

### 3.4 Application Form for Income Certificate

1. Full Name: .....
2. Address: .....
3. National Identity Card Number: .....
4. TIN Number: .....
5. Telephone Number: .....
6. Divisional Secretariat Division: .....
7. Grama Niladhari Division: .....
8. Occupation: .....
9. Assets
  - (a) Immovable Property: ..... Value LKR: .....
  - (b) Movable Property: ..... Value LKR: .....
10. Income
  - (a) Gross Monthly Income: .....
  - (b) Net Monthly Income: .....
  - (c) Annual Income: .....
11. Source of Income: .....  
*(To verify the source of income, the declaration form and relevant document copies must be certified by the Grama Niladhari and submitted.)*
12. Reason for Requesting Income Certificate: .....

I hereby certify that the above-mentioned information is true and correct.

Date: ..... Applicant's Signature: .....

Since the income certificate is issued only to the applicant, please bring a valid identification card to verify your identity.

### Grama Niladhari Report

1. Applicant's Name :- .....
2. Address :- .....
3. Grama Niladhari Division :- .....
4. Source of Income :- .....

(a) From lands

Lands	land area in acres	Name of the land	Plan Number	Monthly Gross Income
Upland				
Lowland				

### (A) From Trade

I. Nature of the Business :- .....

II. Name of the Business and Registration / License Number :-

.....

III. Renewal Number of the Trade License for the Relevant Year :-

.....

IV. Monthly Income :- .....

**(A) By Vehicles**

I. Nature/Type of the Vehicle: .....

II. Annual Revenue License Number: .....

III. Monthly Income: .....

IV. Vehicle Number: .....

V. Relevant Year: .....

**(A) From Mobile/Vending Trade**

I. Nature of the business/stall: .....

II. Monthly income: .....

**(B) Animal Husbandry**

I. Type of animals kept: .....

II. Number of animals: .....

III. Registration number with the Veterinary Office: .....

IV. Source of income: ..... (Specify whether selling milk, meat, eggs, etc.)

V. Monthly income: .....

**(E) From Other Agricultural Activities**

I. Type of crop cultivated: .....

II. Extent/area of land cultivated: .....

III. Monthly income: .....

**(G) From Small-scale Industries**

I. License Number: .....

II. Renewed Receipt Number for the Relevant Year: .....

III. Quantity of Products Produced per Month: .....

IV. Monthly Rent or Sales in Total: .....

**(H) From wage labor**

I. Number of family members engaged in wage labor per day: .....

II. Amount earned by one person per day: .....

III. Total amount earned per month (approximate): .....

**(I) From other sources**

I. Source of income: .....

II. Amount earned per day: .....  
III. Amount earned per month: .....

I hereby certify that the above-named applicant, holding applicant number ....., is a permanent resident of the ..... division, and that the lands, properties, and businesses mentioned above belong to him/her. I also certify that the income details provided are correct. Accordingly, I recommend that an income certificate be issued / not issued, as he/she earns an annual income of Rs. .... (Certified copies of relevant documents have been attached to verify the sources of income).

Date .....  
Grama Niladhari  
Number ..... Division.....

**1. Divisional Secretary / Assistant Divisional Secretary / Administrative Officer**

I. The application and the Grama Niladhari assessment report have been examined. There **is / is not** an income inconsistent with the monthly income assessment in the report.

II. According to the Grama Niladhari report, it is appropriate to issue a **certificate of annual income of Rs. ....**

Date: .....  
**Officer in Charge**

**02. Officer in Charge**

I approve/do not approve the issuance of an annual income certificate for Rs. .... from the government share.

Date: .....  
Divisional Secretary / Assistant Divisional Secretary / Administrative Officer

**3.** By using the receipts numbered ..... and dated ....., a sum of Rs. .... was recovered as the State share, and the income certificate numbered ..... and dated ..... was issued.

.....  
Divisional Secretary / Assistant Divisional Secretary / Administrative Officer

**Declaration / Oath**

.....  
.....  
.....

I, ....., residing at  
..... (National Identity Card No.)  
....., as a Buddhist, solemnly, truthfully, and sincerely pledge and declare  
the following:

1. I am the declarant of the above-mentioned statements.....
2. I further declare that I am engaged in  
....., through which I earn a  
monthly income of Rs. .... (Rs. ....).
3. Accordingly, I declare that my annual income is Rs. ....
4. I further declare that I have no other sources of income.....

I have read and understood the contents of the above declaration and on this day  
..... of the month of ..... in the year ....., I have  
signed it.

Declarant  
(Sign on a stamp worth Rs. 50/=)  
In my presence.

Oath Commissioner