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| **SUBJECT** | Filing the Stamp duty, Payee return |
| **RECORDER (Name Designation)** | Deepika Thilakarathna (Assistant Accountant, Finance) |
| **APPROVED BY (Name Designation)** | Stanley Samidas |
| **CREATED DATE** | 06/12/2016 |
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OFFICE PROCESS RECORD

Process : Filing the Stamp duty, Payee return

Recorder : Deepika Thilakarathna

Objective : Tax filing accurately and timely to comply with regulatory requirement

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| 1 | Obtain the information from monthly payroll | | |  |
| 2 | Obtain the approval from HR |  |  |  |
| 3 | Filling the return accordingly and get the approve from Director Finance | | | |
| 4 | Get the approval from Senior Account on payment | | |  |
| 5 | Submitting the Return along with the payment slip | | | |
| 6 | Filled the return properly |  |  |  |