membership numbers for employees in numerical order. Any member number that had been previously assigned to a particular member should not be allocated to a new employee under any circumstances.
- b. Include the National Identity Card (NIC) numbers of Sri Lankan employees.
- c. Calculate contribution of each employee (minimum 8% from employee and 12% from employer) based on their total earnings of the particular month.

Definition of Total Earnings: It includes employee's salary, wages or fees, cost of living allowance, holiday payments, cash value of cooked or uncooked food supplied by the employer, food allowance, any kind of specified remuneration and payments in the form of discounts (commissions), piece rate payments and contract basis payments.

- d. Submit the member contribution details along with the respective contribution payments. The contributions paid without submitting contribution details of members are not updated to the member accounts and will lead to complications and penalties.
- e. Payment Due Date: Monthly contributions with regard to a particular month should be received to EPF on or before the last working day of the succeeding month.

Otherwise, surcharges will be imposed against the employer according to the delay.

Surcharges for Delayed Payments:

01 day	-	10 days	-	5%
10 days	-	01 month	-	15%
01 month	-	03 months	-	20%
03 months	-	06 months	-	30%
06 months	-	12 months	-	40%
More than 12 months			-	50%

- f. Mode of payment and methods of forwarding member contribution details:

Applicable mode for submission of EPF returns could be selected from the following. However, employers are recommended to submit returns electronically through either online banking systems or Direct Debt facility for gaining the benefits of improved operational efficiencies.

(f-1) e-Return System (Electronic Filing)

- i. According to the EPF (Amendment) Act. No 2, of 2012, every employer having in his employment a minimum of 50 employees should furnish monthly EPF returns in electronic means.
- ii. Register under e-Return system by submitting the Registration Form provided by EPF, directly to the EPF or through a Licensed Commercial Bank (LCB) in Sri Lanka that facilitates the payment of EPF contributions and submission of contribution details through online banking systems for their EPF paying customers.
- iii. Reregister the employees with EPF according to their details appeared in the NICs.
- iv. Prepare the following text files as per the formats given by EPF/LCBs that facilitate EPF paying for their customers through online banking facility;
 - a) Contribution Detail File:

This file provides the details of employees and their monthly contributions.

All details of Sri Lankan employees should be duly filled as per their NICs or as per passport details, in case of a foreigner.
 - b) Payment Summary File:

This file provides the details of the monthly contributions paid for the period specified in the respective Contribution Detail File.
- v. Check the accuracy of the created text files with the assistance of EPF/LCBs before submitting to the EPF.

vi. Submit e>Returns (text files) through one of the following ways.

a) Online Banking Systems of LCBs:

Submit contribution details through online banking systems of LCBs. Currently this facility is available with;

- Bank of Ceylon – i-Net System
- Commercial Bank of Ceylon PLC – COMBANK PAYMASTER System
- DFCC Bank – EPF System of DFCC
- Hatton National Bank PLC - PAYFAST System
- NDB Bank – NDB EPF System
- People's Bank – EPF Net System
- Sampath Bank PLC – Vishwa Corporate System
- Seylan Bank – Seylan Bank EPF System

b) E-mail System:

Submit contribution and payment details to EPF through epfC3@cbsl.lk.

vii. Remit the monthly contributions to the EPF through one of the following modes.

a) On-line Payment

This facility is available for the employers who submit their e>Returns through online banking facilities of LCBs specified under (vi-a). Employers are facilitated to pay the EPF contributions directly through the online banking facilities of LCBs after uploading the respective contribution detail files to the system, successfully.

b) Direct Debit

Submit the Direct Debit Authorisation Form certified by the employer's bank to the EPF. This authorises EPF to claim the respective funds at the end of each month from the employer's bank. Both contribution detail and payment detail files should be submitted to the EPF through e-mail, within a minimum of five days before the last working day of the month. Employers must assure to provide sufficient amount of funds in their bank account enabling the EPF to claim the amount of funds in the contribution detail file on the last working day of the month.

(f-2) Manual System

- i. This option is provided for employers having less than 50 employees in their employment. The employer should fill the "Form – C" in triplicate, which can be obtained (issued free of charge) from the nearest Labour office or download from the EPF website to submit the first EPF contributions of employees.

All details of Sri Lankan employees should be duly filled as per their NICs and as per passport details, in case of a foreigner.

- ii. Use the pre-printed “Form - C” that is posted by the EPF to the employer monthly for submitting the contribution details of the subsequent months. If a new employee (member) is recruited during the respective period, details should be included in the “Form - C” of the particular month. If an employee has resigned, mention “resigned” in the amount column or leave blank.
- iii. Pay monthly contributions to the EPF through one of the following modes of payment; cheques, bank drafts or money orders.
 - a) Cheques and bank drafts should be drawn in favour of the “Superintendent of Employees’ Provident Fund”.
 - b) EPF contribution payments through cash or cheques are accepted at all the branches of People’s Bank located island wide
 - Fill up an “EPF cheque/cash deposit slip” which could be obtained at the respective branches of the People’s Bank. Separate “cheque/cash deposit slip” should be submitted along with each ‘Form – C’ that is received with a specific ‘**Reference Number**’ from the EPF, monthly, to the Peoples’ Bank for **payment of each month’s contribution**.
 - Further, the Reference Number (Ref. No.) which is printed below the address in the “Form – C” should be written in the particular space in the “EPF cheque/cash deposit slip.
 - In addition, cash payments could be made at the Bank of Ceylon Taprobane branch.
 - c) **Paying Office** of the Money Orders should be indicated as “**Colombo**”.
 - d) Post the original document of “C” form along with the instruments of payment (Cheque/Money Order/ Bank Draft) to the “Superintendent of EPF, Lloyd’s Building, No.13, Sir Baron Jayatilaka Mawatha, Colombo 01” or deliver by hand to the Collection Counter of EPF at the same address.

2.7 Paying ETF

Relevant Institution: Employees' Trust Fund (ETF) Board

✉ Assistant General Manager (Contribution Collection & Surcharges)
Employees' Trust Fund Board
22nd Floor, Mehewara Piyasa,
P.O Box 807
Colombo 05
Sri Lanka

☎ +94-11-7747265

🌐 www.etfb.lk

Employers are required to remit monthly an amount equivalent to 3% of total earnings of employees to this Board. Contribution of a month should be sent to reach the ETF Board on or before the last working day of the following month. An employer who fails to pay contributions on or before the due date shall be liable to pay surcharges on delayed payments.

For the purpose of ETF payments, employers have been categorised into 02 categories.

1. Larger Category (Employers having more than 15 employees)
2. Smaller Category (Employers having less than 15 employees)

1. Using of Advice of Remittance Forms

- Employers having more than 15 employees should use Remittance Form R1 and employers having less than 15 employees should use Remittance Form R4
- Employers making payments with Remittance Form R1 should continue to do so even if the number of employees falls below 15 in any month. Further, all corporations & Statutory Boards should use Remittance Form R1. Such employers should send the individual member contribution details in Form II Returns on half yearly basis.
- To change the Remittance Form R4 to R1 as a result of the increase of the number of employees, the ETF Office Should be informed to get the necessary instructions.

2. Payment of Contributions

Employers can contribute to ETF either by manual payment system of by electronic payment system.

(A) Manual Payments

The following methods can be used to pay contributions/ surcharges to the Fund:

- a) By Cheques/Bank Drafts
- b) Payment by Cash
- c) Use of Money Orders

- Complete the Relevant Remittance Form R1 or R4 which should accompany the payment.
- Cheque should be crossed and drawn in favour of “Employees” Trust Fund Board”. In the Money Orders paying Post Office Should be indicated at “Colombo”.
- If Payment is to be made by Cheque/Bank Draft/Money Order, make payment by post or handover on weekdays from 8.30 am to 3.30 pm at ETF Board Head Office, Regional Offices of the ETF Board or to the ETF Cheque Collecting Counter at No 85, Ground Floor, Hemas building, York Street, Colombo 01, Sri Lanka.
- Payments in cash, are accepted at Bank of Ceylon Torrington Square, Colombo 07. People’s Bank, No 475/1, Elvitigala Mawatha, Narahenpita or Bank of Ceylon, Super Grade Branch, pettah.
- Use a separate Remittance Form for each month in respect of payment of arrears. If not, a separate schedule indicating the brake down of the total amount should be attached.
- Employers should take the responsibility for surcharges imposed for delayed payments which occur due to submitting incomplete and incorrect Cheques/Remittance Forms and making payments after the due date. It is necessary to provide all information requested in the Remittance Forms correctly.

(B) Electronic Payments

To Provide a better service to the employers, ETF Board has introduced “on line” payment scheme through following banks, since it is the most convenient and quick payment system.

Bank of Ceylon	0112471613/0112203104/0112203558/0112203563
People’s Bank	0112594503/0115634120
Commercial Bank of Ceylon PLC	0112353480/0112353481
Sampath Bank PLC	0115600573/0115600600/0112332173/0114730572
Hatton National Bank PLC	0112661976
National Development Bank	0112448448
DFCC Bank	0112310543/0112310544
Seylan Bank	0112008888

Steps

- Through Internet, Employers are able to pay contributions/surcharges to the Employees' Trust Fund Board and upload contribution details of the members, 24 hours of any day irrespective of a bank holiday from their own offices or from any remote location.
- Employers should register with the respective bank and obtain a password. Please contact Customer Service Officers of these banks to obtain application forms/instruction sheets and to get clarification.
- Steps to be followed to make the payment and upload Form II Returns (Member Details) through internet are provide by the respective banks.
- In case of surcharge payments, entering of Surcharge Notice Number is mandatory.
- Receipt is generated through the computer itself after successful completion of the transaction.

Payments of ETF contributions in respect of future months are not in compliance with the Employees' Trust Fund Act. Any such contributions, if received by the Board, will be returned to the respective employers.

When an employer makes a payment on behalf of employees by mistake or in excess, request to refund such overpayment should be forwarded to the Board within a period of one year from the date on which the payment was made. Such requests made by the employers after the stipulated period will not be considered.

2.8 Making an Export

Relevant Institutions: Sri Lanka Customs/
Sri Lanka Export Development Board

- ✉ Export Directorate
Head Office
Sri Lanka Customs
No. 40, Main Street
Colombo 11
Sri Lanka
- ☎ +94-11-2221385/2221387
- ☎ 0112337077
- ✉ Exports Facilitation Centre
No 478/6
K. Cyril Perera Mawatha
Colombo 13
- ☎ +94-11-7221364/7221363/ 7221362
- ☎ +94-11-2332445
- ✉ Air Cargo Verification Terminal–Exports
Sri Lanka Customs
Katunayake
Sri Lanka.
- ☎ +94-11-2256689/2264476
- 🌐 www.customs.gov.lk
- ✉ Sri Lanka Export Development Board
No. 42
Nawam Mawatha
Colombo 02
Sri Lanka
- ☎ +94-11-2300705 to 11
- @ edb@edb.gov.lk
- 🌐 www.srilankabusiness.com

The following steps are required to export goods from Sri Lanka.

Steps

1. Register with following institutions

- Sri Lanka Export Development Board
- Inland Revenue Department Tax Identification No. & VAT No.
- Sri Lanka Customs

Documentary requirements

- Application Form
- The original Business Registration Certificate or Certificate of Incorporation
- Registration of a Company certified by the Registrar of Companies
- Memorandum and Articles of Association

Note: Application forms could be downloaded from respective websites.

Export license/registration

(i) Tea

Register with Sri Lanka Tea Board (SLTB)

Requirements:

- Business Registration Certificate
- Sufficient Financial Resources (1 million working capital)
- Adequate warehouse facilities
- Completed application form – Application available with SLTB

Registration fees

- Registration fee = Rs. 50,000/- + Value Added Tax (VAT)
+ Nation Building Tax (NBT)
- Packers registration fee (Local) :
 - 2,500 kg = Rs. 5,000/- + VAT + NBT
 - 2,500 kg – 5,000 kg = Rs. 10,000/- + VAT + NBT
 - 5,000 kg above = Rs. 25,000/- + VAT + NBT
- Warehouse Reg. fee = Rs. 25,000/- + VAT
 - Renewal fee = Rs. 10,000/-
- Lion Logo fee = Rs. 5,000/- per year
- Importers registration fee = Rs. 10,000/- + VAT
 - Renewal fee = Rs. 5,000/-

For more details – Sri Lanka Tea Board
No. 574, Galle Road , Colombo 3

(ii) Coconuts and Coconut products

Register with Coconut Development Authority.

Registration fees

- Kernel products = Rs.10,000/- + VAT + NBT
- Coconut shell products = Rs.10,000/- + VAT + NBT
- Coconut fibre products = Rs.10,000/- + VAT + NBT
- Raw/Value Added = Rs.10,000/- + VAT + NBT
- Fresh Coconut :
 - Less than 30,000 nuts = Rs.50,000/- + VAT + NBT

- More than 30,000 nuts = Rs.500,000/- + VAT + NBT
- FG (Coconut Wood /Coconut Leaves) = Rs.5,000/- +
VAT+NBT

For more details – Coconut Development Authority
54, Nawala Road Narahenpita
Colombo 05 Sri Lanka.

(iii) Gems and Jewellery

Should obtain Gem Dealers Licence from the National Gem and Jewellery Authority.

Service Charges on Consignment Basis (Annual)

- Rs.100,000/- = Rs.1,200/- + VAT + NBT
- Rs.500,000/- = Rs.3,000/- + VAT + NBT
- Rs.1,000,000/- = Rs.5,000/- + VAT + NBT
- Rs.2,000,000/- = Rs.10,000/- + VAT + NBT
- Over 2,000,000/- = Rs.35,000/- + VAT + NBT

For more details – National Gem and Jewellery Authority
No. 25, Galle Face Terrace
Colombo 03
Sri Lanka.

(iv) Textile and Readymade Garments

Should be registered with the Apparel Export Service Division of the Ministry of Industry & Commerce.

Note : Items under license control

It is required to get the approval from State Ministry of Batik prior exportation

Items	Recommended Authority
(a) Coral chanks, conch shells	Department of Fisheries and Aquatic Resources Development
(b) Wood including logs and	Forest Department
(c) Article of Wood	National Crafts Council and Department of Forest
(d) Ferrous/Non-ferrous Metal,	Department of Import and Scrap/Waste Export Control and Industrial Development Board

Note: Items prohibited or restricted for export

- Dead or live animals or their parts (except under permit issued by the Director of Wild Life, Domestic Animals are excluded)
- Antiquities/Cultural property/Items of Archeological value

- Dangerous drugs
- Explosives
- Live ornamental fish (except under permit issued by Director, Fisheries and Aquatic Resources)
- Minerals in raw form (except under permit issued by Geological Survey and Mines Bureau)
- Obscene publications and literature
- Protected plants

2. Prepare a pro-forma invoice and send it to buyer

Pro-forma invoice is an invitation to the buyer to place a firm order

Details that should be mentioned in the pro-forma invoice;

- Product description
- Quality
- Price
- Terms of Payments
- Terms of Delivery
- Packing and making details

(Other than the already mentioned facts, followings are to be included:

- Pro- forma invoice No., Date, Consignee's/buyer's details with country name, Exporter's Details with country name, Authorized Signature)

Delivery terms

FOB – Free On Board

Terms of Payment

- Advance payment
- Letters of Credit
- Documentary collection
- D/P (documents against payments)
- D/A (documents against acceptance)
- Open account
- Consignment account

3. Send trade samples of products to foreign buyer (by air mail)

Samples up to the value of Rs. 10,000/- can be exported freely on Customs simplified declaration

Only customs declaration form needs to be furnished

(Though the samples up to the value of Rs.10, 000 can be exported with a simplified declaration, there are some commodities which requires permits/Licenses e.g. Tea)

4. Ensure that :

- the products or commodities are properly packed
- the packaging has been done according to the trade contract
- the shipping marks and the port of destination is marked on all packages

5. Reserve cargo space

Sea cargo - Exporter should get shipping spaces from the shipping agent. Exporter should submit shipping notes (Exp. 3a forms – 3 copies) to shipping agent.

Air cargo - Exporter should check with the "Air Line Agents". Exporter should submit a document called "Shippers letter of instruction". This document will be used to issue the Airway Bill.

Certificates required for exports:

- Certificate of Origin (Preferential) – Issued by Department of Commerce.
- Certificate of Origin (Non-Preferential) – Issued by Ceylon Chamber of Commerce & National Chamber of Commerce.
- Quality Certificate – Issued by Sri Lanka Standard Institution.
- Health Certificate – Issued by Department of Animal Production and Health, when exporting meat, fish and live animals.
- Phytosanitary Certificate – Issued by the Plant Quarantine Service of the Department of Agriculture, when cut flowers and foliage plants, fruits and vegetables are being exported.
- Fumigation Certificate – Fumigation activities are done by plant quarantine service of the Department of Agriculture. This certificate may be required by buyers/government for the import of agricultural products such as cut flowers, foliage plants, sesame seeds, cashew nuts, tea etc.
- Approval/Permit/License, if applicable

6. Obtain customs approval before transporting goods to the port

Approval – Exporter should prepare Customs Declaration (CUSDEC – Form 53) Form I when there is only one item and Form II (when there is more than one item), in three copies with following documents

- Invoice
- Shipping note (Captain's copy)
- License (if required)
- Packing list (if required)
- Copies of CUSDEC are named as follows;
 - Warrant copy
 - Security copy

- Party's copy (optional)
Three copies only
- Statistical copy (to be removed)

- Export Duty or Cess wherever applicable has to be paid.
- Cess charges on exports are as follows:
 - Annexure I – Government Gazette No. 2210/9 of 12th January 2021
 - Annexure II – Government Gazette No. 1519/8 of 16.10.2007
 - &

HS Heading	HS Code	Description	Cess
40.02	4002.11	Latex	Rs. 4/- per kg.
40.06	4006.90	Other	Rs. 4/- per kg.
- Customs duty on exports :
 - Silica Quartz
 - 20% up to USD 140/- to 190 FOB per MT
 - 14% between USD 140/- to 190/- FOB per MT
 - 09% between USD 191/- to 240/- FOB per MT
 - 03% between USD 241/- to 299/- FOB per MT
 - Free exceeding USD 300/- FOB per MT
- Royalty on exports
 - Chank and Conch shell – Rs. 100/- per 1,000 pcs.

7. Customs Examination

The Superintendent of Customs would decide whether the goods to be examined or not and if yes, the type of examination, based on risk analysis.

8. Pay Port charges

Before transporting goods to the Port, pay charges to the Finance Division of the Sri Lanka Ports Authority. To pay these charges 3 completed copies of shipping note should be submitted to the Finance Division.

Charges could be categorised as follows:

- Landing and delivery charges
- Shipping charges
- Bonding and entrepot charges
- Crane charges
- Occupation charges

- Ancillary charges for services if required

9. Make arrangements to move Cargo to the Port

Submit following documents to Export Office of the SLPA/JCT/
SAGT/CICT

- Shipping Note - (3a form) 5 copies
- Cargo Dispatch Note - (3b form) (CDN form) 6 copies
- CUSDEC form (Security Copy)

Once all cargo have been loaded, shipping note is converted to the Mate's receipt when the captain of the vessel signs it.

Collect exporters copy of the mate's receipt from SLPA export office and submit to Shipping Agent to obtain Bill of Lading and pay freight charges to the shipping agent.

Note:

(i) Exports by Air

Cargo including those of perishable nature such as food items, could be exported on declaration to the Customs at the Air Cargo Village Terminal (ACVT) at Katunayake around the clock on a simplified process (all other conditions apply).

(ii) Submit following documents to the bank

- Commercial Invoice
- Original Bill of Lading/Airway Bill
- Insurance Policy (if on CIF Price)
- Bill of Exchange (if requires)
- Letter of Credit
- Certificate of Origin/Generalized System of Preference (GSP) Certificate
- Packing List

(iii) Submit following documents on the request of the buyer

- Quality Certificate
- Health Certificate
- Phytosanitary Certificate
- Fumigation Certificate
- Hazard Analysis and Critical Control Points (HACCP) Certificate (for food items)
- CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora)

1. EDB CESSSES ON IMPORTS

Products	:	Selected imported items
Gazette No.	:	2202/6 of 17/11/2020
Objectives	:	<ul style="list-style-type: none"> – Discourage imports of non-essential items – Protection of local farmers/manufacturers – Funds for implementation of Export Development Programme
Rates	:	<p>Different rates (Ranging from 1% to 35%) where ad valorem and unit rates are specified, the rate whichever is higher is applicable. Computation of Cess Levy:</p> <p>(CIF value + 10% of CIF value) rate of cess levy</p> <p>or</p> <p>Quantity unit rate of cess levy</p>
Not applicable	:	<ul style="list-style-type: none"> – To drugs registered under the Cosmetic Devices and Drugs Act – To Ayurvedic, Unani and Siddha preparations (other than cosmetic, preparations) – Raw materials, intermediate goods, parts and accessories to be used for the transformation of fashion jewellery and containers of or packaging recommended by the Ministry of Industrial Development

2. EDB CESSSES ON EXPORTS (Gazetted by Gazette Notification No. 2210/9 of 12/01/2021)

H.S. Hdg (I)	H.S Code (II)	Description (III)	Rate of Cess (IV)	Unit
05.08	0508.00	Coral and similar materials, unworked or simply prepared but not otherwise		
	0508.00.10	Chanks	Rs.100/- per 1,000 units	1,000 units
08.01		Coconuts, Brazil nuts and cashew nuts,		
		Coconuts :		
	0801.12	In the inner shell (endocarp)	Rs.7/= per unit	unit
09.02		Tea, whether or not flavoured.		
	0902.40	fermented tea.		
		Other		

Contd.

	0902.40.91	----	Certified by Sri Lanka Tea Board as wholly	Rs.10/- per kg	kg
	0902.40.92	----	Certified by Sri Lanka Tea Board as wholly	Rs.10/- per kg	kg
	0902.40.93	----	Other, flavoured	Rs.10/- per kg	kg
	0902.40.99	----	Other	Rs.10/- per kg	kg
23.02			Bran, sharps and other residues, whether		
	2302.10	-	Of maize (corn)	Rs.1/= per kg	kg
	2302.40	-	Of other cereals :		
	2302.40.10	---	Rice	Rs.1/= per kg	kg
25.04			Natural graphite.		
	2504.90	-	Other:		
	2504.90.10	---	Waste	Rs.200/- per mt	mt
	2504.90.90	---	Other	Rs.10,000/- per mt	mt
25.05			Natural sands of all kinds, whether or not		

Contd.

	2505.10	-		Silica sands and quartz sands :					
	2505.10.10	---		Waste			Rs.1,250/= per mt		mt
	2505.10.90	---		Other					
	2505.10.91			Silica sands and quartz sands from rivers			Rs.1,250/= per mt		mt
	2505.10.99	---		Other			Rs.1,250/= per mt		mt
	2505.90	-		Other			Rs.5,000/= per mt		mt
25.06				Quartz (other than natural sands);					
	2506.10	-		Quartz :					
	2506.10.10	---		Raw vein quartz			Rs.4,400/= per mt		mt
25.07	2507.00			Kaolin and other kaolinic clays, whether			Rs.1,100/= per mt		mt
25.10				Natural calcium phosphates, natural					
	2510.10	-		Unground :					

Contd.

	2510.10.10	--	Rock phosphate		Rs.4,400/= per mt	mt
25.13			Pumice stone; emery; natural corundum,			
	2513.20	-	Emery; natural corundum, natural garnet and		Rs.24,200/= per mt	mt
25.16			Granite, porphyry, basalt, sandstone and			
		-	Granite :			
	2516.11	--	Crude or roughly trimmed		Rs.24,000 per cubic meter(m ³)	cubic meter (m ³)
	2516.12	--	Merely cut, by sawing or otherwise, into		Rs.12,000 per cubic meter(m ³)	cubic meter (m ³)
	2516.20	-	Sandstone		Rs.12,000 per cubic meter(m ³)	cubic meter (m ³)
	2516.90	-	Other monumental or building stone		Rs.12,000 per cubic meter(m ³)	cubic meter (m ³)
25.17			Pebbles, gravel, broken or crushed stone,			
		-	heading 25.15 or 25.16, whether or not heat-			
	2517.49	--	Stones - Other		Rs.3,300/= per mt	mt

Contd.

25.25				Mica, including splittings; mica waste.		
	2525.10	-		Crude mica and mica rifted into sheets or	Rs.1,100/= per mt	mt
	2525.30	-		Mica waste	Rs.110/= per mt	mt
25.26				Natural steatite, whether or not roughly trimmed or merely cut, by sawing or		
	2526.10	-		Not crushed, not powdered	Rs.3,300/= per mt	mt
	2526.20	-		Crushed or powdered	Rs.2,200/= per mt	mt
25.30				Mineral substances not elsewhere specified or included.		
	2530.10	-		Vermiculite, perlite and chlorites,	Rs.1,100/= per mt	mt
	2530.20	-		Kieserite, epsomite (natural magnesium sulph	Rs.1,100/= per mt	mt
	2530.90	-		Other :		

Contd.

	2530.90.10	---	Natural arsenic sulphides	Rs.1,100/= per mt	mt
	2530.90.20	---	Broken concrete	Rs.1,100/= per mt	mt
	2530.90.90	---	Other	Rs.1,100/= per mt	mt
26.14	2614.00		Titanium ores and concentrates :		
	2614.00.10	---	Ilmenite	Rs.1,650/= per mt	mt
	2614.00.20	---	Rutile	Rs.2,200/= per mt	mt
	2614.00.90	---	Other	Rs.1,100/= per mt	mt
26.15			Niobium, tantalum, vanadium or zirconium ores and concentrates.		
	2615.10	-	Zirconium ores and concentrates	Rs.550/= per mt	mt
	2615.90	-	Other	Rs.110/= per mt	mt
40.01			Natural rubber, balata, gutta-percha,		

Contd.

4001.10	-	Natural rubber latex, whether or not pre-			
4001.10.10	---	Centrifuged rubber	Rs.4/ = per kg		Kg
4001.10.90	---	Other	Rs.4/ = per kg		Kg
4001.21	-	Natural rubber in other forms :			
4001.21.10	--	Smoked sheets :			
4001.21.10	---	R.S.S.1	Rs.4/ = per kg		Kg
4001.21.20	---	R.S.S.2	Rs.4/ = per kg		Kg
4001.21.30	---	R.S.S.3	Rs.4/ = per kg		Kg
4001.21.40	---	R.S.S.4	Rs.4/ = per kg		Kg
4001.21.50	---	R.S.S.5	Rs.4/ = per kg		Kg
4001.21.90	---	Other	Rs.4/ = per kg		Kg
4001.22	--	Technically specified natural rubber (TSNR)	Rs.4/ = per kg		Kg
4001.29	--	Other :			
		Crepe :			
4001.29.11	----	Sole	Rs.4/ = per kg		Kg
4001.29.12	----	Pale	Rs.4/ = per kg		Kg
4001.29.13	----	Brown	Rs.4/ = per kg		Kg

Contd.

	4001.29.14	----	Scrap		Rs.4/= per kg	Kg
	4001.29.20	--	Block rubber		Rs.4/= per kg	Kg
	4001.29.30	---	Low nitrogen natural rubber (LNNR)		Rs.4/= per kg	Kg
	4001.29.40	---	Deproteinized natural rubber (DPNR)		Rs.4/= per kg	Kg
	4001.29.50	---	MG rubber		Rs.4/= per kg	Kg
	4001.29.60	---	SP rubber		Rs.4/= per kg	Kg
	4001.29.70	---	Other chemically modified form of rubber		Rs.4/= per kg	Kg
	4001.29.90	---	Other		Rs.4/= per kg	Kg
	4001.30	-	Balata, gutta-percha, guayule, chicle and		Rs.4/= per kg	Kg
41.01			Raw hides and skins of bovine (including			
	4101.20	-	Whole hides and skins, unsplit, of a weight pe		75% or Rs.500/- per kg	FOB or Kg
	4101.50	-	Whole hides and skins, of a weight		75% or Rs.500/- per kg	FOB or Kg
	4101.90	-	Other		75% or Rs.500/- per kg	FOB or Kg
41.02			Raw skins of sheep or lambs (fresh, or			

Contd.

4102.10	-	With wool on		75% or Rs.500/- per kg	FOB or Kg
	-	Without wool on :			
4102.21	--	Pickled		75% or Rs.500/- per kg	FOB or Kg
4102.29	--	Other		75% or Rs.500/- per kg	FOB or Kg
41.03		Other raw hides and skins (fresh, or			
4103.20	-	Of reptiles		75% or Rs.500/- per kg	FOB or Kg
4103.30	-	Of swine		75% or Rs.500/- per kg	FOB or Kg
4103.90	-	Other			
4103.90.10		Of sharks		75% or Rs.500/- per kg	FOB or Kg
4103.90.90		other		75% or Rs.500/- per kg	FOB or Kg
41.04		Tanned or crust hides and skins of bovine			
	-	In the wet state (including wet-blue) :			
4104.11	--	Full grains, unsplit; grain splits :			
4104.11.10	---	Wet blue chrome-tanned		10%	FOB

Contd.

	4104.11.90	---	Other		10%	FOB
	4104.19	--	Other :			
	4104.19.10	---	Wet blue chrome-tanned		10%	FOB
	4104.19.90	---	Other		10%	FOB
		-	In the dry state (crust) :			
	4104.41	--	In a dry state - Full grains, unsplit, grain		10%	FOB
	4104.49	--	Other		10%	FOB
41.05			Tanned or crust skins of sheep or lambs,			
	4105.10	-	In the wet state (including wet-blue)		10%	FOB
	4105.30	-	In the dry state (crust)		10%	FOB
44.03			Wood in the rough, whether or not			
		-	Other :			
	4403.99	--	Other		15%	FOB

Contd.

72.04					Ferrous waste and scrap; remelting scrap			
	7204.10		-		Waste and Scrap of cast iron		10%	FOB
			-		Waste and Scrap of alloy steel:			
	7204.21		--		Of stainless steel		10%	FOB
	7204.29		--		Other		10%	FOB
	7204.30		-		Waste and scrap of tinned iron or steel		10%	FOB
			-		Other waste and scrap:			
	7204.41		--		Turnings, shavings, chips, milling waste,		10%	FOB
	7204.49				Other		10%	FOB
	7204.50				Remelting Scrap ingots		10%	FOB
74.04	7204.00				Copper waste and scrap		50%	FOB
75.03	7503.00				Nickel waste and scrap		25%	FOB
76.02	76.02.00				Aluminum waste and scrap		25%	FOB
78.02	78.02.00				Lead waste and scrap		25%	FOB
79.02	7902.00				Zinc waste and scrap		25%	FOB
80.02	8002.00				Tin waste and scrap		25%	FOB

Contd.

SRI LANKA EXPORT DEVELOPMENT ACT, No. 40 OF 1979

Order under Section 14

BY virtue of the powers vested in me by Section 14(1) of the Sri Lanka Export Development Act, No. 40 of 1979, I, Bandula Gunawardane, Minister of Trade with the concurrence of the Minister of Finance, do by this Order declare that with effect from January 13, 2021, a Cess shall be charged, levied and paid on export of goods enumerated in Column III of the Schedule hereto at the rate specified in the corresponding entry in Column IV which shall be based on the Free on Board (F.O.B.) value of the export or any other specific rate mentioned therein, provided however, that-

- (1) Whenever more than one rate is specified in Column IV of the Schedule hereto, the applicable rate for the purpose of calculating the Cess payable shall be that rate the application of which results in a higher amount being payable as Cess.
- (2) The Cess hereby imposed shall not apply to export of scrap/waste by an enterprise, generated through the process of manufacture of goods to be exported, out of raw material imported and generated through the process of repair/maintenance works done by that enterprise which has:
 - (i) entered into an agreement with the Board of Investment of Sri Lanka under Section 17 of the Board of Investment Law, No. 4 of 1978 ; or
 - (ii) been registered under the Customs Manufacture-in-Bond Scheme or under the Temporary Importation for Export Processing (TIEP) Scheme.

The Orders made under Section 14(1) of the Sri Lanka Export Development Act, No. 40 of 1979 and published in the Gazette Extraordinary No. 1941/32 of 20.11.2015, No.1971/5 of 13.06.2016 and No.2081/10 of 24.07.2018 or any other Order issued under the said Section for exports are hereby rescinded.

Dr. BANDULA GUNAWARDANE,
Minister of Trade.

Ministry of Trade, Colombo 02.

12th January, 2021.

2.9 Making an Import

Relevant Institution: Sri Lanka Customs

- ✉ Director General of Customs
Customs House
40, Main Street
Colombo 11
- ☎ +94 -11-2347881
- 📠 +94-11-2446364
- ☎ Customs Information Centre
+94-11-2342012
- ☎ Deputy Director of Customs (Long Room)
+94-11-2337076
- 📠 +94-11-2337076
- 🌐 www.customs.gov.lk

Steps

1. The Customs Declaration (CusDec) is submitted online as per the gazette notification 1786/10 of 29.11.2012.
2. As per the section 47 of the Customs Ordinance, the Cus Dec should be produced as a paper document. The following copies should be forwarded.
 - I. Warrant copy
 - II. Delivery copy
 - III. Exchange Copy (For Importation of Vehicles)
3. Documentary Requirements:
 - (i) Bill of Lading (BL)
 - (ii) Delivery Order (DO)
 - (iii) Value Declaration Form (VDF)
 - (iv) Bank Stamped Invoice (except for Advance Payment and Open Account Payments)
 - (v) Packing List (PL)
 - (vi) Documents required for the particular commodity for its clearance such as Licenses by other authorities like Import and Export Control Department, Sri Lanka Standards Institute, National Medicine Regulatory Authority (NMRA), Telecommunication Regulatory Commission (TRC) etc.

- (vii) If applicable, Letters for Duty Waivers, Exemptions and Concessions.
 - (viii) Other documents required for the clearance of the commodity such as Phytosanitary Certificates, Mill Reports for papers etc.
4. Calculation of duties and other levies are automatically calculated and the importer can make the payments online.
- Note:**
- i. Importer should get service of Custom House Agent (CHA) for transacting businesses of submission documents and clearance of goods.
 - ii. For imports by an entity approved by BOI of Sri Lanka processing of documents is carried out by BOI (not in Long Room)
5. If the goods carry a duty waiver, concession, exemption or any other tax reduction the CusDec should be processed at D Branch before further processing. Also, CusDec under provisional basis are also referred to the D Branch before further processing.
6. Separate Units have been established based on HS Code of the commodity. In addition, the Express Unit attends to Perishable Cargo, Food Items, Medicines, goods imported under Provisional Basis and project Cargo. In addition, the Fast-Track System has been introduced for selected importers to process CusDec at minimum processing time. No detail scrutiny is done for these consignments. However, all the consignments so imported are subjected to post clearance audit.
7. The CusDec is appraised by the relevant unit and if any amendments are to be made, the CHA is informed. In case, there are disputes over the HS Code, the matter is then referred to the Examination Directorate to examine and verify the HS Code.
8. The CusDec is further scrutinized and then warranted if no further amendments are to be made.
9. The AsyCudsa System will select the level of examination using Risk management criteria.
10. The gate pass of the Fully Containerized Cargo can be printed by the CHA at their offices by logging into the system.
11. The warrant copy is handed over to the Compliance and Facilitations Directorate and the Delivery Copy is forwarded to the Examination point.
12. After examining the goods, samples are referred to the valuation directorate for verifying the value, if only the selected value queried by the System. If the value is adjusted, short payment will be recovered by the Valuation division and the referred CusDecs will be sent again to the respective examination yard again.

In instances where it is necessary to test samples (SLSI, Plant/Animal Quarantine, Food Inspector, Central Environmental Authority (CEA), Atomic Energy (AEA), NMRA, Ministry of Defense), relevant authorities will draw samples. Based on the direction of the respective authorities, Customs will release the goods to the consignee's warehouse or hold the consignment until the reports are received.

13. If the approval are given, the goods are released. If not , appropriate actions are taken in terms of the provisions of the Customs Ordinance.

2.10 Registering a Vehicle

Relevant Institution: Department of Motor Traffic

✉ Commissioner General of Motor Traffic Department of
Motor Traffic
341, Elvitigala Mawatha
Narahenpita
Colombo 5
Sri Lanka

☎ +94-11-2694331/2694333/2033333/
0707677877/0707677977

📞 +94-11-2694338

🌐 www.dmt.gov.lk

📞 0707677877/0707677977

📘 <http://www.facebook.com/dmtlka>

The following steps are required to register a new motor vehicle.

Steps

1. Obtain an application form (MTA 2) from Department of Motor Traffic, Divisional Secretariats, or download an application from the website (www.dmt.gov.lk).
2. Submit completed application with the following documents:
 - (i) Two (2) photographs of the vehicle owner (3.5 cm x 2.5 cm, black & white or colour), the Grama Niladhari in the relevant area, Justice of Peace or the vehicle importer should certify on the reverse of the photograph. (If the vehicle owner presents himself and personally submits his application for registration, the supervising Officer of the relevant section can certify the photograph on production of the identity card).
 - (ii) A certified photocopy of the Identity Card/Driving Licence/Valid Passport of the vehicle owner.
 - (iii) In case of a reconditioned vehicle cancelled overseas, Certificate of Registration (along with English translation of the Certificate).
 - (iv) Customs Entry (Exchange Copy/Customs-53).
 - (v) Customs Assessment Notice.
 - (vi) Relevant invoice relating to new vehicles.
 - (vii) Certificate issued by a Motor Vehicle Examiner after the vehicle has been examined (Certificate of Weight) or relevant certification of motor vehicle chassis number and engine

number examined by a Motor Vehicle Examiner, or prototype of the vehicle.

- (viii) If the vehicle has been imported on an import license, originals of such licence and amendments thereof if available.
- (ix) Duly perfected Form MTA 3 for the registration of absolute ownership.
- (x) If registered with a mortgage a certified copy of the mortgage deed with official stamp.
- (xi) In case of a vehicle purchased in an auction of Customs, Ports Authority, Courts and three Armed Services, the letter and payment receipts obtained from the relevant institutions are required.
- (xii) Pre-Shipment Inspection Certificate issued by Bureau Veritas (d Japan Auto Appraisal Institute for Japan) of the relevant exporting country for reconditioned vehicles (other than special purpose & land vehicles) of HS Codes 87.01, 87.02, 87.03, 87.04 and 87.05 (only for the vehicles shipped after 01.03.2007).
- (xiii) Two post card size coloured photographs of the vehicle (front and left or right side). Owner should be certified if mentioning the chassis number and engine number.

Note:

1. A separate application should be submitted for the allocation of a specific number and engine number within 30,000 numbers ahead, will be charge additionally according to as follows:

	Motor Bicycle/ Three wheelers	All other vehicles
1 – 10,000	Rs. 6,000/-	Rs. 70,000/-
10,001 – 20,000	Rs. 8,000/-	Rs. 90,000/-
20,001 – 30,000	Rs. 10,000/-	Rs. 100,000/-

Charges of Vehicle New Registration – 2021

Vehicle Category	Registration Fee (Rs.)	Number Plate Charges (Rs.)	Inspection Charges for Weight Certificate (Rs.)	Postal Charges (Rs.)	Total (Rs.)	Fee Payable (Rs.)
Motor Car/Jeep	Up to 1,600 CC – Rs. 15,000/-	3,300/-	500/-	150/-	18,850/-	More than 90 days but less than 1 year 6,000/-
	Over 1600 CC – Rs. 20,000/-	3,300/-	500/-	150/-	23,850/-	More than 1 year but less than 2 years 7,500/-
Three Wheel Car	15,000/-	3,300/-	500/-	150/-	18,850/-	More than 2 years but less than 3 years 10,000/-
Dual Purpose Vehicle	15,000/-	3,300/-	500/-	150/-	18,850/-	More than 3 years but less than 5 years 15,000/-
Single Cab	15,000/-	3,300/-	500/-	150/-	18,850/-	More than 5 years 25,000/-
Motor Lorry	3,000/-	3,300/-	500/-	150/-	6,850/-	More than 90 days but less than 1 year 4,000/-
						More than 1 year but less than 2 years 5,000/-
						More than 2 years but less than 3 years 6,800/-
						More than 3 years but less than 5 years 7,800/-
						9,800/-

contd.

Vehicle Category	Registration Fee (Rs.)	With Holding Tax (Rs)	Number Plate Charges (Rs.)	Inspection Charges for Weight Certificate (Rs.)	Postal Charges (Rs.)	Total (Rs.)	Fee Payable (Rs.)
Motor Coach	3,000/-		3,300/-	-	150/-	6,350/-	7,000/- 8,400/- 9,500/- 10,500/- 13,500/-
Special Purpose Vehicles	20,000/-		3,300/-	500/-	150/-	23,850/-	3,000/- 5,000/- 7,000/- 9,000/- 10,000/-
Motor Ambulance	10,000/-	5,000.00	3,300/-	500/-	150/-	13,850/-	2,000/- 2,500/- 3,000/- 4,000/-

contd.

Vehicle Category	Registration Fee (Rs.)	With Holding Tax (Rs)	Number Plate Charges (Rs.)	Inspection Charges for Weight Certificate (Rs.)	Postal Charges (Rs.)	Total (Rs.)	Fee Payable (Rs.)
Motor Hearse	10,000/-		3,300/-	500/-	150/-	13,850/-	90 days or more but less than 1 year 1 year or more but less than 2 years 2 years or more but less than 3 years 3 years or more but less than 5 years 6,000/- 7,000/- 8,000/- 9,000/- 10,000/-
Motor Lorry Trailer	7,500/-		3,300/-	500/-	150/-	11,350/-	90 days or more but less than 1 year 1 year or more but less than 2 years 2 years or more but less than 3 years 3 years or more but less than 5 years 5,000/- 6,000/- 7,000/- 8,000/- 9,000/-
Land Vehicle (Agriculture)	7,000/-		2,400/-	500/-	150/-	9,950/-	90 days or more but less than 1 year 1 year or more but less than 2 years 2 years or more but less than 3 years 3 years or more but less than 5 years 2,500/- 4,000/- 5,000/- 6,000/- 7,500/-

contd.

Vehicle Category	Registration Fee (Rs.)	With Holding Tax (Rs)	Number Plate Charges (Rs.)	Inspection Charges for Weight Certificate (Rs.)	Postal Charges (Rs.)	Total (Rs.)	Fee Payable (Rs.)
Hand Tractor-used	1,500/-		2,400/-	500/-	150/-	4,450/-	1,750/- 2,000/- 2,500/- 3,000/- 4,000/-
Tractor /Trailer	6,000/-	5,000/-	3,300/-	500/-	150/-	9,850/-	2,000/- 3,000/- 4,000/- 5,000/- 6,000/-
Motor Lorry - Prime Movers	15,000/-		3,300/-	500/-	150/-	18,850/-	4,000/- 5,000/- 7,000/- 9,000/- 10,000/-

contd.

Vehicle Category	Registration Fee (Rs.)	Number Plate Charges (Rs.)	Inspection Charges for Weight Certificate (Rs.)	Postal Charges (Rs.)	Total (Rs.)	Fee Payable (Rs.)
Motor Tricycle	2,500/-	2,800/-	-	150/-	5,300/-	90 days or more but less than 1 year 1 year or more but less than 2 years 2 years or more but less than 3 years 3 years or more but less than 5 years 5 years or more 2,500/- 3,000/- 4,000/- 5,000/- 6,000/-
Motor Tricycle Van	3,000/-	2,800/-	-	150/-	5,800/-	90 days or more but less than 1 year 1 year or more but less than 2 years 2 years or more but less than 3 years 3 years or more but less than 5 years 5 years or more 3,000/- 4,000/- 5,000/- 7,000/- 9,000/-
Alternative Fuel or Liquid Petroleum Gas propelled Motor Vehicles Electrically and/or Solar Energy Powered Motor Vehicle	1,500/-	-	-	150/-	-	90 days or more but less than 1 year 1 year or more but less than 2 years 2 years or more but less than 3 years 3 years or more but less than 5 years 5 years or more 2,000/- 2,500/- 3,000/- 3,500/- 4,000/-

contd.

Vehicle Category	Registration Fee (Rs.)	Number Plate Charges (Rs.)	Inspection Charges for Weight Certificate (Rs.)	Postal Charges (Rs.)	Total (Rs.)	Fee Payable (Rs.)
Invalid Carriage	1,000/-	-	-	150/-	-	90 days or more but less than 1 year
						1 year or more but less than 2 years
						2 years or more but less than 3 years
						3 years or more but less than 5 years
						5 years or more
Motor Cycle	2,000/-	2,400/-	-	150/-	4,400/-	90 days or more but less than 1 year
						1 year or more but less than 2 years
						2 years or more but less than 3 years
						3 years or more but less than 5 years
						5 years or more

2.11 Registering a Domain Name

Relevant Institution: LK Domain Registry

✉ LK Domain Registry
Bernard's Business Park
106 Dutugemunu Street
Kohuwala
Dehiwala
Sri Lanka

☎ +94-11-4216061

📠 +94-11-2650805

@ hostmaster@nic.lk ATTN: Hostmaster

🌐 <http://www.nic.lk>

LK Domain Registry provides registration services by registering Internet Domain Names in Sri Lankan country code '.lk' as well as the relevant Sinhala and Tamil language domains.

LK Domain Naming Structure

- Top Level Domains
 - Internationalized Domain Names (IDNs)
- Open Second Level Domains
- Closed Second Level Domains

Top Level Domains

- The LK domain, in common with many other countries, places most organisations at the second level, immediately to the left of the .lk, irrespective of the type of organisation.

E.g.: myorg.lk

- All registrations under the top-level domain ensure that the domain name is blocked in all open second levels provided that the second level domain is available. If they wish to use open second level domain names in addition to the top level domain, it can be done by configuring DNS entries for the open second level domain, but DNS for both top level and second level domain should be hosted on the same machine.

Sinhala and Tamil Domain Names

- The Registrants can request for Sinhala and Tamil domain names in the forms “.ලංකා” and “.இலங்கை” on the LK Domain Registry.

- The .lk domain registrant(s) can request for the relevant Sinhala and Tamil domain(s) to the existing .lk domain(s) Free of Charge (FOC), through the online request form available on the LK Domain registry official website. The requested domain name should be derived from the existing .lk domain name by transliteration or pronunciation.

How to register a Sinhala or Tamil domain

1. Please enter your existing English domain name here
<Give a text box to enter the domain name>
2. Fill in the form with your proposed Sinhala/Tamil domain name, your name and email address.
3. Click on “Next” button to proceed.
4. You will receive a verification email from hostmaster@domains.lk confirming your request.

Open Second Level Domains

- The following open second level domains are available for registration under the .lk domain.
 - .com.lk - suggested for commercial organisations
 - .org.lk - suggested for non-profit organisations
 - .edu.lk - suggested for educational organisations
 - .hotel.lk - suggested for hotels
 - .web.lk - suggested for websites
- LK Domain Registry handles requests for registering open second level domains directly. Registrations under this category are also handled by registered Agents of LK Domain Registry.

Closed Second Level Domains

- Certain second level domains are reserved for use by only certain types of users. The following domains are thus reserved by the LK Domain Registry for the types mentioned below:
- .sch.lk are reserved for use by schools only. The registration of .sch.lk domains are handled by SchoolNet.

For more information, please contact:

E-mail: noc@moe.gov.lk

Phone: Helpdesk +94 11-2 784 336

- gov.lk has been allocated to the Government of Sri Lanka. Only Government organisations and Departments are allowed to register domains under this category. Currently all .gov.lk domains are managed under the purview of the Domain Convention Policy of ICTA. The registration of .gov.lk domains is handled by Lanka Government Information Infrastructure (Pvt.) Ltd (LGII).

For more information please contact:

E-mail: hostmaster@gov.lk

Phone: LGII Helpdesk +94 11-249 7900

- .ac.lk has been allocated to universities and academic institutions in Sri Lanka. The registration of .ac.lk domains are handled by Lanka Education And Research Network (LEARN).

For more information, please contact:

E-mail: learn@ac.lk

Phone: +94 81 200 3030

How to Register a Domain

*Anyone who wishes to register/request a domain must first register your account with LK Domain Registry.

1. Visit www.domains.lk and type your domain name in the search box given and click the 'Search' button.
2. If your domain is available, you will get a screen with the available names and prices.
3. Choose the preferred Domain Name and click 'Add'. If you add 2 second level domains with the main domain, it will automatically be selected as CAT 1. Please refer Domain Pricing Structure in www.domains.lk website.
4. Type the Reason for selecting the said domain and nature of contents of the web.; common reason includes the name of the company or abbreviations, name of the product or abbreviations.
5. You can add more domains in the single order. However, please note that Orders which have more than one domain would initially be processed with one REGISTRANT, ADMIN, TECHNICAL, BILLING and ORGANISATION details. If necessary, you could update the correct details of REGISTRANT, TECHNICAL, BILLING, via My Domains.
6. Then you could either PROCEED (if you have already logged in) or LOGIN and CONTINUE.

Note: The ORGANISATION should be your customer's Company/Institute/Organisation, if you are requesting the domain on behalf of a customer and the REGISTRANT should be the contact person from the given ORGANISATION.

Please refer LK Domain Registry Domain Registration Policy and procedure in www.domain.lk website for registering a domain name in .lk

Once you submitted your domain request, an automated email will be delivered to your ADMINISTRATIVE CONTACT email address. Click the given link (to accept) to confirm your domain request. (Note: This email may have gone to your JUNK/SPAM folder).

7. If you have not received or cannot find the above email, please send us an email to hostmaster@domains.lk or contact our call center during working hours.

8. Once you confirm your request, we carefully read your domain request and contact you through email in case of any issues with the requested domain, to get more information, or may ask for some documents if necessary.
9. If your request is approved by the Registry, you will get an email with the payment options and details. This will generally be done within ONE WORKING day after you submit your request.
10. After identifying your payment (For a domain which is approved by the Registry), domain will be queued for registration. It may take up to 24 hours to activate your domain (provided that you have configured the server details with your domain).

2.12 Enforcing a Contract

Methods available for enforcement of contracts depend heavily on the choice of the parties as reflected in the contract. Parties are free to include provisions in the contract that enable alternative dispute resolution methods that relieve them from possible litigation. Depending on the parties' choice, direct litigation is also available.

A) Alternative Dispute Resolutions

It is common for the parties to opt for alternative methods such as mediation and arbitration to resolve any dispute arising from their contractual obligations.

In the case of mediation, provisions of the Mediation Board Act, No. 72 of 1988 (last amended in 2016) would apply. All disputes relating to a value less than Rs. 500,000/- need to be submitted for mediation prior to instituting or entertaining any action in the courts of first instance.

In the case of arbitration, provisions of the Arbitration Act, No. 11 of 1995 would apply. This Act is broadly based on the UNCITRAL Model Law on International Commercial Arbitration.

When a contract contains an arbitration clause, disputes arising from such contracts should be resolved through arbitration. Parties are not permitted to go for litigation without resorting to arbitration.

Arbitration awards, irrespective of the country in which it was made, are enforceable. High Courts are vested with the jurisdiction for this purpose.

B) Litigation

Depending on the value of the issue in dispute, ordinary civil courts or the High Court of the Provinces will exercise jurisdiction.

Steps

1. Filing of plaint by plaintiff
2. The Defendant files the Answer
3. Filing of Replication by Plaintiff (if applicable)
4. Fixing date for pre-trial
5. Submission of admissions and issues
6. Pre-trial hearings
7. Examination of witnesses and documents
8. Judgement
9. Enforcement of the Judgement
10. If dissatisfied with the Judgement, appeal to the higher courts

2.13 Winding Up a Business

There are three main types of winding up as recognized by law in Sri Lanka:

- a. Winding up by courts;
- b. Voluntary Winding Up; or
- c. Winding up subject to the Supervision of courts.

A) Winding up by courts;

A company may be wound up by the court, if –

- (a) the company has by special resolution resolved to wind up by the court;
- (b) the company does not commence its business within a year from its incorporation or suspends its business for one year;
- (c) the number of the members falls below the minimum number required;
- (d) the company has no directors;
- (e) the company is unable to pay its debts; or
- (f) the court is of opinion that it is just and equitable that the company should be wound up.

B) Voluntary Winding up

Voluntary winding up is in two forms.

- a) shareholders' voluntary winding up -

Where the directors of the company make a declaration of solvency that the company will be able to pay its debts in full within such period not exceeding twelve months, from the date of commencement of the winding up as may be specified in the declaration and delivered same to the Registrar of Companies for registration in accordance with the provisions of the Companies Act.

- b) creditors' voluntary winding up -

A voluntary winding up where a declaration of solvency has not been so made and delivered.

C) Winding up subject to the supervision of Courts

When a company has passed a resolution for voluntary winding up, the court may make an order that the voluntary winding up shall continue but subject to such supervision of the court, generally on such terms and conditions as the court thinks just. This is referred to as winding up subject to supervision of court.

D) Jurisdiction

The court having jurisdiction to institute and entertain a winding up action is the High Court of the Province vested with civil jurisdiction or where no such High Court vested with such civil jurisdiction is established for any Province, the High Court established for the Western Province.

2.14 Paying Compensation to Staff

Relevant Institution: Department of Labour

✉ Commissioner General of Labour
Department of Labour
Narahenpita
Colombo 05
Sri Lanka

☎ Termination Unit
+94-11-2504460/2368048/2552887

🌐 www.labourdept.gov.lk

Steps

1. In the termination of an employee, compensation can be computed in accordance with the compensation formula published in Gazette Extraordinary No.1384/07 dated 15.03.2005 and as amended it by the Gazette Extraordinary No.2216/17 dated 25.02.2021 in terms of the provisions of Section 6(d) under Section 6(a) of the Termination of Employment (Special Provisions) (as amended) Act No.45 of 1971 by the Commissioner General of Labour.
2. At an instance where an order is issued with the approval of the Commissioner General of Labour for termination of employment, the compensation to be paid to the employee/ employees stated in the application submitted by the employer may also be computed in accordance with the compensation formula published in Gazette Extraordinary No.1384/07 dated 15.03.2005 and as amended it by the Gazette Extraordinary No.2216/17 dated 25.02.2021 under the provisions of Section 6(d) in terms of Section 2(2) of the Act.
3. The amount to be paid as compensation is staffed in the order of the Commissioner General of Labour in terms of the powers by the Termination of Employment (special provision) (as amended) Act No 45 of 1971 Vested on him. Once the amount of compensation is deposited by the employer on or before the specified date of payment, the relevant employee is called upon for authentication by the Department and payment is made accordingly.
4. Consult Schedule on page 1A and 2A of Gazette Notification No.1384/07 of 15.03.2005 and as amended it by the Gazette Extraordinary No.2216/17 dated 25.02.2021 (reproduced in the Notes below) for formula for payment of compensation.

Schedule

Formula for Payment of Compensation

No. of Year(s) of service completed at the Date of Termination	No. of months salary to be paid as compensation for each year of service	Maximum Compensation (cumulative)
1 – 5	2.5	12.5 months
6 – 14	2.0	30.5 months
15 – 19	1.5	38.0 months
20 – 24	1.0	43.0 months
25 – 34	0.5	48.0 months

Note: 1) However, at the time of termination of his services if a workman has less than four years left of his service, he shall be paid either the aggregate salary for the period of denied service or compensation computed according to the above formula, whichever is less, and if the period of denied service is more than four years, compensation shall be computed according to the above formula.

2) No in excess of Rupees Two Million Five Hundred Thousand shall be paid to any worker as compensation computed according to the above formula.

In this Order :-

“Salary” means the basic salary or wages plus cost of living allowance or any other similar allowance; and

“Year” means a completed period of twelve months and in relation to the first year in employment, includes One Hundred Eighty days of service

Other Activities



3.1 Obtaining a Passport

Relevant Institution: Department of Immigration and Emigration

✉ Controller (Travel)
Department of Immigration and Emigration
“Suhurupaya”
Battaramulla
Sri Lanka

☎ +94-11-5329505
1926

@ controller@immigration.gov.lk

🌐 www.immigration.gov.lk

The following steps are required to get a passport.

Eligibility

Sri Lankans by Descent or by Registration

Steps

1. Obtain an application form (K-35A) from Department of Immigration and Emigration (Head Office “Suhurupaya” Battaramulla or Branches - Matara, Kandy and Vavuniya and Kurunegala), Sri Lanka Mission (if living abroad) or download an application from the website (www.immigration.gov.lk).
2. Submit a completed application with following documents
 - (I) Ordinary Passport Documentary requirements:
 - i. Completed application form K-35A
 - ii. Previous Travel Document (if available – Original with photocopy)
 - iii. Digital photograph (through an authorized photo studio)
 - iv. Birth Certificate
 - v. National Identity Card
 - vi. Marriage Certificate if changing the maiden name
 - vii. Academic/Professional Certificate or letter of appointment if the job description is required
 - viii. Citizenship Certificate if the applicant is a citizen by registration
 - ix. If previous passport is lost a police report is a necessity.

Note: (iv -viii above original with photocopy)

(II) Entry of name/s of minor child/children under 16 years into either parent's Passport

Inclusion of children in parent's passport is no longer allowed. Irrespective of the age children should also obtain a separate passport.

(III) Passport for a Minor

A minor under 16 years of age also requires a separate passport now.

Documentary Requirements:

- i. Completed application form K-35A.
- ii. Digital photograph (through an authorized photo studio).
- iii. Written consent from parents.
- iv. Birth Certificate of applicant .
- v. Travel Documents of parents, If they don't possess Travel Documents an Affidavit confirming same with National Identity Card.
- vi. If the child is born abroad, Certificate of Citizenship issued under section 5(2) the Citizenship Act.

Note : (iv-vi above, original with photocopy)

- It is compulsory that both Father and Mother be present at the office of the Department of Immigration & Emigration when applying for passports for children under 16 years.
- In cases where Father or Mother is not in Sri Lanka at the time of applying for passports for children under 16 years, the letter/s of consent should be authorized by the relevant Sri Lankan Mission abroad.

(IV) Passport for an Adopted Child Documentary Requirements:

- i. Completed application form K-35A.
- ii. Digital photograph (Through an authorized photo studio).
- iii. Birth Certificate
- iv. Adoption Certificate.
- v. Court Order.
- vi. A letter from the Commissioner of Probation and Child Care, if the foster parents are of a FOREIGN NATIONALITY.

Note : (iii-vi above original with photocopies)

3. Hand over the application

Applicant must personally hand over the application along with the supporting documents to the relevant officer on any working day.

- Department of Immigration and Emigration – Head Office Battaramulla or Branches at Matara, Kandy, Vavuniya and Kurunegala.

– Sri Lankan Missions (if living abroad).

Note: (i) Applications are accept during:

- Normal Service (8.30am - 2.00pm)
- Same day service (7.30am - 1.30pm)
- Contact Mission for opening hours for Sri Lankan Missions abroad.

Same day service applications will be received only at Head Office (Battaramulla)

(ii) Fees

- Normal Service - Rs.3,500.00
- One day Service - Rs.15,000.00
- Lost fee - Rs.11,500.00
(Applicable for valid
Passport only)

Emergency Certificate (India & Nepal)

- Normal Service - Rs.1,000.00

Identity Certificate

- One day Service - Rs.3,000.00

(iii) Passport for Minors (for 3 Years)

- Normal Service - Rs.2,500.00
- One day Service - Rs.7,500.00

(iv) Amendments

- Any amendments or alterations - Rs.1,000.00
- Delete children included to the parent passport -
Rs. 1,000.00

Note: From 2019 onwards only all countries passport was issued.

3.2 Obtaining Visas to Enter and Stay in Sri Lanka

Relevant Institution: Department of Immigration and Emigration

✉ Controller (Visa & Border Control)
Department of Immigration and Emigration
4th Floor,
Suhurupaya,
Sri Subuthipura Road
Battaramulla
Sri Lanka

☎ Hotline (help) 1926
+94-11-532900

📞 +94-11-2879094

@ contvisa@immigration.gov.lk

🌐 www.immigration.gov.lk

Obtaining Visa:

In order to arrive in Sri Lanka all nationals other than Maldivians, Singaporeans and Seychelles should obtain prior visa through Electronic Travel Authorization (ETA) for the purpose of tourism and short term business matters.

ETA applicants can apply by on line, through www.eta.gov.lk or by approaching Sri Lanka Overseas Missions worldwide or at the Head office of the Department of Immigration and Emigration. Tourist ETA holders will be issued visa for a month limiting double entries and Business ETA holders will be issued visa for a month with multiple entries subject to fulfilling the entry requirements.

Types of Visas

1. **Visit Visa (Extension)**
 - i. Tourist Visa – through ETA
 - ii. Business Visa
2. **Entry Visa/Residence Visa**
 - i. Ordinary Residence Visa
 - ii. Residence Guest Scheme (RGS)
3. **Multiple Entry Visa**

1. Visit Visa

(a) Tourist ETA

A tourist Visa is issued to bona-fide tourists who wish to enter Sri Lanka for sightseeing, excursion, relaxation, visit relatives and Yoga or Ayurvedic treatment.

(b) Business Visa

This visa is issued to foreign nationals who visit Sri Lanka for business purposes (Business meetings, trainings, etc.) for a short period of time. The following documents need to be submitted either to the Department of Immigration and Emigration, Battaramulla (Through Local agent) or to the Sri Lanka Overseas Missions (By the applicant) in order to obtain the Business ETA prior to the arrival.

- Note:**
1. Restricted nationals such as Afghanistan, Pakistan, Nigeria, Cameroon, Syria, Ivory Coast, Myanmar, Egypt, and Ghana can get ETA upon obtaining security clearance.
 2. Syrians can only obtain landing endorsement based on the guarantee and submission of documentary evidence for the visit by the host company/Organisation or by the guarantor in Sri Lanka.
 3. Syria (No on arrival ETA facility for this national). Nigeria and Cameroon (No on line ETA facility, possible only through Sri Lanka Missions and the Head office of the Department of Immigration and Emigration).

Conditions applicable for Business Visas are as per given above for Tourist Visa.

Conditions of Tourist/Business ETA

- (a). Tourist/Business ETAs are subject to the condition that the holders should not engage in any form of employment, paid or unpaid in any trade or business other than that specified in the visa during the period of stay in Sri Lanka.
- (b). It is a condition of the visa that it will be utilized before the date of expiry noted on the ETA.
- (c). The passports of the arriving passengers should be valid for six months from the date of arrival to Sri Lanka.
- (d). Passengers should possess their confirmed return ticket and sufficient funds to meet their expenses during the stay in Sri Lanka.

Documentary requirement:

1. Duly completed ETA application;
2. Invitation/Request letter issued by the Sri Lanka Host/Business party;
3. Copy of the passport;
4. Any other documents deemed necessary/required by the authority.

2. Residence visa

Residence Visa is a permit for potential foreigners to obtain residence facilities for special purposes and is issued to whom it has been decided to extend residence facilities for the purpose of investment or otherwise, in circumstances where the prescribed authority is satisfied that their stay in Sri Lanka and the pursuit of their vocations are not prejudicial to the best interest of the general public of Sri Lanka.

Types of Residence Visas for business categories

- I. Ordinary Residence Visa;
- II. Visas to registered persons under the Special Resident Guest Scheme (RGS).

Conditions of Residence Visa

- (a) It shall be a condition of every Residence Visa that the holder shall not engage in any activity, trade or business other than that specified in the visa.
- (b) Entry visa is required to process before entering the country except Eg: Sri Lankans, spouse and RGS Visa holders.

Documents required for processing an Entry Visa/Residence Visa for BOI enterprises

- I. Request Letter from the representing Company;
- II. Visa application in triplicate with authorized signature and company seal;
- III. Bio data page and visa page of the passport;
- IV. Appointment letter or offer letter from the company (Excluding Investors); and
- V. Curriculum Vitae of the expatriate along with certificates for relevant qualifications (Excluding Investors)

Conditions applicable for Business Visa are as per given above for Tourist ETA.

Online Visa application

An online-visa system has been introduced by BOI to expedite the visa recommendation process. All BOI companies can submit their application on-line through the web portal (<https://application.boi.lk/VisaWeb/Home.aspx>)

It is compulsory to register with the on-line system and follow the steps given below prior to submit a visa application on-line.

- Submit on-line visa system registration form to BOI along with certified copy of company incorporation certificate and Articles of Association.
- Each Company will be given a "Password" against the Registration.

- Expatriate worker cadre will be assigned by BOI based on the investment and company performance
- The companies are allowed to submit the application on-line thereafter.
- It is also required to submit three copies of application (printed

from on-line visa system) with the original authorized signature and company endorsement for the BOI recommendation to respective Ministry and Department of Immigration and Emigration along with following supporting documents:

- Request letter from the representing company
- Certified copy of the data page of the applicant's passport
- Certified copies of documents related to employment contract, qualification, and work experience

Residence Guest Visa Scheme Programme (RGS):

The RGS is opened to eligible foreign nationals. Any potential investor/professional who could contribute to the economic and socio-cultural enrichment of the country can apply under this scheme providing that fulfillment of other eligibility requirements.

The visa is issued for a period of 5 years by a committee consists of 8 members including the Controller General & Controller-Visa and 6 members representing various government institutions.

Investor Category

A potential foreign investor under this scheme should remit a minimum of USD 250,000 or an equivalent amount in any convertible foreign currency and deposit the funds in a special account in any commercial bank approved by the Central Bank of Sri Lanka. If an investor intends to commence any investment project jointly with another intends foreign partner or partners, each such investor should invest a minimum 250,000 or an equivalent amount in any convertible foreign currency. A further sum of USD 35,000 should be deposited for each dependent accompanying the investor. Interest will be paid on any unutilized balance held in deposit at such rate as are determined by the Central Bank of Sri Lanka from time to time. Documentary evidence to confirm the remittance to Sri Lanka should be furnished. In addition to the initial deposit, an investor should remit regularly sufficient funds for the upkeep of himself and his dependents.

Professional Category

A professional intending to reside in Sri Lanka under this scheme is required to remit, to a Special Bank Account in Sri Lanka for living

expenses, a minimum of USD 2,000 per month for himself and USD 1,000 per month for each of his dependants, including spouse.

Visa Fee

- Resident Visa – LKR 20,000 per annum
- USD 250 or an equivalent amount in any convertible currency should be paid to the implementing agency (At the extension)

General requirements to apply for the Resident Guest Visa Scheme:

Resident Guest Scheme		
	Investor Category	Professional Category
Requirements	<ul style="list-style-type: none"> • Application • Request letter of the applicant • Photocopies of the Passport • Six (06) photographs (6cm x 5cm) • Photocopy of Marriage Certificate (if married) • Documentary evidence of educational • Qualification and Experience (if any) • Medical Report • Police Clearance Report • Details of the project in which the investment is to be made • Two Bank Accounts 	<ul style="list-style-type: none"> • Application • Request letter of the Applicant • Photocopies of the Passport • Six (06) photographs (6cm x 5cm) • Photocopy of Marriage Certificate (if married) • Proof of educational professional and work experience locally and internationally • Project Proposal • Medical Report • Police Clearance Report • Commendations • Awards • Bank Account in Sri Lanka (Confirm documentary evidence)

Procedure of Visa Issuance

Step 1 – Forwarding the Required Documents (indicated above) to the Department of Immigration and Emigration.

Step 2 – Department of Immigration and Emigration schedules a date and informs the applicant to participate at the committee meeting (interview) where the applicant’s ability to meet the requirements are assessed

Step 3 – Committee Approval or Rejection

If approved – Visa is granted for 5 years by a confirmation at the interview

Terms & Conditions

Resident Guests holders are required to;

- Notify the Implementing Agency in writing of any material changes in particulars furnished in the application within two (2) months of such change.
- Comply with Immigration and Emigration formalities of the Sri Lanka Government.
- Comply with tax laws in Sri Lanka.
- Comply with all the other laws and regulations of Sri Lanka Government.
- Refrain from any political or other activity which is not in public interest or which might be prejudicial to the security of the country.
- Produce a Police clearance certificate from his country.

Termination of Investment Project/Professional Service by the Resident Guest

Resident guests are required to

- Give the Implementing Agency two (2) months notice in writing of their intention to terminate their investment project/professional service.
- Notify in writing of their intention to leave Sri Lanka at least Fourteen (14) working days prior to their departure upon termination of their investment project/professional service.

3. Multiple Entry Visa

Multiple Entry Visa (MEV) valid for three months (Maximum period of one year part of it limiting three months at each stay) is issued to potential foreign nationals who wish to enter Sri Lanka on several occasions for the purpose of business meetings, discussions or pre-inspection for investment activities etc., by the Head office of the Department of Immigration & Emigration and Sri Lanka Overseas Missions.

Documentary Requirement:

1. Duly completed Multiple Entry Visa Application
2. Valid passport of the holder
3. Two colour photographs (3.5 cm X 4.5 cm) of the applicant
4. Documentary Proof for the requirement of Multiple Entry Visa.

5. Evidence of the financial standing of the holder
6. A written assurance to return to the country of domicile Upon expiry of visa
7. Any other documents prescribed by the authority deems necessary.

3.3 Industrial Pollution Control and Approval of New Projects/Activities/Industries

Relevant Institution: Central Environmental Authority

✉ Central Environmental Authority
“Parisara Piyasa”
104, Denzil Kobbekaduwa Mawatha
Battaramulla
Sri Lanka
🌐 www.cea.lk

Chairman
☎ 94-11-2872361/2872348
📠 94-11-2872347
@ chaircea@cea.lk

Director General
☎ 94-11-2872359
📠 94-11-2872608
@ dg@cea.lk

Deputy Director General
(Environmental Protection)
☎ 94-11-2873453
📠 94-11-2872605
@ sanjaya@cea.lk

Deputy Director General
(Waste Management)
☎ 94-11-2872409
📠 94-11-2882152
@ indra@cea.lk

Deputy Director General
(Environmental Management & Assessment)
☎ 94-11-2872388
📠 94-11-2872296
@ gamage@cea.lk

Director (Solid Waste Management)
☎ 94-11- 2882370
📠 94-11- 2882152
@ sarojie@cea.lk

Attending to the Duties Director
(Environmental Pollution Control)
☎ 94-11- 2873452
📠 94-11- 2872605
@ himaw@cea.lk

Director
(Environmental Impact Assessment)
☎ 94-11-7877284
📠 94-11-2872296
@ nilmini@cea.lk

Attending to the Duties Director
(Hazardous Waste & Chemical
Management)

☎ 94-11-2882335
📠 94-11-2872605
@ tissa@cea.lk

Waste Management

Waste generated from the industry could be identified as two categories.

- A. General solid waste
- B. Hazardous waste (Scheduled waste)

A. Disposal of solid waste

Non-hazardous solid waste generated at the industry should be segregated at least into 03 categories;

- a) Degradable waste
- b) Recyclable waste
- c) Non-recyclable (residual) waste

and handover to the licensed/registered parties of managing such waste and report annually to the CEA on waste dispatched.

B. Disposal of Hazardous waste (Scheduled waste)

As per the National Environmental(Protection and Quality) Regulation stipulated under the National Environmental Act published by the gazette extraordinary No: 1534/18 dated 01.02.2008, persons those who are generating or engaged in Collecting, Transporting, Storing, Recovering, Recycling or Disposing hazardous waste prescribed in the Schedule VIII should obtain Scheduled Waste Management License (SWML) from the Central Environmental Authority (CEA) (relevant Gazette Notification available at www.cea.lk).

Obtaining a Scheduled Waste Management License:

Steps

1. Submit the duly filled application form with the following documents (application can be collected from the CEA or downloaded from the website www.cea.lk).
 - a. Every application for a license shall be accompanied by a valid certificate of insurance or any other form of financial security acceptable to the CEA, adequately covering the risk or damage that may be caused to the public as a result of any activity referred to above being carried on by the applicant
 - b. Renewal application should submit at least 30 days prior to date of expire
 - c. A copy of the valid Environmental Protection License (EPL)

- Industry/activity which is prescribed under parts “A” and “B” according to the gazette Notification No: 1533/16 of 25.01.2008 has obtain EPL from the CEA provincial or district Offices
- d. The location map indicating the project site, access to the site, surrounding development and infrastructure
- e. Agreement with Collector/Transporter/Storer/Recoverer/Recycler/Disposer facility
- f. Process flow chart in existing industry/activity
- g. Summary of waste generated in last year
- h. Copies of declaration forms
- i. Waste disposal certificates
- j. A copy of safety plan/emergency plan
- k. For transporter category - A copy of vehicle insurance
- l. Material safety data sheets of chemical/raw material usage
- m. EIA or IEE approval/Site recommendation obtained from CEA to establish the industry or any such approval

2. Application Process

- a. Upon the receipt of application, inspection fee will be calculated and applicant is requested to pay the inspection fee.
 - Inspection fee will depend on several factors. However minimum value is LKR 3000 with Government Taxes & maximum is LKR 10,000.00 with Government taxes for fresh SWML. Inspection fee has to be paid only when applying for the first EPL or SWML (Inspection fee is charged only one time for both EPL and SWML, if you submit renewal application prior to expire date). Therefore it is not necessary pay the inspection for the renewal.
- b. Inspection is carried out upon the receipt of inspection fee.
- c. If the scheduled waste management practice of any industry/activity doesn't conform to the stipulated standards and criteria by the CEA then the issue of SWML is refused. The refusal is informed to the applicant.
- d. When the decision of issuing SWML is made, applicant is requested to pay the License Fee.

Category	Licence Fee
Storer	Rs 10,000+ Government Taxes
Transporter	Rs 2,000+ Government Taxes
Recycler	Rs 5,000+ Government Taxes
Recoverer	Rs 5,000+ Government Taxes
Disposer	Rs 100,000+ Government Taxes

e. Once the license fee paid the SWML will be issued

Note: Scheduled Waste Management License is granted subject to conditions. This has to be renewed annually.

Regulation for Industrial Pollution Control

Industries or activities have been classified as High Polluting (A category), Medium Polluting (B category) or Low Polluting (C category) by the CEA according to their pollution potential. All these categories of industries are required to obtain an environmental recommendation prior to siting of the industry from the CEA and an Environmental Protection License (EPL) once operation commences.

1. Environment Recommendation

Environment recommendation procedure is a tool to assess and manage pollution from prescribed activities at the beginning of the activity. All industries and activities listed in the Gazette Notification No. 1533/16 dated 25.01.2008 are required to apply for an environmental recommendation from the CEA prior to siting the industry at the proposed site.

There is an application (Questionnaire for Initial Environmental Impact Identification) which could be obtained at the CEA Head Office/Provincial Offices/District offices and CEA website (www.cea.lk) which has to be completely filled with the required details and submitted to the CEA. At the submission of the application, an inspection fee will be requested to pay if the application is in order. An inspection of the proposed site will then be carried out by CEA officers and the environmental recommendation will be issued or rejected as the case may be.

2. Environmental Protection Licence

Emission and discharge from industrial activities are mainly controlled by the EPL issued by CEA under the provisions in the National Environmental Act (NEA).

EPL regulations are in the form of a Gazette Notification No. 1534/18 of 01.02.2008 and possession of an EPL is a legal requirement for operating of a prescribed industrial activity.

Industries/activities which require an EPL are prescribed under 3 lists in the Gazette Notification No. 1533/16 of 25.01.2008. In this Gazette industries are listed as category A, B or C according

to their pollution potential. EPL for high and medium level polluting activities (list A & B) are issued by CEA and EPL for low polluting activity (list C) are issued by relevant Local Government Authorities (L/A) under the delegation of powers by CEA. If the prescribed activity/industry is registered under section 17 of the Board of Investment (BOI) Act, the EPL is issued by the BOI with CEA concurrence.

To obtain an EPL for an industry, wastewater and air emissions to the environment as well as noise has to be controlled according to the standards stipulated by the CEA. Wastewater discharge, Noise and Stationary source emission standards are in Gazette Notifications No.1534/18, No. 924/12 of 23.05.1996 and No. 2126/36 of 05.06.2019 respectively.

Steps for obtaining an EPL

1. Submission of an application to the relevant EPL granting institute (CEA, BOI or LA) with required documents. Application could be obtained at the CEA head office/Provincial offices/District offices and CEA website (www.cea.lk)
2. Payment of the inspection fee. When details of the application and annexed other documents are in order.

Investment (Rs.)	Inspection Fee (Rs.)
Below 250,000/=	3,410.06/- + Relevant Tax
250,001 - 500,000/=	4,347.82/- + Relevant Tax
500,001/= - 1,000,000/=	5,711.84/- + Relevant Tax
1,000,001/= - 10,000,000/=	11,508.95/- + Relevant Tax
Above 10,000,001/=	23,017.90/- + Relevant Tax

3. Inspection carried out by CEA/BOI/LA as applicable.
4. Pay the license fee on the request of the relevant Authority (CEA, BOI or LA).
5. Issuance of the EPL by the CEA, BOI or LA or reject issuing of EPL on the case may be.

“A” category activity licenses are issued for one year and require to be renewed annually. An application for renewal has to be sent to the CEA 3 months prior to the expiry date of the license. EPL fee for the “A” type activity is Rs. 7,500/- (excluding government taxes) for a one year period. Renewal application could be obtained as step 1 above.

“B” and “C” category activity licenses are issued for three years and application for renewal has to be sent to the relevant authority 3 months prior to the expiry date of the license. EPL fee for type

“B” and “C” activity is Rs. 6,000/- and Rs. 4,000/- (excluding government taxes) respectively, for a three years period.

The renewal applications for BOI industries (A, B & C Categories) should be handed over to the BOI for renewal.

Environmental Impact Assessment Process

Environmental Impact Assessment (EIA) process has been introduced for the purpose of evaluation of beneficial and adverse impacts of new projects on the environment. The legal framework for the EIA process in Sri Lanka has been laid down in the NEA in 1988. Projects coming under the coastal zone as defined in the Coast Conservation Act are excluded from the NEA. EIA approvals for projects within the coastal zone are granted by the Coast Conservation and Coastal Resources Management Department. The EIA process under the NEA is summarized below;

1. EIA process is mandated only for large scale development projects or projects which are located in environmental sensitive areas. The types of projects which require EIA have been prescribed in the Gazette (Gazette No. 772/22 of 24.06.1993).
2. EIA process is implemented through designated “Project Approving Agencies (PAAs)” led by the CEA. The PAAs are EIA administrative agencies that are responsible for guiding the EIA for projects and for issuing EIA approval or rejection. A single PAA is appointed as the appropriate PAA for each EIA by the CEA.
3. Any prescribed project submitted for approval requires to submit either an Initial Environmental Examination (IEE) report or EIA report. The prescribed projects which do not have complex environmental issues require an IEE report while the projects which involve complex environmental issues require an EIA report. The Terms of Reference (TOR) for the IEE/EIA study is prepared by the PAA.
4. Only EIA reports are required to be open for public inspection and comment for a mandatory period of 30 days.

EIA process :

- (a) The project proponent needs to submit some preliminary information about the project to the CEA, in order to initiate the EIA/IEE process. The project proponent could submit the preliminary information through a Basic Information Questionnaire which could be obtained from the CEA Head Office or Provincial/District Offices or downloaded from the CEA website.
- (b) EIA/IEE process involves 6 major steps;


- (i) Screening
 - (ii) Scoping
 - (iii) Preparation of the EIA/IEE report
 - (iv) Review of the report (by the public and the PAA)
 - (v) Approval with terms and conditions or rejection with reasons
 - (vi) Post approval monitoring. The step wise process has been defined in the EIA regulations which have been published in the Gazette No. 772/22 of 24.06.1993.
- (c) The PAA is responsible for implementation of each step of the process except preparation of EIA/IEE reports. The project proponent or consultants hired by the project proponent is responsible for preparation of the EIA/IEE report.
- (d) The time allowed for the PAA for each step has been stipulated in the Gazette provided that the information submitted by the project proponent is sufficient to proceed. There is no time limit given for preparation of the EIA/IEE report by the project proponent.
- (e) EIA regulations under the NEA are applicable only for projects which are located outside the coastal zone and outside the 1 mile buffer zone from any national reserve declared under the Department of Wildlife Conservation.

(More detailed information regarding the EIA procedure is given in "Guidance For Implementing the EIA Process" which is available at the CEA for Rs. 100/- or by contacting Director (EIA), CEA – T.P. 2876643)

3.4 Contacting the Police

General

In case of an emergency dial **119** or **2433333** police emergency service free of charge to the caller from any location of the Island.


 Traffic Police
+94-11-2431718/2421111 - Ext. 283

@ E-mail : traffichq@police.lk

 Narcotic Bureau
+94-11- 2332985/2343333/2333678

 Human Rights Division
+94-11- 2555149/2507904

 Child & Women Bureau
+94-11- 2337012/2337041

 Information Division
+94-11-2854893

Contributing Organisations/Institutions

Chairman	– Board of Investment of Sri Lanka
Chairman	– Central Environmental Authority
Chairman	– Ceylon Electricity Board
Chairman	– Colombo Stock Exchange
Chairman	– National Water Supply and Drainage Board
Chairman	– Sri Lanka Export Development Board
Chairman	– Sri Lanka Telecom
Chairman/CEO	– Employees' Trust Fund Board
Chief Executive Officer (Domain Registrar)	– LK Domain Registry
Commissioner	– Colombo Municipal Council
Controller General of Immigration & Emigration	– Department of Immigration & Emigration
Commissioner General of Inland Revenue	– Department of Inland Revenue
Commissioner General of Labour	– Department of Labour
Commissioner General of Motor Traffic	– Department of Motor Traffic
Director of Department of Foreign Exchange	– Department of Foreign Exchange Central Bank of Sri Lanka
Director General of Customs	– Sri Lanka Customs
Director of Bank Supervision Department	– Bank Supervision Department Central Bank of Sri Lanka
Director of Legal and Compliance Department	– Legal and Compliance Department Central Bank of Sri Lanka
Registrar General	– Registrar General's Department
Registrar General of Companies	– Department of Registrar of Companies
Superintendent of Employees' Provident Fund	– Employees' Provident Fund Department Central Bank of Sri Lanka

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