

# COLOMBO TEA TRADERS' ASSOCIATION

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## Revenue Administration and Management Information System [RAMIS]

During the recent meeting of the CTTA Committee held on 7<sup>th</sup> March 2024, the Committee examined issues related to delays in uploading to RAMIS amongst other matters.

Additionally, attention is drawn to a letter sent to the CTTA Chairman by the TEA Chairman on 7<sup>th</sup> March 2024, captioned 'Issues of SVAT Invoices and RAMIS uploading'. This letter is attached herein for reference.

To enhance the process's efficiency and clarity, the following outlines the specific steps each Stakeholder should adhere to for successful uploads to RAMIS.

1. **Brokers** must issue SVAT invoices weekly on behalf of the Sellers within two days of completing an auction. Details in the SVAT invoices should be accurate.
2. **Sellers** must submit the SVAT 04 in RAMIS on or before the 15<sup>th</sup> of the following month. The accuracy of data uploaded to SVAT 04 is vital, so that the uploaded information matches with the Buyers' SVAT purchases. Concurrently, SVAT Schedule 04 should be emailed to the Buyers as well.

Sellers must enter values in SVAT 04 without cents in RAMIS.

3. **Buyers** must approve the SVAT 04 purchases based on the information uploaded by Sellers and SVAT Tea Purchase invoices received from the Brokers. If the uploaded information matches with the SVAT Tea Purchase invoices, Buyers must approve the Credit Vouchers to the Sellers on or before the 20<sup>th</sup> of the following month.

In the event, the information does not match [including the total number of invoices], Buyers will reject the SVAT 04 uploaded by the Sellers. The Sellers must follow up with the respective Buyers to identify mismatches and resubmit the correct SVAT 04, for Buyers' approval. Sellers will have to submit the amended SVAT 04 to Buyers through email.

4. The CBA has informed the CTTA that MSL has been nominated to generate VAT related documentation to Buyers/Sellers monthly that includes public & private sales, if such services are required by Buyers/Sellers.

Accordingly, MSL will generate the relevant forms for Sellers and Buyers, essentially form 05 and 07 for Sellers and form 06 for Buyers. MSL will charge a subscription of Rs. 2500/- + VAT from each Buyer/Seller monthly.

It is proposed that all Stakeholders address the subject collaboratively towards achieving the desired results in the least possible time.

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