

FINANCE CLEARANCE PROCEDURE



Budget

Value for money and income



Synopsis

INCOME FOR MONTH

3750

EXPENSES FOR MONTH

2436





1. What is Tourism Development Levy (TDL) ?

- **In Terms of the Part 1 of the Finance Act No 25 of 2003, there shall be levy from every institution licensed under the Tourism Development Act No. 14 of 1968 , a levy of one per centum on the turnover of such institution in any year , to be called as Tourism Development Levy.**
- **However, provided further, from and after January 1st, 2019, such a levy shall be charged from any institution having an annual turnover of not exceeding rupees twelve million or a quarterly turnover not exceeding rupees three million at the rate of 0.5 per centum on such turnover of such institution.**

Turnover	Rate
➤ Greater than 3 Million	1%
➤ Less than 3 Million	0.5%

First Step – Preparing TDL Statements.

- Every Institution Registered under Sri Lanka Tourism Development Authority is obliged to Submit Quarterly TDL Statements From the date of Registration to SLTDA.

- **Quarters :**

A quarter is a three-month period on a company's financial calendar that acts as a basis for periodic financial reports and the paying of dividends. A quarter refers to one-fourth of a year and is typically expressed as Q1 for the first quarter, Q2 for the second quarter, and so forth.

**Considering
Financial Year
2022/23**



- Q1 : April – June (2022)
- Q2 : July – September (2022)
- Q3 : October – December (2022)
- Q4 : January – March (2023)



Second Step – Quarterly Payments.



- Every Institution Registered under Sri Lanka Tourism Development Authority is compelled to Pay Quarterly TDL Payments as per the Prepared Quarterly TDL Statements before the ending of the succeeding quarter.
- The rate of **1%** is applicable for those who are having their turnover **above** 3million per quarter.
- The rate of **0.5 %** is applicable for those who are having their turnover **below** 3million per quarter.

Format of Quarterly TDL Statements

Form A

Ceylon Tourist – Tourist Development Levy (TDL)

Institutions falling within the category of Tourist Hotel

(Hotels , Accommodation Units, Guest Houses, Restaurants , Water Sports , Recreational and Entertainment Facilities)

Name :

TDL Registration No :

Period :

Item	Amount in (Rs)
Room Sales	
Food Sales	
Bar Sales	
Other Sales	
Total Turnover	
Deduction:	
Service Charge	
VAT	
Total Turnover less deductions	
TDL = 1% of Turnover less deductions	

We are forwarding herewith a cheque drawn in favor of Sri Lanka Tourism Development Authority for Rs. As Tourist Development Levy for the period

Date

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Signature of Director / Proprietor

Format of Quarterly TDL Statements

Form B

Ceylon Tourist – Tourist Development Levy (TDL)

Institutions carrying on the business of **Travel Agent**

Name :

TDL Registration No :

Period :

Item	Amount in (Rs)
Turnover	
Total Turnover	
Deduction: Transfer Payment (see Note 1 below) VAT	
Total Turnover less deductions	
TDL =1% of Turnover less deductions	

We are forwarding herewith a cheque drawn in favor of Sri Lanka Tourism Development Authority for Rs. As Tourist Development Levy for the period

Date

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Signature of Director / Proprietor

Format of Quarterly TDL Statements

Form C

Ceylon Tourist – Tourist Development Levy (TDL)

Institutions falling within the category of Tourist Shop including spice garden

Name :

TDL Registration No :

Period :

Item	Amount in (Rs)
Total Turnover	
Deduction: VAT	
Total Turnover less deductions TDL = 1% of Turnover less deductions	

We are forwarding herewith a cheque drawn in favor of Sri Lanka Tourism Development Authority for Rs. As Tourist Development Levy for the period

Date

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Signature of Director / Proprietor

Format of Transfer Payment Lists

Note 1. Details Regarding transfer payments shall be submitted in the format shown below:

Date	TDL Registration No (To Whom)	Name of the Establishment	Amount in Rs.
Total			

Sample of Prepared Quarterly TDL Statements – (1%)

Greater Than

12 Million Per Annum
3 Million Per Quarter

Form A

Name : ABC Company
TDL Registration No : GH / 0000
Period : April – June (2022)

Item	Amount
Room Sales	55,800.00
Food Sales	237,973.00
Bar Sales	3,183,537.00
Other Sales	-
Total Turnover	3,477,310.00
Deduction : Service Charge VAT	23,797.00 -
Total Turnover Less Deductions	3,453,513.00
TDL=1% Total Turnover Less Deductions	34,535.13

Form B

Name : ABC Travels
TDL Registration No : TA / 0000
Period : April – June (2022)

Item	Amount
Turnover	33,774,717.15
Deduction : Transfer Payments Air Ticket Commission	7,030,885.13 -
Total Turnover Less Deductions	26,743,832.02
TDL=1% Total Turnover Less Deductions	267,438.32

Date	Reg No	Name	Amount
xx/xx/2022	xx/00	xxx	Rs.xxx
xx/xx/2022	xx/00	xxx	Rs.xxx
Total			7,030,885.13

Form C

Name : ABC Company
TDL Registration No : TS / 0000
Period : April – June (2022)

Item	Amount
Total Turnover	3,050,000.00
Deduction : VAT	40,000.00
Total Turnover Less Deductions	3,010,000.00
TDL=1% Total Turnover Less Deductions	30,100.00

Sample of Prepared Quarterly TDL Statements (0.5%)

Less Than

12 Million Per Annum
3 Million Per Quarter

Form A

Name : ABC Company
TDL Registration No : GH / 0000
Period : April – June (2022)

Item	Amount
Room Sales	2,900.00
Food Sales	22,900.00
Bar Sales	2,323,520.00
Other Sales	-
Total Turnover	2,349,320.00
Deduction : Service Charge	2,290.00
VAT	-
Total Turnover Less Deductions	2,347,030.00
TDL=1% Total Turnover Less Deductions	11,735.15

Form B

Name : ABC Travels
TDL Registration No : TA / 0000
Period : April – June (2022)

Item	Amount
Turnover	2,050,000.15
Deduction : Transfer Payments	1,000,000.00
Air Ticket Commission	-
Total Turnover Less Deductions	1,050,000.15
TDL=1% Total Turnover Less Deductions	5250.75

Date	Reg No	Name	Amount
xx/xx/2022	xx/00	xxx	Rs.xxx
xx/xx/2022	xx/00	xxx	Rs.xxx
Total			1,050,000.15

Form C

Name : ABC Company
TDL Registration No : TS / 0000
Period : April – June (2022)

Item	Amount
Total Turnover	2,050,000.00
Deduction : VAT	40,000.00
Total Turnover Less Deductions	2,010,000.00
TDL=1% Total Turnover Less Deductions	10,050.00

Second Step – Cont....



- Any institution which fails to remit the quarterly TDL amount of TDL to SLTDA before ending the succeeding quarter , an interest calculated at the applicable bank rate plus two percent annum on total amount due in respect of the each day of delay.

- **Bank Details : (Online Payment)**

Account Name : Sri Lanka Tourism Development Authority.

Account Number : 73104820

Bank Name : Bank of Ceylon

Branch : Co – operate Branch

- **Bank Details : (Bank Deposit)**

Account Name : Sri Lanka Tourism Development Authority.

Account Number : 07122882

Bank Name : Bank of Ceylon

Third Step – Audit Report.



- **Every Institution Registered under Sri Lanka Tourism Development Authority is obliged to submit a Audit Report as per the year of Finance Clearance needed.**

Considering Finance Clearance for the Year 2024.

- **Audit Report for the year ended 31st March 2023 should be submitted.**