

LICENSE RENEWAL – 2023

INSTRUCTIONS FOR THE TDL CLEARANCE

Sri Lanka Tourism Development Authority requests all the registered institutions to obtain the TDL clearance at their earliest without facing any inconveniences at the end of the year 2023.

Please find below the documents required for obtaining finance clearance from the Finance Division of the Sri Lanka Tourism Development Authority. These documents are common to all types of registered institutions & a complete set of documents shall be submitted for processing of TDL clearance. Submission of documents can be emailed to the given email addresses. Responsibility for missing documents by submission to any other place is not taken by the Finance Division.

1. TDL Clearance Form

- For your convenience attached the TDL clearance form herewith or can download our web - www.sltda.gov.lk
- Should be signed by the proprietor/Partner/Director of the establishment

2. Audited Financial Statements

- Should submit within 90 days after the end of each financial year
- The financial statements should be audited by the Chartered Accountancy firm, if not should be a registered auditor and need to submit a certified income tax return.

3. All the time of clearance all due Tourism Development Levy (TDL) quarterly payments for January to March 2022 & April to June 2022 should be done with the penalty payments. If any deduction is made to the TDL Statement (except service charge) all supporting should be submitted. Eg: VAT deductions should support with a certified copy of the VAT Return & acknowledgment.

Note

A moratorium of 2 years has been granted for the TDL payments from 1st April 2019 to 31st December 2021 where you can pay them in equal monthly installments starting from 1st July 2022 till June 2024. Other than this period (April 2019 to 31st December 2021) all institutions are liable to pay TDL with the surcharge of delay payment if any.

4. Travel Agents

Should submit the TDL returns with;

- Transfer payment list in a gazette format

- Only the transfer payment amount without VAT can be deducted from the turnover as Transfer payment value.
 - Original invoices with photocopies whenever required by Finance Division at the time of reconciliation of Audited accounts.
5. All registered institutions having below Rs.12.0 million turnovers liable to pay 0.5% from January 2019 and above Rs.12.0 million turnover liable to pay 1% of the turnover. A VAT cancellation letter or VAT not entitled letter is required whenever needed.
 6. Auditor's clarification arising on Audited accounts whenever informed by Finance Division.
 7. If any payment is to be done for underpayment identified by the Audited accounts reconciliation (2020/2021) the due payments should be paid to the **Authority on or before 31st December 2022.**

8. Further details

- 011-2426987/0112426988/2426935 Ext: 287/288/209/293/350/271
- Email:
 - pasanthij@srilanka.travel
 - srina@srilanka.travel
 - hasani@srilanka.travel
 - tdlcounter@srilanka.travel

We kindly request you not wait till the end of the year to get the TDL clearance & complete the whole license renewal process at your earliest. Please note that submission of incomplete documents causes to suspension of the TDL clearing process. Further, you can check the status of your file by contacting us via the aforesaid telephone numbers. Online facilities for the submission of documents & payments are available, kindly request you reduce unnecessary congestion and contribute to an efficient service by using these facilities without visiting SLTDA. Hope you will do the needful to get your TDL clearance without facing any inconvenience.