



APPLICATION FORM FOR CHANGE TAXPAYER REGISTRATION DETAILS

(For NGO / Charity / Co-op /Associations & Clubs / Semi Government Institutions / Government Institutions / Provident Fund / Trust / Embassy / High Commissions / Others)

1. Please fill in only the fields that require change or update.
2. All fields marked with * are Mandatory
3. Please fill up the form using **BLOCK LETTERS**

Taxpayer Identification Number (TIN) * :

Name of Institute / Embassy :

Name of Institute (English) :

(Sinhala) :

(Tamil) :

Resident Status : Resident Non-Resident

Principal Activity of Business * :

Activity Status : Active Inactive Cancel

Preferred Language * : Sinhala Tamil English

IRD will use this preferred language to send letters, notices, forms and returns

Preferred Mode of Alert * : SMS Email

Website URL :

REGISTERED / OFFICIAL ADDRESS

(English) *

Premises No. : Unit No. :

Address :

Postal Code :

(Sinhala)

Premises No. : Unit No. :

Address :

Postal Code :

(Tamil)

Premises No. : Unit No. :

Address :

Postal Code :

Province : District :

Divisional Secretariat : Grama Niladhari Division :

CONTACT DETAILS *

Please provide at least one of contact information

Mobile : Office :

Foreign : Email :

Foreign Number is applicable only for Embassy / High Commissions.

Name of contact person :

BANK INFORMATION

Bank Name :

Account Number :

If you wish to add / update your registered tax type address, please also fill in APPENDIX D (Tax Type Address).

If application is submitted by an authorized person, please specify the name of the authorized person

Name :

National Identity Card / Passport No. :

Designation :

AUTHORIZATION *

I do hereby certify that the particulars furnished by me in this application are true and correct.

Name :

Designation :

National Identity Card / Passport No. :

Signature :

Date :

Note: This form to be submitted along with supporting documents (If any) to the Help Desk at the nearest IRD branch.