



# **Board of Investment of Sri Lanka**

## **User Manual for Wharf Identity Card Issuance System**

**FOR BOI and NON BOI Enterprises**

**(Clearing & Forwarding Agency users)**

**2020**

## Contents

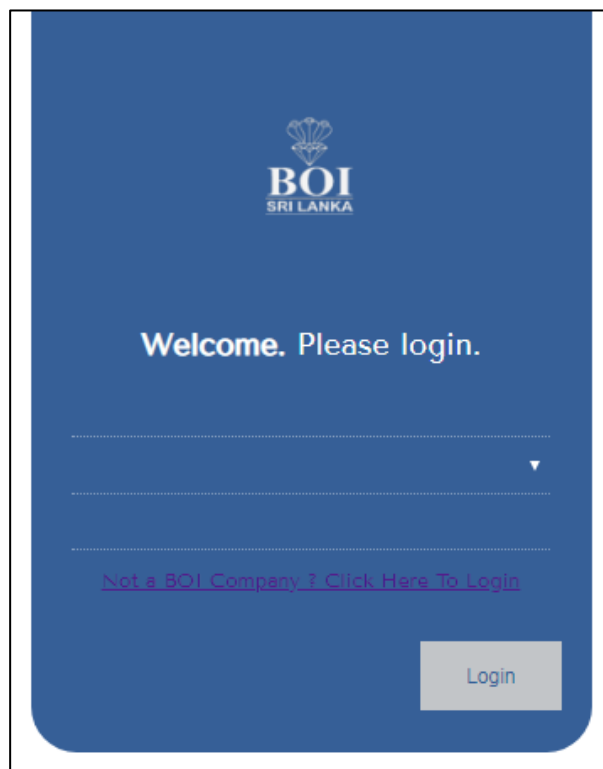
1. Getting Started.....	03
2. Login to the System.....	04
3. Apply for an Identity card.....	05
4. Create a batch .....	09
5. Approve batch.....	10
6. Payment Advises.....	11
7. How to Capture ID Photo.....	12
8. Photo Specification .....	13
9. Signature Specification.....	13
10. Add Designation.....	13
11. Contact Us.....	14

## Board of Investment of Sri Lanka User Manual for Identity Card Issuance System

This document serves you as a guide for using the new system. It describes the options of the system step by step enabling you to perform your tasks independently. As a prerequisite, you should have been given a “**Username**” and a “**Password**” by the respective BOI officer.

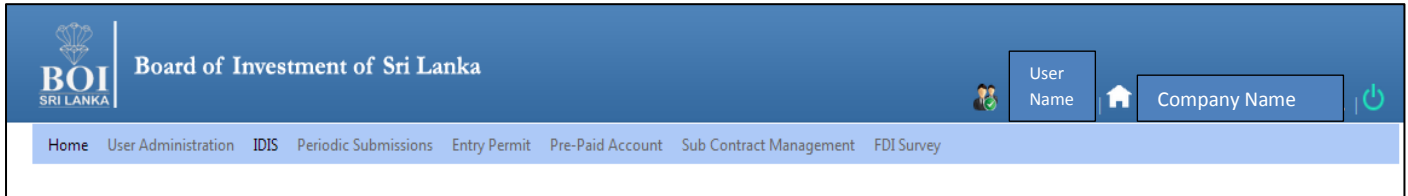
### 1. Getting Started

Click on ‘**Internet Explorer**’ (version 9.0 or above) or ‘**Mozilla Firefox**’ icon on your Desktop to open World Wide Web. You can type directly, [https://application.boi.lk/IDIS\\_N/login.aspx](https://application.boi.lk/IDIS_N/login.aspx) on the address line then you will get the following ‘**Login**’ screen. Key in ‘**Company TIN**’, ‘**Username**’ and ‘**Password**’, then press ‘**Login**’ button. (For BOI enterprise TIN should be 09 characters and For Non BOI enterprises TIN should be in 11 characters.) You already can be seen blue background logging form for BOI enterprises and you can be seen a link for NON BOI enterprise logging form with red background.

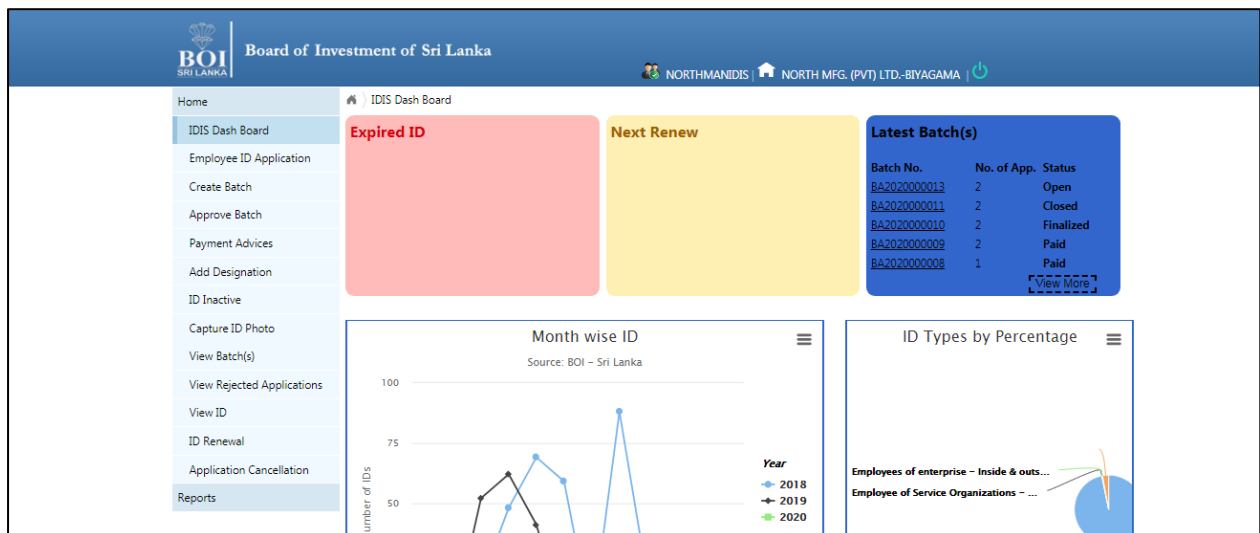


## 2. Login to the System

If your username and password are correct you will get the following screen. Then click on the 'IDIS'

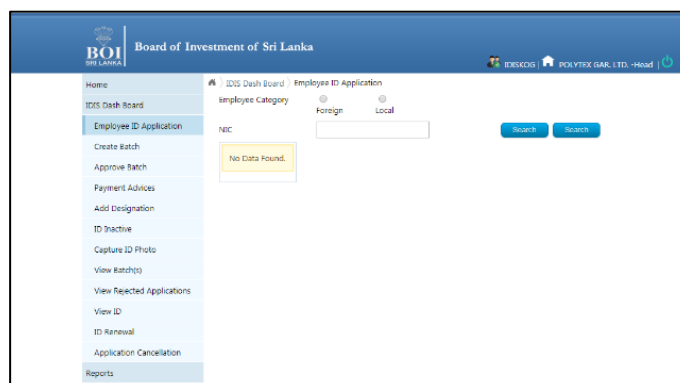


Then you can see the following screen.



## 3. Apply for an Identity card

First register the employees to apply for the ID. Click on 'Employee ID Application'. You can register multiple employees here.



- In here you have to select the category of the employee first.
- If it is '**Foreign**' the next field will be loaded as '**Passport No**' and if it is '**Local**' the next field will be loaded as '**NIC**'.
- After that you have to fill the next field by entering relevant number. (Passport No or NIC)
- Then click on '**Search**' button. If **the employee is not a registered person**, it will be displayed two categories of ID registration according to the purpose. Select Wharf Clerk ID and click '**Proceed**' button.

### Wharf Clerk ID- for getting wharf ID for wharf clerks

In here there are special fields in the registration form for the wharf clerks.

Mobile	<input type="text"/>
CHA No	<input type="text"/>
Attend Duties With	<input type="checkbox"/> Custom <input type="checkbox"/> BOI
Member of any professional body ?	<input type="radio"/> Yes <input type="radio"/> No
professional body	<input type="text"/>
<input type="button" value="Apply ID"/>	

- For the ID type select wharf ID and the designation fields(need to add a new designation as 'wharf id'-prior-refer add designation section-page 13)
- Mobile is not mandatory.
- CHA No cannot be exceeded 10 digit characters value and it cannot be duplicate.
- Attend duties is not an essential to select but according to the scenario; can select both Custom and BOI.
- If the user selects “**Yes**” for member of any professional body; user has to mention what is the professional body which he belongs to. It cannot be empty.
- The image preferences are shown in the application and the ‘**Digital signature**’ is mandatory.(Refer page for - Signature Specification-page13 )
- The ‘**EPF No**’ cannot be exceeded six characters and it cannot be duplicate.

Other fields should be filled according to the correct format and click ‘**Apply ID**’ button. If the submission is succeeded, it will be displayed a message with Application No.

The screenshot displays the BOI Sri Lanka IDIS Dash Board. The header includes the BOI logo and the text 'Board of Investment of Sri Lanka'. The navigation menu on the left lists various options: Home, IDIS Dash Board, Employee ID Application, Create Batch, Approve Batch, Payment Advices, Add Designation, ID Inactive, Capture ID Photo, View Batch(s), View Rejected Applications, View ID, ID Renewal, Application Cancellation, and Reports. The main content area shows the 'Employee ID Application' page. A green message box states: 'Successfully submitted the application. Application No :AP2020000004'. Below this, there are radio buttons for 'Employee Category' (Foreign and Local), with 'Local' selected. A text field for 'NIC' contains the value '965093486V'. There are two 'Search' buttons. A yellow box with the text 'No Data Found.' is also visible.

When searching details using NIC No or the Passport No, **if the wharf clerk is an already registered person**, it will be displayed the details in a grid view.

The screenshot shows the 'Employee ID Application' page. On the left is a sidebar with navigation links: Home, IDIS Dash Board, Employee ID Application, Create Batch, Approve Batch, Payment Advances, Add Designation, ID Inactive, and Capture ID Photo. The main area has a breadcrumb 'IDIS Dash Board / Employee ID Application' and radio buttons for 'Employee Category' (Foreign, Local). Below this is a search field with 'NIC' and the value '965093486V', followed by two 'Search' buttons. The results are displayed in a table with columns: Details, Status, Available ID, and Action.

Details	Status	Available ID	Action
Mr. Withanage (965093486V) sdfsdf we DOB : 29/12/2003	Active	<b>ID Application(s) / Issued ID(s)</b> Wharf ID SN : Application ID : AP2020000004 Status : Application Submitted	Details Request Normal ID

By '**Details**' button, can be able to view employee's registration details. And also can edit details by '**Edit**' button and Update details using '**Update**' button.

- The Edit facility is only allowed for the application that is not added to the batch. Otherwise the applications rejected by the BOI office are able to edit and reapply by the enterprise after making the necessary corrections.
- By **Reset button** can be able to reset the main two categories of ID purpose.
- If the wharf clerk wants to get a Normal Id, can click '**Request Normal ID**' button.
- Afterthat it will load registration form details according to the general purpose ID registration form. After completing the form; user can click **Apply ID** button for requesting Normal ID.(Here user has to enter same EPF no which is used for getting wharf clerk ID registration form.)
- If the details are correct; it will show new application No for Normal ID. When search using NIC/Passport No; it will show both Normal ID and Wharf Id application forms details in data grid view.

This screenshot shows the same interface as the previous one, but with a different NIC number '123423456V'. The search results table shows two entries for the same person, Mr. Perera (123423456V), both with 'Active' status.

Details	Status	Available ID	Action
Mr. Perera (123423456V) erhh gampaha DOB : 31/12/2003	Active	<b>ID Application(s) / Issued ID(s)</b> Wharf ID SN : Application ID : AP2020000129 Status : Application Submitted	Details
		Employees of enterprise - Inside & outside SN : Application ID : AP2020000130 Status : Application Submitted	Details

#### 4. Create a batch

You can send the request for ID applications as a Batch for each company. Click on **‘Create batch’**.

The screenshot displays the 'IDIS Dash Board' with a sidebar menu on the left containing options like Home, IDIS Dash Board, Employee ID Application, Create Batch, Approve Batch, Payment Advices, Add Designation, ID Inactive, Capture ID Photo, View Batch(s), View Rejected Applications, View ID, ID Renewal, Application Cancellation, and Reports. The main content area is titled 'Batch Create - ID Card Print Request' and includes a warning: 'Applications without employee images will not be allowed to include in a batch'. It features a 'New Application(s)' section with radio buttons for 'General Purpose ID' and 'Wharf Clerk ID', and buttons for 'Proceed' and 'Reset'. Below this is a search section for 'NIC/Passport for ID(s)' with a text input, 'Search', and 'Clear' buttons. At the bottom, there are 'Add to Batch' and 'Print Request' buttons.

- In here you have to select Wharf clerk ID category and click **“Proceed”** button, it will be loaded all the new applications relevant to the wharf clerk category under **New Applications’** tab. By **“Reset”** button selection will be reset.
- If you want to search a specific application, you can search it by the **‘Passport No’** or **‘NIC’**.
- You can select the applications which are wanted to add to the batch. Applications without employee images will not be allowed to include in a batch. Then click on **‘Add to batch’** button. For creating a batch; there should be more than one application.



**New Application(s)**

General Purpose ID:  Wharf Clerk ID:

NIC/Passport for ID(s):

App. ID	NIC/Passport	Title	Full Name	Designation
AP2020000027	965093496V	Mrs	J ew	Business Promotion Executive
AP2020000028	965093196V	Mrs	F Withanage	Business Promotion Executive
AP2020000029	965093196V	Mrs	R kbbbf	Business Promotion Executive
AP2020000030	990093489V	Mr	F of	Business Promotion Executive
AP2020000031	980093489V	Mr	E nef	Business Promotion Executive
AP2020000032	980093480V	Mr	V dd	Business Promotion Executive
AP2020000110	123412323V	Mr	G egef	HR Assistant
AP2020000112	121212121V	Mr	E Perera	HR Assistant
AP2020000114	122356789V	Mrs	S ehevf	HR Assistant
AP2020000116	232456767V	Mr	4 Perera	Business Promotion Executive

App. ID	NIC/Passport	Title	Full Name	Designation
AP2020000104	965194437V	Mrs	E eree	Production Worker
AP2020000105	123456789V	Mrs	W Perera	HR Assistant

- After that all the selected applications will be loaded below, and then click on **'Print Request'** button.
- Then you can see the Batch Number, top of the page.

IDIS Dash Board > Create Batch

**Batch Create - ID Card Print Request**

Successfully send Batch No BA2020000016 to Verify

Applications without employee images will not be allowed to include in a batch

**New Application(s)**

General Purpose ID:  Wharf Clerk ID:

NIC/Passport for ID(s):

## 5. Approve the batch

If there are no more ID applications, you can close the batch by approving it. For that click on **'Approve batch'**

**Note:** It is not necessary to you to close the batch.

IDIS Dash Board > Approve Batch

**Approve Batch**

Batch No	No. of Apps	Created Date	Details	Net Amount
<input type="checkbox"/> BA2020000017	3	24-January-2020	ID Type: Wharf ID 3 Active Count: 3 Unit Price (Rs): 130.00 Total (Rs): 390.00 Total Tax (Rs.): 58.50 Net Amount: 448.50	448.50

After approving the batch; it is sent to verify. If the batch is included wharf clerk ID applications; those are sent to Head office officer to verify. (Officers can view applications and decide whether reject or verify.)

**Note:** After approving the batch the process of registering an employee is finished from the company side.

## 6. Payment Advices

Here all verified applications can be viewed with payment details according to the company rates.

IDIS Dash Board > Payment Advices

Payment Advices

P.A #	P.A Status	Amount Rs.	Tax Rs.	Net Rs.	SVAT Status	Batch #	Batch Status	
KD19000060	Active	347.82	52.18	400.00	VAT Payable	BA2019000990	Finalized	VIEW Details
KD20000006	Active	130.00	19.50	149.50	VAT Payable	BA2020000007	Verified	VIEW Details
KD20000009	Paid	260.00	39.00	299.00	VAT Payable	BA2020000014	Finalized	VIEW Details
KD20000010	Active	130.00	19.50	149.50	VAT Payable	BA2020000016	Verified	VIEW Details

1 2

User can view the payment invoice. He should get a printed copy and has to pay the payment. After he paid the payment Batch status is updated as paid.

Print

1 of 1

100%

Find | Next

**BOI**  
SRI LANKA

Board of Investment of Sri Lanka

Date: 22/01/2020 14:49:19  
PA. No: KD20000010  
Batch No: BA2020000016

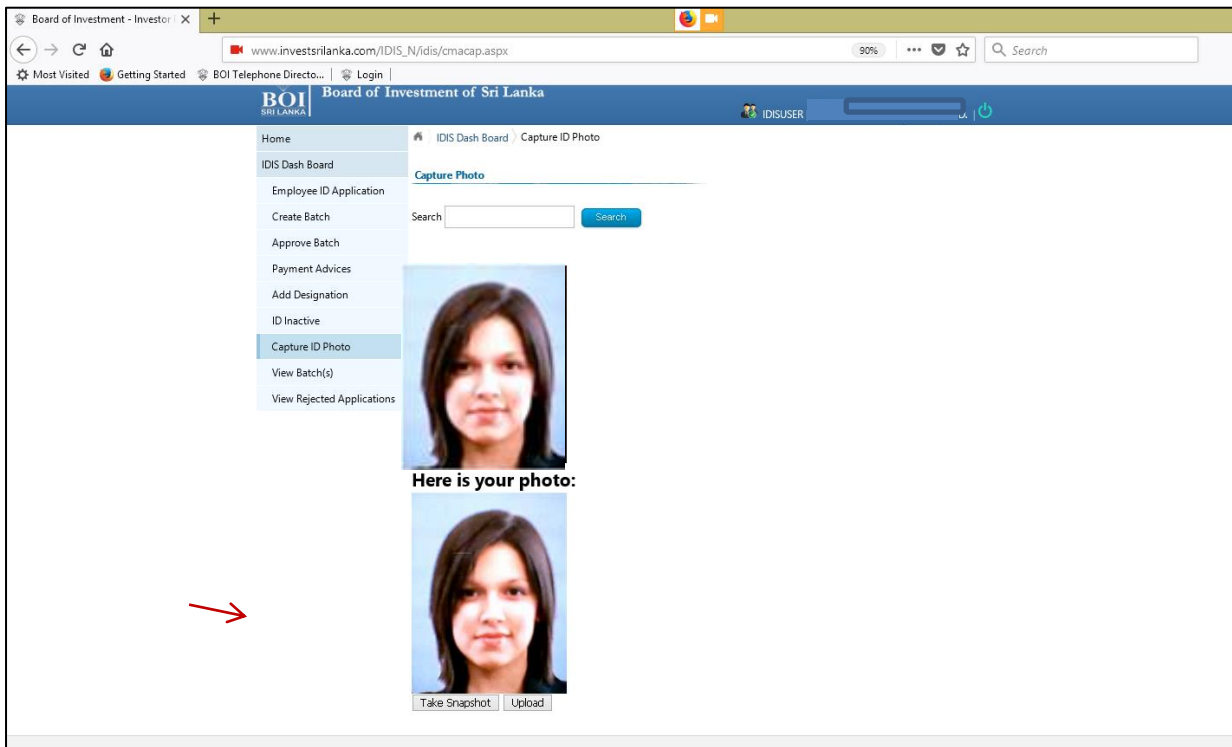
**Payment Advice**

**Ruhunu Foods Pvt. Ltd**

Description	No. of IDs	Unit Rate (Rs.)	Amount (Rs.)	VAT(Rs.)	Net Amount (Rs.)
Wharf ID	1	130.00	130.00	19.50	149.50
<b>TOTAL</b>			130.00	19.50	149.50

Generated by ID Issuance System

## 7. How to Capture ID Photo



1. Fixed your web camera with PC & take ID photo through **Capture ID Photo** button

2. You can click this button & **Capture ID Photo**

### Specification

3. You can click this & upload **Captured ID Photo**

## 8. Photo



Background : Light blue

Height : 260 pixels

Width : 200 pixels

Maximum File size : 25 kilobytes (kb)

You can easily take this photo through web cam with above default web camera settings.

Would you follow above guidance for more conveniently upload your ID photos to the online ID issuing system?

## 9. Signature Specification

Digital signature is required for some ID types.

- All zones ID to Owners- CEO of all Enterprise 01 year- Rs. 1500.00
- All zones ID to Owners- CEO of all Enterprise 02 years- Rs. 3000.00
- Wharf ID.

Allowed signature dimensions, file size and image types are as follows.

Image size: - Width: 400 PX Height: 120 PX

Maximum file size: - 20Kb

Image types: - .jpeg/.png/.pjpeg/.bmp

## 10. Add designation

You can search or add any new designation that is relevant to your company by clicking on '**Add Designation**'.

- To view the designations you must have to add designations by your own.
- Consider the status of the designation should be '**Active**'.

BOI Board of Investment of Sri Lanka

IDISUSER SMART SHIRTS (LANKA) LTD.

Home IDIS Dash Board Add Designation

Incorporate Designation

Employee ID Application

Create Batch

Approve Batch

Rejected Applications

Add Designation

View Batch(s)

ID Inactive

Designation Code Designation Edit

0001	Snr. Manager Finance	Edit
0002	M Technician	Edit
0003	Busi. Devel. Executive	Edit
0004	Assistant Chemical En.	Edit
0005	Technician - Maintenance	Edit
0006	Team Leader - R&D Fabrication Divl.	Edit
0007	Trainee Sewing Associate - Sewing	Edit
0008	Senior Modal Associate Team Leader	Edit
0009	Team Member - M & P	Edit
0010	IT Infrastructure Administrator	Edit

1 2 3 4 5 6 7 - >

Add New Designation

Select Status:

<Select>

Add

## 11. Contact us:

If you have require any clarifications please contact us:

Mr. Thilan Thilakarathne  
IT Officer (User Support)  
Tel : 0112427031