CHARTERED INSTITUTE OF TAXATION OF SRI LANKA

ONLINE PAYMENT INSTRUCTIONS

Please follow the below steps in making an Online Payment.

For Members:

1. Click on the Down Arrow and select the Purpose of the Payment. Check whether the correct amount to be paid appear on the amount cage.
2. It is mandatory to give the correct Membership Number with the prefix 'A' or 'F' as applicable and
3. Click on "FIND" Button. You will get all rest of the data filled automatically.
4. If you need to give additional details related to the payment, make use of space provided for the remarks.
5. Then Click on "Pay" button to connect with the Bank secured payment portal
6. Once connected to the Secured payment portal please be guided with the instructions provided in that to proceed.

For Students:

1. Click on the Down Arrow and select the Purpose of the Payment. Check whether the correct amount to be paid appear on the amount cage.
2. If you are a registered student, always give the Student Number for identification and fill all the relevant information as requested.
3. For student who are not yet registered can proceed by filling all other relevant information as requested
4. If you need to give additional details related to the payment, make use of space provided for the remarks.
5. Then Click on "Pay" button to connect with the Bank secured payment portal
6. Once connected to the Secured payment portal please be guided with the instructions provided in that to proceed.

For Any Other Payments:

1. Click on the Down Arrow and select the category of Other Payments.
2. Give the Membership / Student number as applicable (Not relevant for any other payee) and proceed to fill rest of the details required.
3. Give the correct amount to be paid in the space provided.
4. It is essential and important to provide the purpose of the payment in the remark's column for other payments.
5. Then Click on "Pay" button to connect with the Bank secured payment portal
6. Once connected to the Secured payment portal please be guided with the instructions provided in that to proceed.