

LICENSE RENEWAL – 2021

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 2020.

Please find below the 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 at the TDL counter and using online facility. 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.
To down load - www.sltda.gov.lk

2. Audited Financial Statements (Financial year 2019/2020)

- Within 90 days after ending the financial year, every institution should submit the financial statements, audited by a Chartered Accountancy firm, if not audited by a registered auditor together with the certified income tax return and the acknowledgments.
- Financial Statements should be certified as true copy by the Auditor or submit originals with a photocopy.

3. TDL payments

- At the time of the finance clearance, all dues of the Tourism Development Levy (TDL) related to the quarterly payment for January to March 2019 & April to June 2019 should be settled with the penalty payments if any. **TDL payments from May 2020 onwards should be paid as usual submitting the quarterly reports to issue the finance clearance for 2021.**
- If any deduction of the VAT is available in the TDL Statements, other than the service charges, all certified VAT returns and the acknowledgements should be submitted.

4. Travel Agents

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

- Transfer payment list, in line with the gazette format showing deducting the VAT excluded amounts
- Original 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.
6. VAT cancellation letter or VAT not entitle letter is required whenever needed.
7. Auditor's clarification 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
 - 011-2426987/0112426988/2426935 Ext: 287/288/209
 - Web -www.sltda.gov.lk (TDL paymnts)
 - Email:
 - pasanthij@srilanka.travel
 - srina@srilanka.travel
 - hasani@srilanka.travel
 - tdlcounter@srilanka.travel

Special Attention

As per the special Cabinet approval TDL payments for the period of 1st July 2019 to 30th April 2020 can be paid 20 equal monthly installments starting from 01st May 2020 ending 31st December 2021.

TDL payments for January to March 2019 and April to June 2019 and the TDL payments from May 2020 onwards should be paid as usual submitting the quarterly reports to issue the finance clearance for 2021

Please note that submission of incomplete documents causes to suspend the TDL clearing process. No any partial submission of the documents is accepted.

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 aforesaid telephone numbers. Online facilities for submission of documents & payments are available, kindly request you to reduce unnecessary congestive 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 as specified above.