



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

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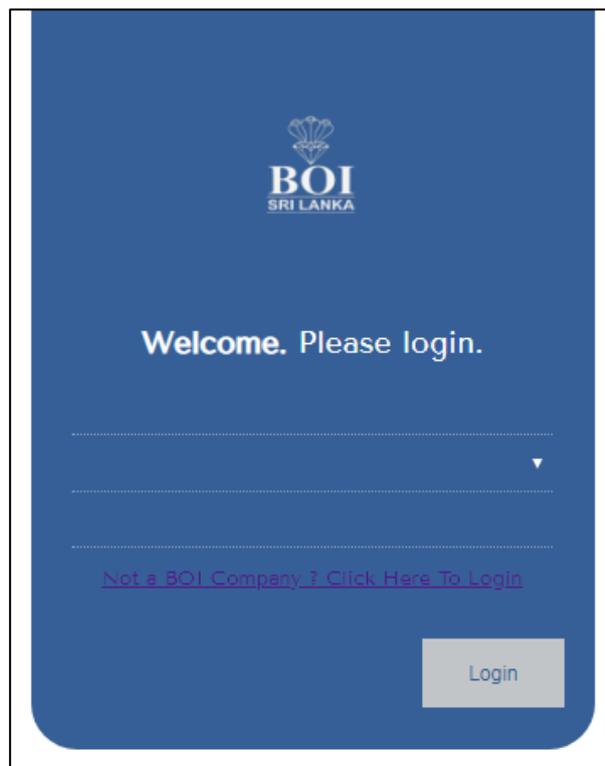
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Board of Investment of Sri Lanka User Manual for Identity Card Issuance System

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

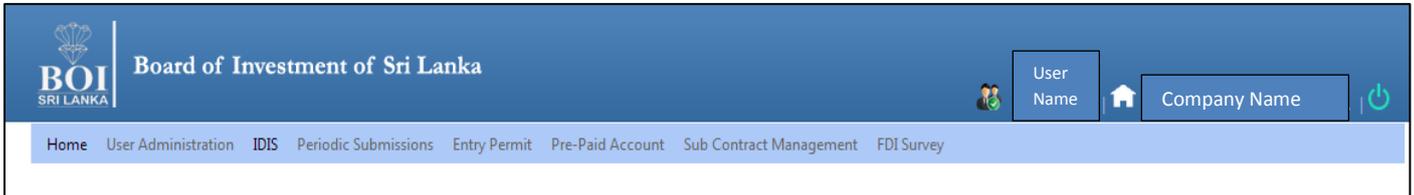
Click on ‘**Internet Explorer**’ (version 9.0 or above) or ‘**Mozilla Firefox**’ icon on your Desktop to open World Wide Web. You can type directly, https://application.boi.lk/IDIS_N/login.aspx on the address line then you will get the following ‘**Login**’ screen. Key in ‘**Company TIN**’, ‘**Username**’ 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.



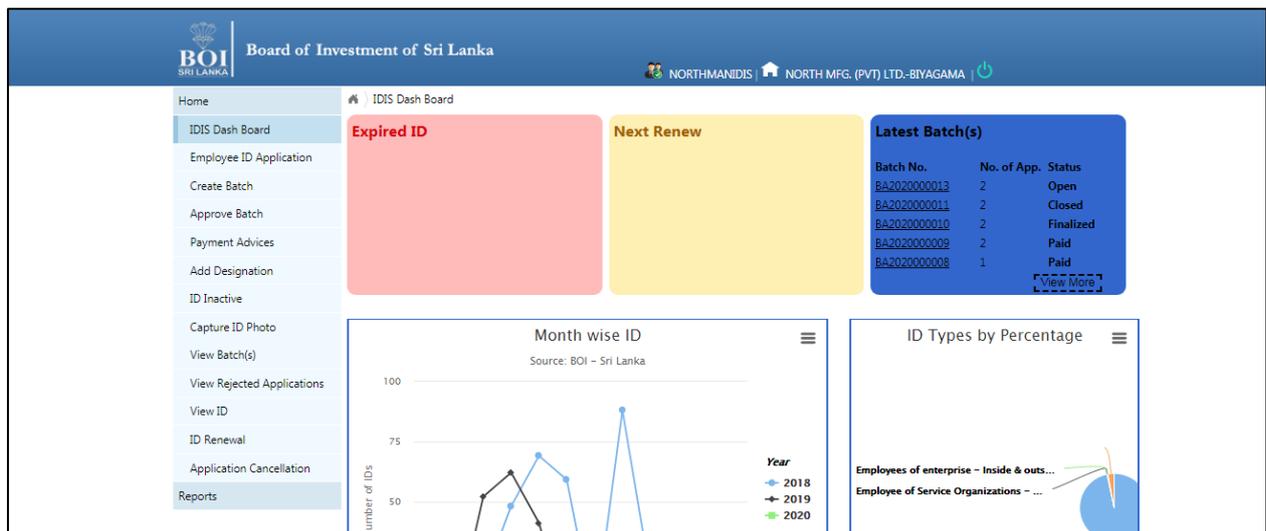
The image shows a login screen for the Board of Investment of Sri Lanka. The background is a solid blue color. At the top center, there is a logo consisting of a stylized flower or sunburst above the text "BOI SRI LANKA". Below the logo, the text "Welcome. Please login." is centered. There are two input fields, one above the other, with dotted lines indicating where to enter text. A small downward-pointing triangle is visible to the right of the second input field. Below the input fields, there is a link in purple text that reads "Not a BOI Company ? Click Here To Login". At the bottom right of the screen, there is a grey button with the text "Login" in white.

2. Login to the System

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

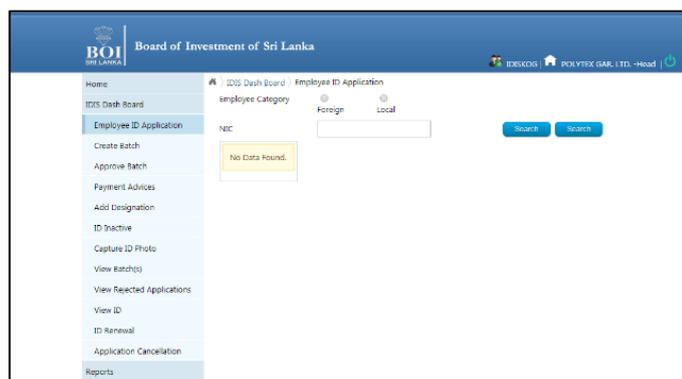


Then you can see the following screen.

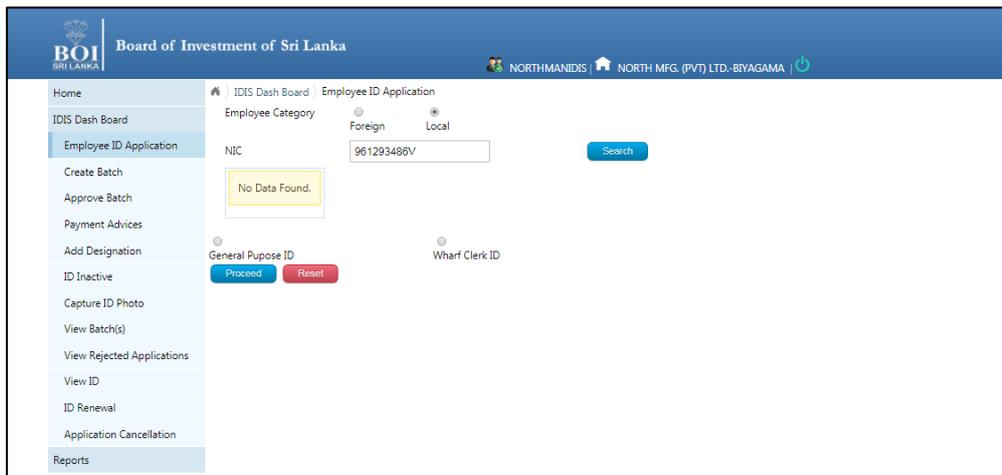


3. Apply for an Identity card

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 shows the 'Employee ID Application' page in the IDIS Dash Board. A green message box at the top states: 'Successfully submitted the application. Application No :AP2020000004'. Below this, the 'Employee Category' is set to 'Local' (radio button selected), and the 'NIC' field contains '965093486V'. There are two 'Search' buttons. A yellow box below the NIC field displays 'No Data Found.' The left sidebar contains navigation 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.

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. The search criteria are Employee Category: Local and NIC: 965093486V. The search results are displayed in a table with columns: Details, Status, Available ID, and Action.

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

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.

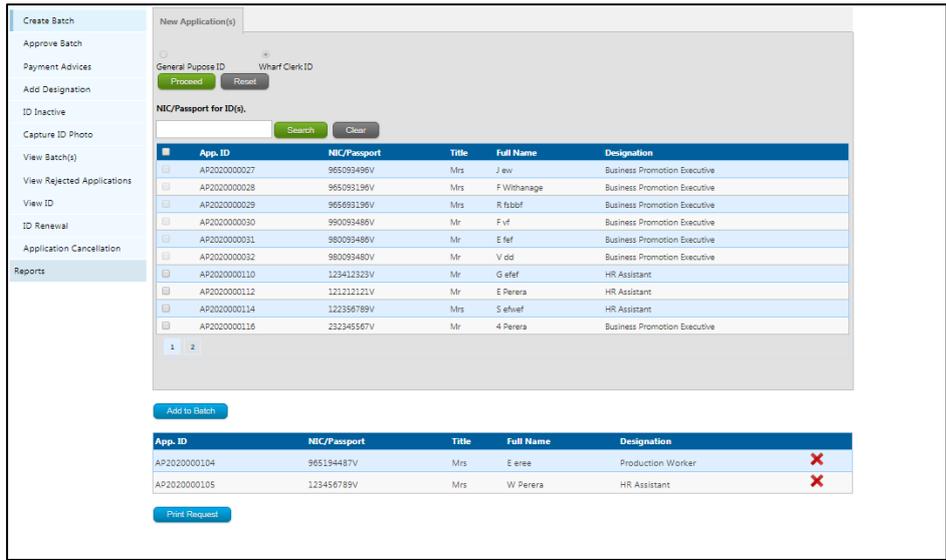
The screenshot shows the 'Employee ID Application' page with search criteria Employee Category: Local and NIC: 123423456V. The search results are displayed in a table with columns: Details, Status, Available ID, and Action.

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

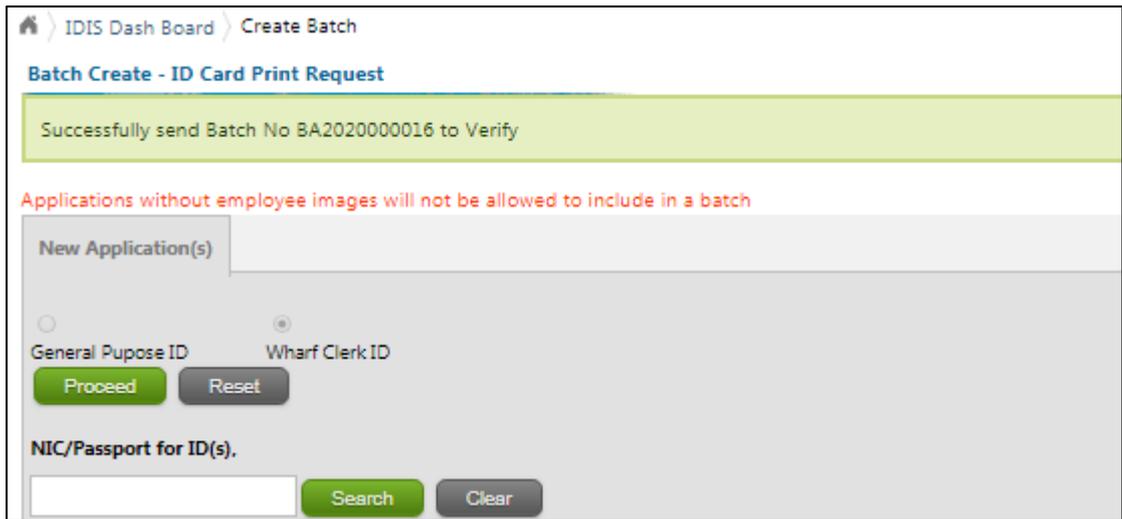
4. Create a batch

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

- 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.



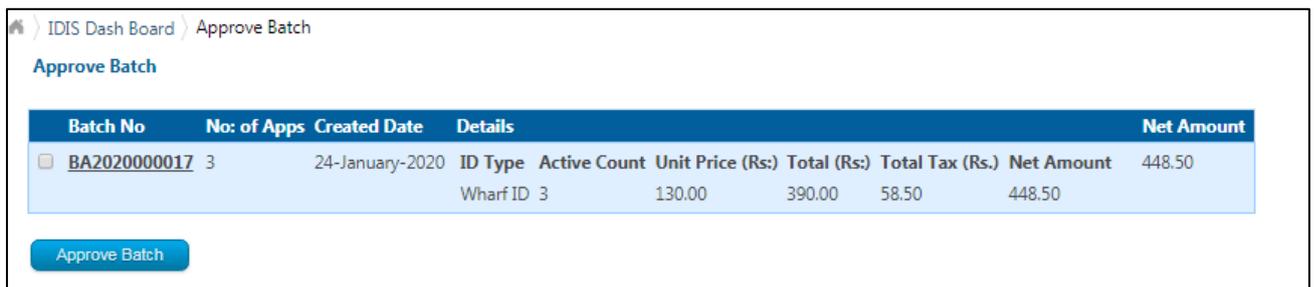
- After that all the selected applications will be loaded below, and then click on 'Print Request' button.
- Then you can see the Batch Number, top of the page.



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.



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

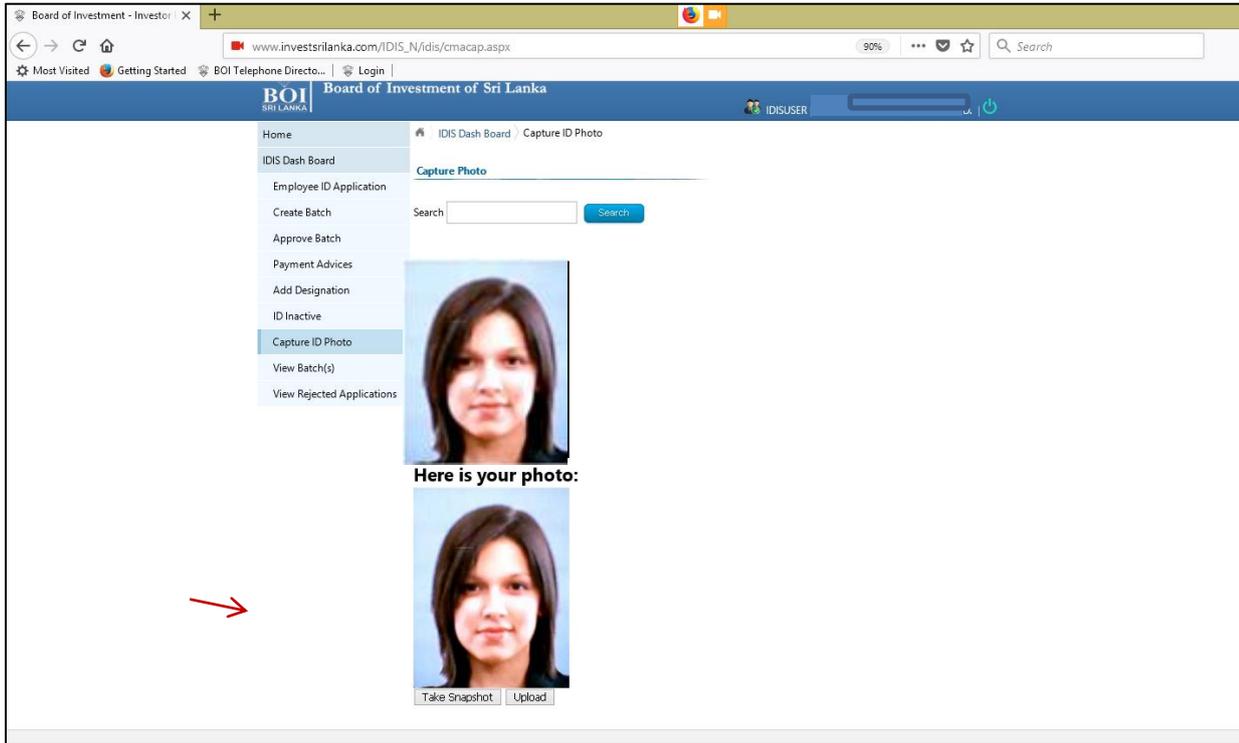
Payment Advice

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
TOTAL			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**

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

Specification

8. Photo



260

200

- 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/.jpeg/.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**'.

Board of Investment of Sri Lanka

Home | IDIS Dash Board | Add Designation

Home
 IDIS Dash Board
 Employee ID Application
 Create Batch
 Approve Batch
 Rejected Applications
 Add Designation
 View Batch(s)
 ID Inactive

Incorporate Designation

Designation Code	Designation	
0001	Snr. Manager Finance	<input type="button" value="Edit"/>
0002	M Technician	<input type="button" value="Edit"/>
0003	Busi. Deve. Executive	<input type="button" value="Edit"/>
0004	Assistant Chemical En.	<input type="button" value="Edit"/>
0005	Technician - Maintenance	<input type="button" value="Edit"/>
0006	Team Leader - R&D Fabrication Divi.	<input type="button" value="Edit"/>
0007	Trainee Sewing Associate - Sewing	<input type="button" value="Edit"/>
0008	Senior Modal Associate Team Leader	<input type="button" value="Edit"/>
0009	Team Member - M & P	<input type="button" value="Edit"/>
0010	IT Infrastructure Administrator	<input type="button" value="Edit"/>

1 2 3 4 5 6 7 - >

Add New Designation

Select Status:

<Select>

11. Contact us:

If you have require any clarifications please contact us:

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