

(Address of the Applicant)

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Divisional Secretary,
Thimbirigasyaya

Through Grama Niladhari,

Request for Issuance of Annual Income Certificate

I kindly request to issue me an Annual Income Certificate as per the following information given by me.

1. Name in Full and Address of the Applicant :-
.....
.....

2. National Identity Card No. :-

3. <u>Source of Income</u>	<u>Annual Income</u>
I.	
II.	
III.	
Total Income	

(To prove the sources of income of the applicant, produce the following documents:-

- In case of business, Business Registration Certificate, bank statements of immediately preceding 03 months and their copies and transaction bills of immediately preceding 03 months and the photocopies.
- In case of cultivation/ building, a copy of the deed to prove the private ownership of the cultivated land/ building along with legal documents to prove the income and their copies.
- In case of vehicle that is a source of income, originals and photocopies of documents indicating legal ownership of the vehicle including Registration Certificate indicating the ownership, Insurance Certificate, Income Certificate.)

Note

As income certificates can only be issued by the Grama Niladhari of the Grama Niladhari division in which the applicant resides, if the source of income is out of the residential Grama Niladhari division, please get the certification of the relevant Divisional Secretariat for the information relevant to the income obtained as paragraph 3 per above from the Grama Niladhari of the division in which the property is located and thereby submit it to the Grama Niladhari of your residential division.

4. Are you entitled for Samurdhi subsidy?
5. Are you an income tax payer? If yes, mention the file No.....
6. Have you obtained an income certificate within previous six (06) months?
7. Reason for requesting an income certificate:-

Date:-

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Signature of the Applicant

My No.

Grama Niladhari

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...../...../20.....

Divisional Secretary,
Thimbirigasyaya.

Grama Niladhari Report to issue an Income Certificate

I personally checked the information furnished by the applicant. Accordingly, I submit the following report.

1. Name in Full :-
2. Address :-
3. Grama Niladhari Division :-
4. Sources of income and the income earned from the said sources

<u>Sources of Income</u>	<u>Matters related to Ownership</u>	<u>Income Received</u>
I.		
II.		
III.		
5. Total monthly/ annual income:-		
6. Samurdhi subsidy:-		
7. Requirement for the Income Certificate:-		
8. Specimen Signature of the Applicant:-		

Recommendation of the Grama Niladhari

I recommend issuing a monthly / annual income certificate of Rs.
..... (Rs.) to Mr./
Ms.....

Date

.....

Signature and Official Stamp of Grama Niladhari

For office use

Divisional Secretary/ Assistant Divisional Secretary/ Administrative Officer

It is forwarded for approval to issue an annual income certificate of Rs.
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Date

.....

Subject Officer

Subject Officer

It is recommended to issue an income certificate of Rs.

Date

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Divisional Secretary/ Assistant Divisional
Secretary/ Administrative Officer

Receipt No.

Certificate No.