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| **SUBJECT** | TFISL – Submitting SVAT Form 05 |
| **RECORDER (Name Designation)** | Deepika Thilakarathna (Assistant Accountant, Finance) |
| **APPROVED BY (Name Designation)** | Stanley Samidas |
| **CREATED DATE** | 06/12/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 02 |

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|  |  | |  |  |  |
| 1 | Get the all information regarding the SVAT purchase of the relevant month | | | | |
| 2 | Prepare the summary of all SVAT Vouchers (Below format) | | | | |
|  |  | |  |  |  |
|  | Supplier Vat No | | SVAT No | Period | CRV No |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| 3 | Log on to the Inland revenue Online Service | | | | |
| 4 | Update the above summary | | |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| 5 | Login to Inland revenue department Web-site | | | | |
| 6 | Access to E-service by providing login details | | | | |
| 7 | Click on SVAT Submission | | |  |  |
| 8 | Check the SVAT form 05 updated by SVAT supplier | | | | |
| 9 | Check the accuracy by reference to the original bill received by suppliers | | | | |
| 10 | If information correct approve the SVAT form 05 | | | | |
| 11 | Fill the SVAT Credit voucher book (manually) | | | | |
| 12 | Get the sign from authorized person (Deepika and Nirmani) | | | | |
|  |  | |  |  |  |

OFFICE PROCESS RECORD

Process : TFISL – Submitting SVAT Form 05

Recorder : Deepika Thilakarathna

Objective :Regulator requirement