

NOTICE

The following documents are required to be submitted to obtain SVAT Credit Vouchers.

1. Original copy of the SVAT Certificate.
2. A letter containing due official seal of the Organization which contain
 - (i) Names of 05 persons who have been nominated to sign Credit Vouchers along with the information of their NIC Nos, Designations and specimen signatures, and
 - (ii) Photo copies of NICs of the above 05 persons.
3. If the required No. of credit vouchers exceeds 50, it should be informed by the authorized person in writing with an attachment of a list of suppliers of the preceding month
4. The person who has already been nominated as the person who collects Credit Vouchers should come with his/her NIC.
5. When the Credit Voucher book is over, following documents should be submitted to obtain a new book.
 - (i) The original copy of the SVAT Certificate
 - (ii) Request letter which consist the embose/seal of your Organization.
 - (iii) Credit Voucher book which has been already utilized.

Note:

Registered Person who possess the SVAT certificate Number below 1635, please come and collect new SVAT certificate before requesting Credit Vouchers.

Credit Vouchers will be issued only to persons who have been accorded the status which has been mentioned in the certificate as “ Purchaser ” or “ Purchaser / Supplier ”

Mr.J.P.D.R Jayasekera
Commissioner (VAT & SVAT)