

## LICENSE RENEWAL – 2022

### INSTRUCTIONS FOR THE TDL CLEARANCE

Sri Lanka Tourism Development Authority requests all the registered institutions to obtain the TDL clearance at your earliest without facing any inconveniences at the end of the year 2022.

Please find the below documents required for obtaining finance clearance from Finance Division of Sri Lanka Tourism Development Authority. These documents are common to all type of registered institutions & a complete set of documents shall be submitted for processing of TDL clearance. Submission of documents can be done by sending scanned documents (PDFs) to the TDL counter mail ([tdlcounter@srilanka.travel](mailto:tdlcounter@srilanka.travel)) and using online facility.

Physical submission of documents are not accepted due to the prevailing situation in the country and also visitors are not allowed to enter into the Finance Division .

Responsibility of missing documents by submission to any other place is not taken by the Finance Division.

#### 1. TDL Clearance Form

- A properly filled copy of the clearance form signed by proprietor/Partner/Director of the establishment should be submitted before issuing the finance clearance (<https://sltda.gov.lk/en/finance-clearance-tdl>)

#### 2. Audited Financial Statements (Financial year 2020/2021)

- Within 90 days after ending the financial year, every institution should submit the audited financial statements. As per section 157 of Companies Act, No 07. of 2007,
  - Other than the Private Limited Companies or a Company Limited by Guarantee should be audited by a member of the Institute of Chartered Accountants of Sri Lanka.
  - Private Limited Company/Partnerships/Sole proprietor should be audited either by a member of the Institute of Chartered Accountants of Sri Lanka or Registered Auditor.

#### 3. TDL payments (<https://sltda.gov.lk/en/method-of-payment-of-tourism-development-levy>)

- At the time of the finance clearance, all dues of the Tourism Development Levy (TDL) related to the quarterly payment for **April to June 2019** should be settled with the penalty payments if any.
- TDL payments for the period of 1<sup>st</sup> July 2019 to 30<sup>th</sup> April 2020 (**July-September 2019, October-December 2019, January-March 2020 and April 2020**) can be delayed up to 31<sup>st</sup> December 2021 as a grace period. However, penalties will be charged for any payment done after 31<sup>st</sup> December 2021 for above mentioned 3 quarters and April month.
- **TDL payments from May 2020 onwards should be paid as usual with submitting the quarterly statements (as they are due) to issue the finance clearance for 2021 and 2022**

- If any deduction of the VAT is available in the TDL Statements, other than the service charges, all certified and relevant VAT returns and the acknowledgements should be submitted.

#### **4. Travel Agents**

The following documents are need to submit with the TDL statements;

- Transfer payment list, in line with the gazette format (<https://sltda.gov.lk/en/tdl-gazette>) showing deducting the VAT excluded amounts
  - Original certified invoices with photocopies whenever required by Finance Division, at the time of reconciliation of Audited accounts.
5. All registered institutions having an annual turnover below Rs.12 million are liable to pay 0.5% with effect from January 2019, those who are having annual turnover above Rs. 12 million are liable to pay 1% of the turnover. (For a quarter, exceeding 3 million – 1% and below 3 million – 0.5%)
  6. VAT cancellation letter or VAT not entitled letter is required whenever needed.
  7. Auditor’s clarification is required for specific circumstances arising on any item in the Audited Financial Statements whenever informed by Finance Division.
  8. Any underpayment identified after reconciliation the Audited financial statements (2019/2020) with the quarterly reports submitted should be paid to the Authority before issuing the finance clearance.
  9. Further details
    - 011-2426800 Ext: 293/271/350/287/288/209
    - Web -[www.sltda.gov.lk](http://www.sltda.gov.lk) (TDL payments)

Email: [tdlcounter@srilanka.travel](mailto:tdlcounter@srilanka.travel), [pasanthij@srilanka.travel](mailto:pasanthij@srilanka.travel), [srina@srilanka.travel](mailto:srina@srilanka.travel), [hasani@srilanka.travel](mailto:hasani@srilanka.travel),

## **Special Attention**

**Please note that submission of incomplete documents cause to delay the TDL clearing process. No any partial submission of the documents is accepted.**

**If all the requested documents are submitted (with required payments), Finance (TDL) clearance will be given within five working days. If not, please contact 0112426800 Ext: 200, 209**

**Please make sure to submit properly Audited Financial Statements and not from internally black listed auditors by the SLTDA. ( <https://sltda.gov.lk/en/finance-clearance-tdl> )**

**Once your finance clearance is completed, a text message is sent to your Mobile phone. Further you can check the status of your file, by contacting via following telephone numbers.**

- **011-2426800 Ext: 293/271/350/287/288**

Hope you will do the needful to get your TDL clearance without facing any inconvenience as specified above.