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| **SUBJECT** | TFISL – Applying For new SVAT credit vouched book |
| **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 |

OFFICE PROCESS RECORD

Process : TFISL – Applying For new SVAT credit vouched book

Recorder : Deepika Thilakarathna

Objective : Company internal requirement

01. Log on to the Inland Revenue Department Web Site by providing login details

02. Apply the new credit voucher following the guide line provided by IRD

03.After updating the online schedule contact Harsha and sent the original SVAT credit vouchers to Harsha (VAT consultant)

04.Coordinating with Harsha and get the SVAT Credit voucher book