

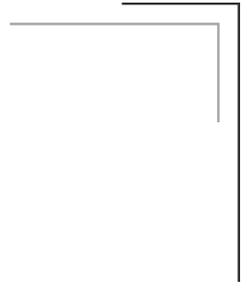
USER MANUAL

for Industries Information System - General Public

18 February 2025

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01. General Information



1.1 Introduction

The Industries Information System (IIS) offers Industry Users a robust and user-friendly platform to register and manage their businesses seamlessly. Built by TekGeeks (Pvt) Ltd, this system supports industry growth by enabling streamlined registration and data updates.

Through the IIS, Industry Users can track their registration status and manage their data with ease. The system is designed to provide personalized dashboards that highlight important notifications and allow users to stay informed about updates.

The IIS provides enhanced accessibility, enabling Industry Users to submit updates and modifications online without delays. The platform promotes transparency, giving users control over their data while ensuring that sensitive information is securely handled.

The IIS empowers businesses to operate more efficiently by providing instant access to required information and real-time updates on compliance status. With intuitive navigation and user-friendly features, the platform reduces administrative burdens, allowing users to focus on growth and development.

This manual guides Industry Users step-by-step through the registration process and data management, ensuring they maximize the benefits of the platform.

1.2 Purpose of the User Manual

The purpose of this user manual is to provide Industry Users with detailed guidance on how to use the IIS effectively. It focuses on simplifying registration processes.

By using this manual, Industry Users will understand to:

- Register their industries.
- Update and maintain industry data.
- View and Download details of the registered industries.

This manual ensures users can leverage the platform's features for efficient business management.

1.3 Target Audience of the User Manual

This manual is specifically designed for Industry Users who need to register and manage their business data through the IIS.

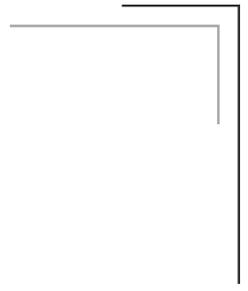
The target audience includes:

- **Business Owners:** Entrepreneurs registering their industries.
- **Industry Representatives:** Individuals responsible for maintaining and updating company information.

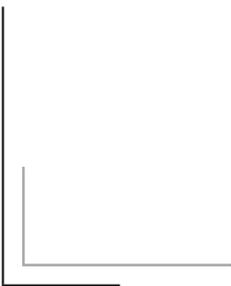
The manual aims to provide clear and practical steps for users to make the most of the system's functionalities.

1.4 Important Notes

- **Mandatory Fields** - Ensure all fields marked with an asterisk (*) are completed before publishing any content.
- **Character Limits** - Adhere to the maximum character limits specified in the fields. Exceeding the character limits can result in truncation or formatting issues.
- **Review** - Double-check the entered information for accuracy before publishing. This includes verifying spelling, grammar, and factual correctness.

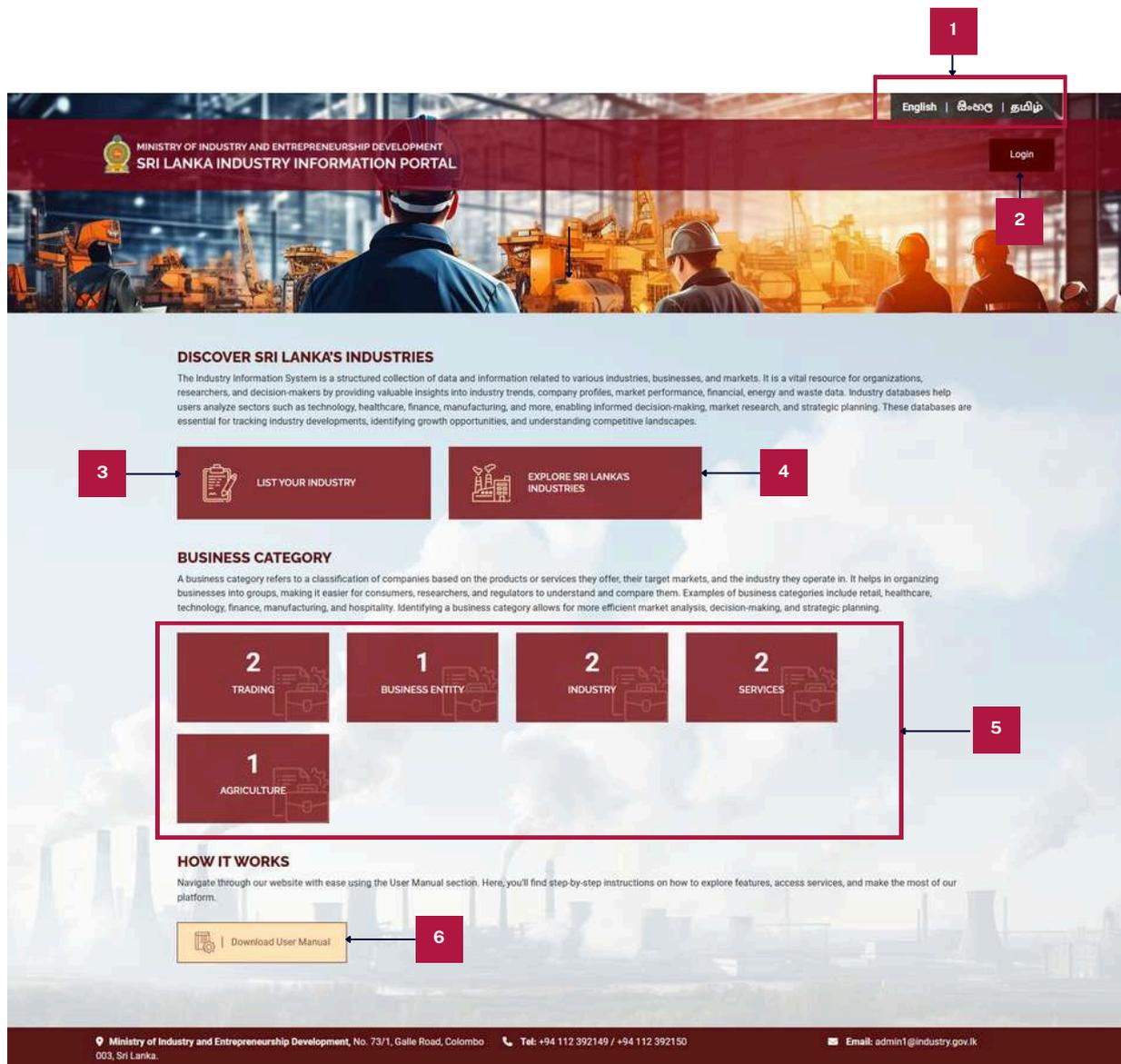


02. Home Page



2.1. Home Page

The homepage of the Sri Lanka Industry Information Portal provides essential features to enhance user experience and accessibility. Users can toggle between English, Sinhala, and Tamil using the language options. The login button offers quick access for registered users, while the "Register Your Industry" feature enables businesses to join the portal through a dedicated registration form. Additionally, the "View & Explore Industry Sectors" button allows users to browse detailed information about various industry sectors.



1

Language Options

Allows users to toggle between different languages such as English, Sinhala and Tamil.

2

Login Button

Redirects users to the login page where they can login to the system with the correct credentials.

3

Register Your Industry

If the user clicks the “Register Your Industry” button, they will be directed to a form where they can provide the necessary details to register their industry, business, or entity.

if the user click the “Register Your Industry” button after completing the registration of their industry, business, or entity they will be directed to a section called "Manage Your Industry Profile." In this section, users can view the form they have submitted. If the registration is rejected, the user will have the option to edit and resubmit the form to correct any issues or update the information. refer sections 7,8 and 9 which will provide the interfaces of the “Manage Your Industry Profile” section after registration.

4

View & Explore Industry Sectors

The "View & Explore Industry Sectors" button redirects users to another page where they can browse various industry sectors in detail.

5

Business Category Section

This section provides a categorized overview of registered industries, helping users quickly identify areas of interest. Each category is represented by a block displaying the category name and the number of registered businesses within it.

6

Download User Manual

Easily navigate our website with the User Manual section, where you'll find step-by-step instructions to explore features, access services, and maximize your platform experience.

2.1. Industry Information Portal

Public users have access to view industries, entities, and businesses registered on the Sri Lanka Industry Information Portal. This feature allows users to search and explore detailed information about registered businesses using a variety of filtering options. Users can search for a specific business or entity by entering its name in the search field or refine their results by selecting criteria

The screenshot shows the 'Business Information' search page. At the top, there is a header with the Ministry of Industry and Entrepreneurship Development logo and the portal name. A 'Log in' button is in the top right. Below the header, a 'Back' button is labeled '1'. The main search area contains several filters: 'Name of the Industry/Business/Entity' (5), 'Legal Status of the Business' (4), 'Business Category' (3), and 'Industry Scales' (2). A 'District' dropdown is labeled '6'. A 'Search' button is labeled '7'. A 'Clear All Filters' button is labeled '8'. Below the filters, a table displays search results, with a 'More Details' link in the last column labeled '10'. A 'Showing 1 to 4 of 4' indicator is above the table. A '11' callout points to the table area. The footer contains contact information for the Ministry of Industry and Entrepreneurship Development.

IIN	Company Name	Nature of the Business	Industry Scales	Business Category	District	More Details
0000 0000 0002	GOD	Offshore Company	Medium	Trading	Mullattivu	View
0000 0000 0003	TEKGEEKS (PVT) LTD	Public company	Small	Business Entity	Colombo	View
0000 0000 0007	ORGANIZATION	Other	Large	Industry,Services	Hambantota	View
0000 0000 0008	TEKGEEKS PVT LTD	Joint Venture	Large	Agriculture,Industry,Services,Trading	Gampaha	View

1 Back Button
Clicking this button will navigate the user to the home page.

2 Industry Scales
The users will be able to view the select the scale of the industry.



3

Business Category

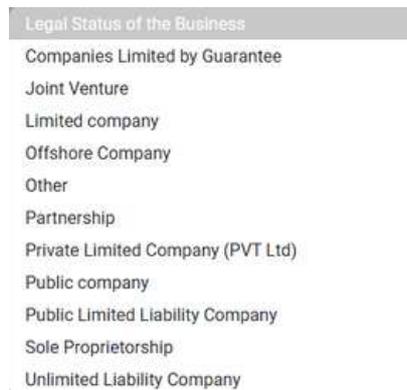
The users will be able to view the select the Business Category.



4

Legal Status Of Business

The users will be able to view the select the legal status of the business.



5

Name of the Industry / Business / Entity

The user should input the name of the Industry/ Business/ Entity.

6

District

The users will be able to view the select the district of the business.

7

Search

After clicking the search button, the table below is filtered based on the entered input and displays the relevant results.

8

Clear All Filters

This option clears all input filtering settings.

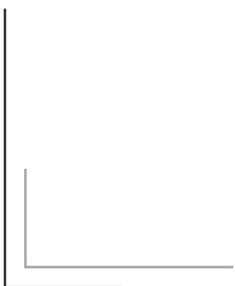
9

Export to excel

This option allows the user to download the table results as an Excel sheet.



03. Registration of the User



3. Registration of the User

The Sri Lanka Industry Information Portal allows public users to register their companies to showcase their business information and gain visibility across industries. This registration process is designed to be simple and user-friendly, ensuring that businesses of all sizes can easily participate in this platform. Following are the steps to register the company in the portal. This registration is only to make a user account in the portal.

Step 1: By clicking the "Register Your Industry" button on the homepage of the portal the user will be directed to a registration form designed to collect all the necessary details about the user if the user doesn't have a registered account.



Step 2: Fill out Company Information in the given registration form.

The screenshot shows the registration form for the Ministry of Industry and Entrepreneurship Development. The form is titled "Welcome to Ministry of Industry and Entrepreneurship Development! REGISTER YOUR INDUSTRY PROFILE". It contains the following fields and callouts:

- 1**: Name *
- 2**: E-mail *
- 3**: Mobile Number *
- 4**: Password *
- 5**: Confirm Password *
- 6**: Organization Name *
- 7**: Register button
- 8**: Already have an account? [Login here](#)

The form is set against a background image of a tea plantation. The header of the page includes the logo of the Ministry of Industry and Entrepreneurship Development and the text "MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT SRI LANKA INDUSTRY INFORMATION PORTAL". The footer contains contact information: "Ministry of Industry and Entrepreneurship Development, No. 73/1, Galle Road, Colombo 003, Sri Lanka. Tel: +94 112 392149 / +94 112 392150 Email: admin1@industry.gov.lk".

1

Name

The Name of the person who is registering the organization should be entered in this field.

2

Email

The Email should be entered in this field.

3

Mobile Number

The Mobile Number should be entered in this field.

4

Password

The Password the user wishes should be entered in this field.

5

Confirm Password

The Confirm Password field is used to verify the password entered in the Password field. Users must re-enter the same password here, ensuring it matches the one entered previously. This is also a required field.

6

Organization Name

The Name of the organization that is registering should be entered in this field.

7

Register Button

Save the entered details and the user will be registered in the system.

8

Login Here Link

The user will be directed to the login form to login to the system if the user is a registered member.

Step 3: The user is sent an email after successfully registering the organization. The user has to verify the entered email by clicking the “Click Here” link.



VERIFY YOUR EMAIL ADDRESS

Hello!

Please click the following link to verify your email address:

[click here](#)

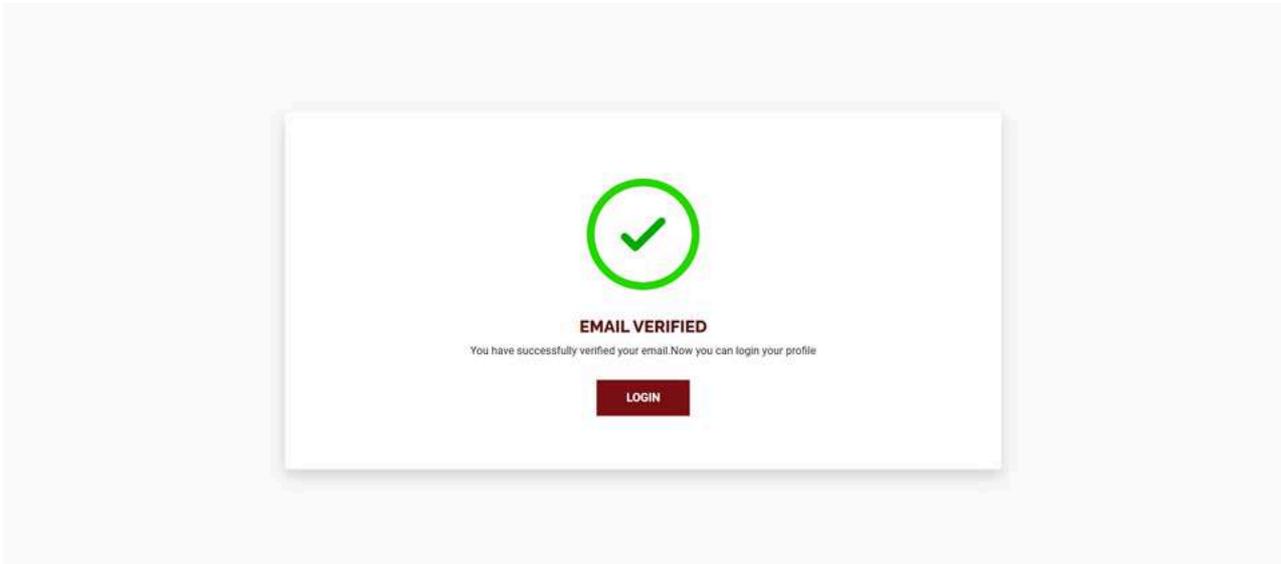
If you didn't create an account with us, please ignore this email.

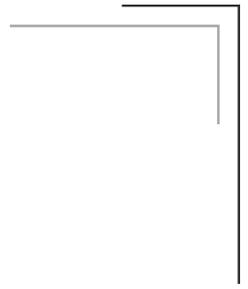
Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Development

No. 73/1, Galle Road, Colombo 003, Sri Lanka.

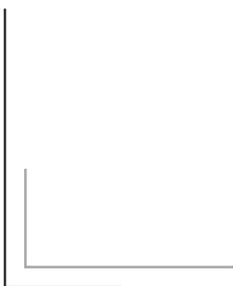
Hot Line : +94 112 392149, +94 112 392150

Step 4: The user will be directed to a email verified success page saying the user to login with the registered credentials.





04. Login



4. Login Page

The screenshot shows the login page of the Sri Lanka Industry Information Portal. At the top, there is a header with the Ministry of Industry and Entrepreneurship Development logo and the text 'SRI LANKA INDUSTRY INFORMATION PORTAL'. In the top right corner, there are language options: 'English | සිංහල | தமிழ்'. The main content area features a white box with the following text: 'Welcome to the Industry and Entrepreneurship Development Portal!' and 'LOG IN TO MANAGE YOUR INDUSTRY PROFILE'. Below this, there are two input fields: 'Email *' (containing 'Username') and 'Password *' (containing 'Password'). A link 'Forgot your password?' is located below the password field. A red 'Login' button is positioned below the password field. At the bottom of the white box, there is a link 'Do not have an account? Register here'. The footer contains contact information: 'Ministry of Industry and Entrepreneurship Development, No. 73/1, Galle Road, Colombo 003, Sri Lanka.', 'Tel: +94 112 392149 / +94 112 392150', and 'Email: admin1@industry.gov.lk'. Numbered callouts (1-6) point to the Username field, Password field, Forgot your password? link, Login button, Register here link, and Language Options respectively.

1

Email

Users should input their registered email address for login purposes.

2

Password

The user should enter the registered password to this field.

3

Forgot your password

link is provided below the password field, offering a recovery option for users who may have lost their credentials.

4

Login Button

The login button submits their credentials entered by the user.

5

Register here

For users who have not registered yet, a "Register here" link below the form directs them to the registration process.

6

Language Options

Allows users to toggle between different languages such as English, Sinhala and Tamil.

4.1. Login process for users registered through the Sri Lanka Industry Information Portal

The login process is designed for users who have registered through the Sri Lanka Industry Information Portal. To access the portal, users must enter their registered email address and password in the login fields. This ensures secure access to the portal's features and personalized services. Only registered users with valid credentials can log in, allowing them to manage their profiles, view detailed industry information, and utilize the portal's full range of functionalities.

4.2 Login process for users registered through the Ministry of Industries

This login process is exclusively for users who have registered through the Ministry of Industries. These users do not need to register separately on the Sri Lanka Industry Information Portal. Instead, they can use the login credentials provided to them via email by the Ministry of Industries. By entering the emailed username and password, users can securely access the portal and take advantage of its features without requiring any additional registration steps.

Step 1: After the user registers the industry/entity and submits the form, they will receive an email requesting email verification.



VERIFY YOUR EMAIL ADDRESS

Hello!

Verify your email address, Please click the following link to verify your email address:

[click here](#)

After verifying your email, you will be able to log in to your account. Below are your login details:

Username: ranmini@tekgeeks.net

Password: kHPuXjyf

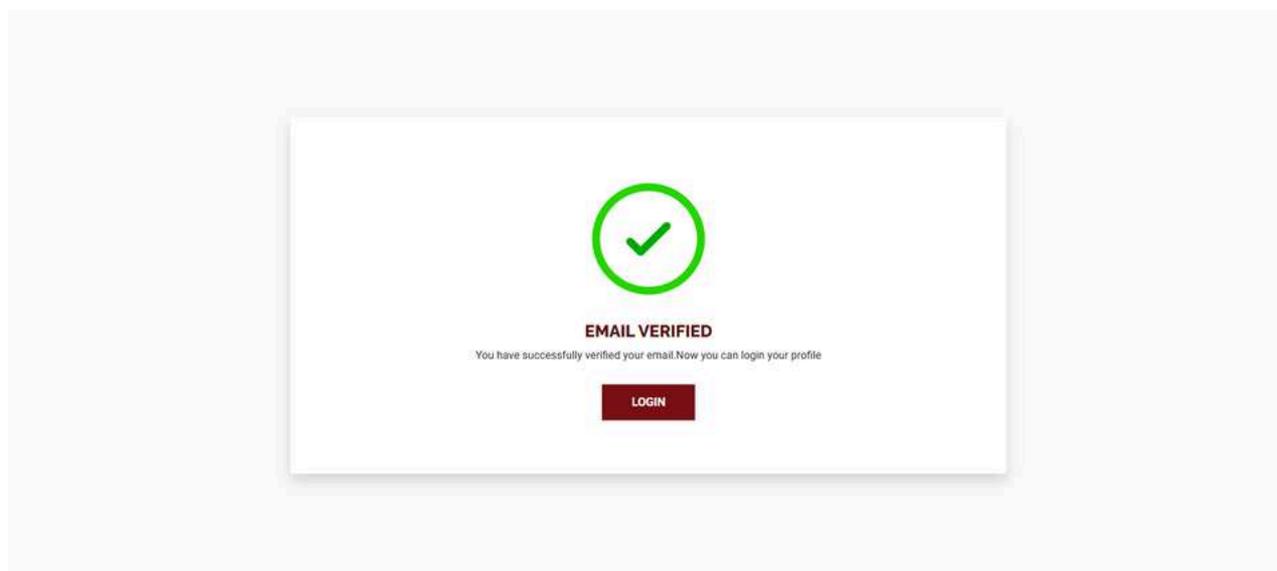
After first logging in, you can change your password.

Please keep your login credentials secure and do not share them with anyone. Thank you for joining us, and we look forward to serving you!

If you didn't create an account with us, please ignore this email.

Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Development

Step 2: This email will include a verification link saying “Click Here” that the user must click to confirm their email address.



Step 3: Once verified, the user will be able to log in to their account using the provided username and password. Upon first login, the user can change their password for security purposes.

Step 4: The user will receive a second email confirming that their registration has been successfully received and is under review. This email will inform them that the registration status will be communicated shortly, and they should expect an update soon regarding the outcome of the review.



THANK YOU FOR REGISTERING!

Hello!

Your registration has been received and we will review it shortly.

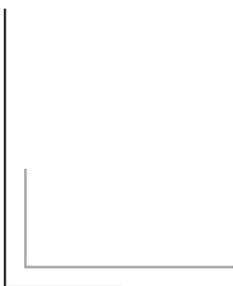
We will get back to you as soon as possible to let you know the status of your registration.

Thank you for choosing the industry information system.

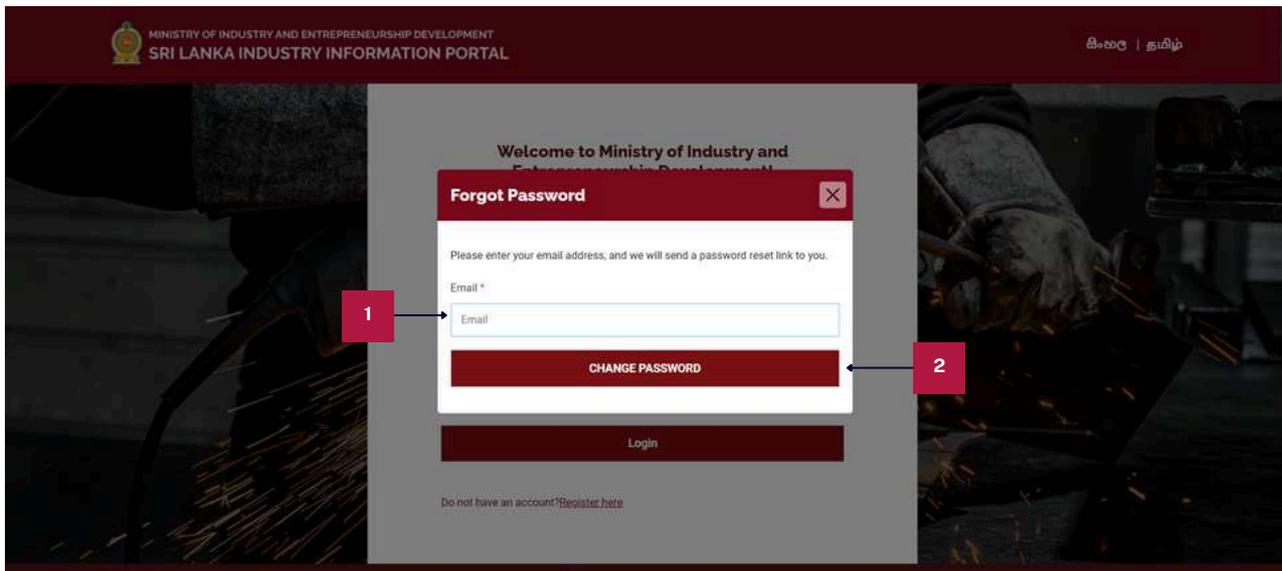
Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Development



05. Forgot Password



5. Forgot Password



1

Email

Users should input their email address that works so that the link to reset password can be sent.

2

Change Password Button

By clicking this button the reset link will be sent to the entered email.

If a user requests a password reset, an email will be sent to the entered email address with a link to reset the password.



Hello!

You are receiving this email because we received a password reset request for your account.

If you did not request a password reset, please ignore this email.

To reset your password, click the following link:

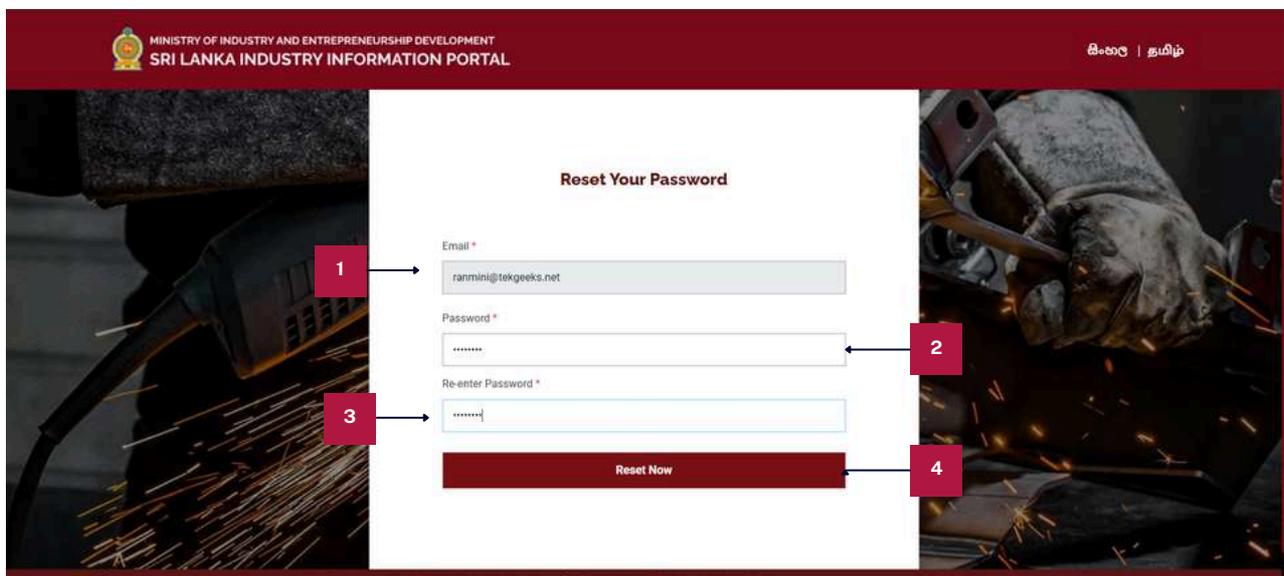
<https://projects80.tekgeeks.net/industry/password/reset/CIK4TkQW8w5Ulvrp1UzBFtjztU3ONqxO9zxYsY3kldGOKX5vwtaLN2QzueU7>

This password reset link will expire in 30 minutes.

Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Development

The email will include a unique reset link that is valid for 30 minutes. If the user did not request the reset, they can simply ignore the email.

After clicking the password reset link, the user will be directed to another page where they can enter a new password.



1

Email

Users should input their registered email address.

2

Password

The user should enter a password to this field.

3

Re-enter Password

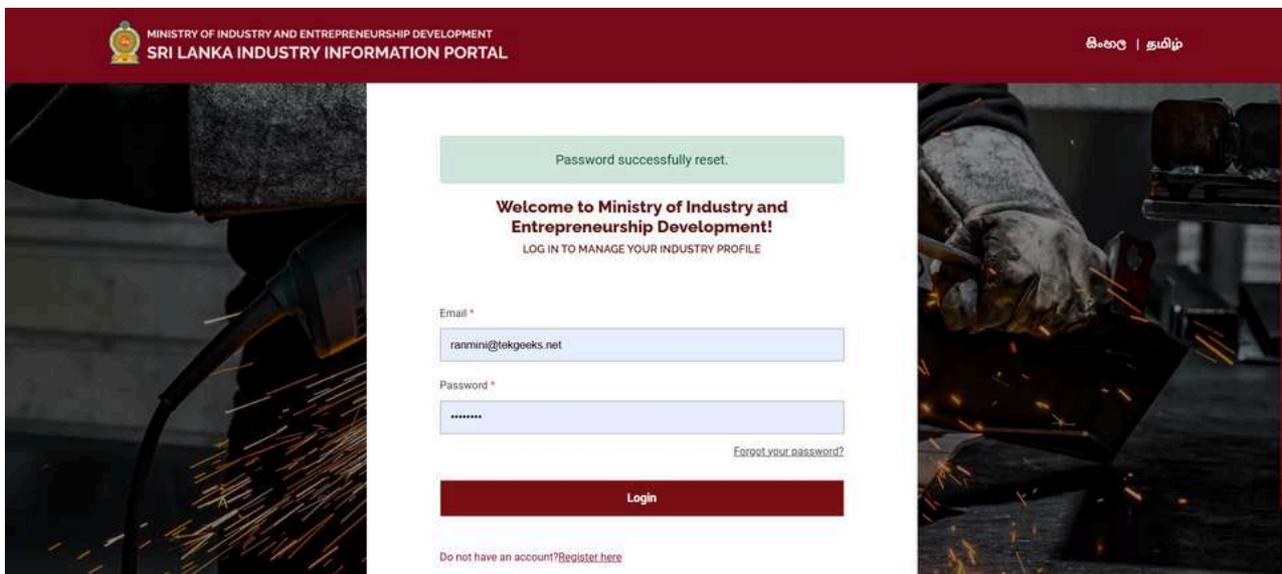
The user should enter a re-enter the password to this field.

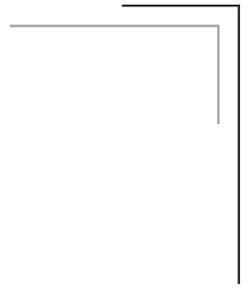
4

Reset Now Button

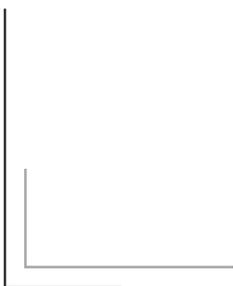
By clicking this button the password will be renewed and is redirected to the login page.

The user can now login using the new password and the username.





06. User Profile



6. Updating User Profile

Step 1: To update your user profile, begin by clicking on the “Manage the User Profile” option. By selecting this, the user will gain access to the form to update the details with ease.



Step 2: The user will be redirected to a page where the user can update the information.

The screenshot shows the user profile page on the Sri Lanka Industry Information Portal. The page is titled "CONTACT DETAILS" and contains three main sections: "CONTACT DETAILS", "REQUEST TO INACTIVATE INDUSTRY", and "CHANGE PASSWORD".

CONTACT DETAILS: This section contains three input fields: "Name" (pre-filled with "Shashith Waruna Geeshan Madarasinghe"), "E-mail" (pre-filled with "geeshan@tekgeeks.net"), and "Mobile Number" (pre-filled with "0719593895"). A "SAVE CHANGES" button is located below the fields. Annotations: 1 points to the Name field; 2 points to the E-mail field; 3 points to the Mobile Number field; 4 points to the SAVE CHANGES button.

REQUEST TO INACTIVATE INDUSTRY: This section contains a large text area for "Reason for Your Industry Inactivation Request" and a "Submit" button. Annotation: 5 points to the text area; 6 points to the Submit button.

CHANGE PASSWORD: This section contains three input fields: "Old Password", "New Password", and "Confirm Password". A "SAVE CHANGES" button is located below the fields. Annotations: 7 points to the Old Password field; 8 points to the New Password field; 9 points to the Confirm Password field; 10 points to the SAVE CHANGES button.

Page Header: The top header includes the Ministry of Industry and Entrepreneurship Development logo, the text "SRI LANKA INDUSTRY INFORMATION PORTAL", a language selector (English, Sinhala, Tamil), a user profile dropdown (Hi.. Madarasinghe | Logout), and a notification bell icon. Annotation: 11 points to the notification bell icon.

Page Footer: The footer contains contact information: "Ministry of Industry and Entrepreneurship Development, No. 73/1, Galle Road, Colombo 003, Sri Lanka", "Tel: +94 112 392149 / +94 112 392150", and "Email: admin1@industry.gov.lk".

1

Name

The Name field is used to update the name of the individual who is registered on the portal. If the user wishes to modify the registered name, the updated name must be entered in this field.

2

Email

The Email field is used to update the email address of the individual who is registered on the portal. If the user wishes to change their email, the new email address must be entered in this field.

3

Mobile Number

The Mobile Number field allows the user to update the mobile phone number associated with the registered individual. To change the number, the updated mobile number must be provided here.

4

Save Changes Button

The Save Changes button finalizes the updates made to the user profile. Once all the required fields are filled and verified, clicking this button will save the changes and update the user's profile information on the portal.

5

Reason for Your Industry Inactivation Request

The "Reason for Industry Inactivation" field is used to specify the reason for deactivating the industry. If the user wishes to deactivate the industry, they are required to fill in this field.

6

Submit

After click the submit button request send to the backend.

7

Old Password

The Old Password field requires the user to input the password that was previously used. This is necessary for verification purposes before any updates to the password can be made.

8

New Password

The New Password field is where the user can set a new password. The new password will replace the old password once the profile is updated.

9

Confirm Password

The Confirm Password field is used to verify the password entered in the Password field. Users must re-enter the same password here, ensuring it matches the one entered previously. This is also a required field.

10

Save Changes Button

The Save Changes button finalizes the updates made to the user profile. Once all the required fields are filled and verified, clicking this button will save the changes and update the user's profile information on the portal.

11

Notification

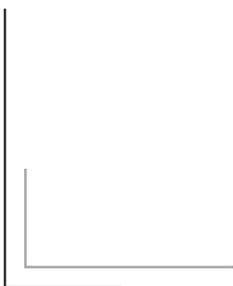
The Notification Button displays important updates and alerts related to user activity on the portal. Notifications include messages, such as confirming a successful registration, informing the user that their proposal has been approved, or notifying them if a proposal has been rejected.

NOTE:

If the user changes the email and click "Save Changes" Button the user will have to go through the email verification process and verify the email.



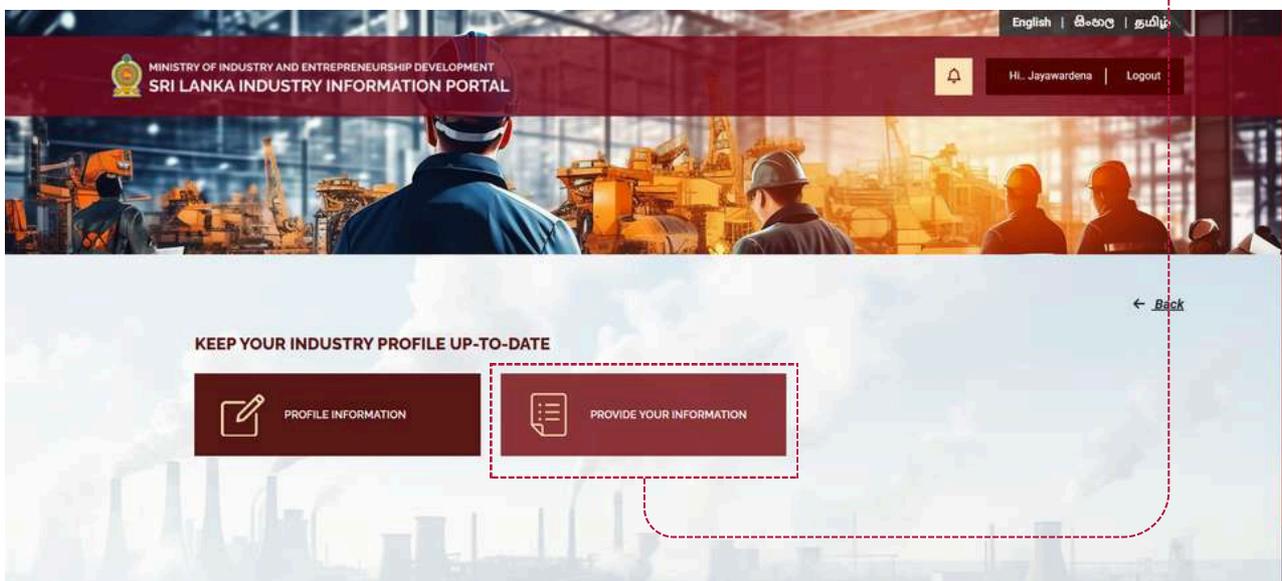
07. Industry/Business/Entity Registration



7. Industry/Business/Entity Registration

After successfully logging into the system, users gain access to the organization registration process, allowing them to formally register their organization on the portal. This process involves completing a structured 6-step registration form, which is designed to capture all the necessary details about the organization in an organized and streamlined manner. Each step of the form guides users through specific sections, such as providing basic information, contact details, and organizational attributes, ensuring all essential data is accurately recorded. By completing these steps, users can successfully register their organization

To register the organization the user has to click on “Fill the registration form” and will be directed to a form that has to be filled in order to register.



Step 1: Users must start the registration process by providing general information about the industry, business, or entity, along with the name and contact details of the responsible or primary contact person. Once the first form (Step 1) is completed, they can proceed to the next step by clicking the "Next" button.

General information of the Industry/Business/Entity

1 → Name of the Industry/Business/Entity* (INDUSTRY R)

2 → Postal No (Postal No)

3 → Street * (Street)

4 → City * (City)

5 → Postal Area * (Postal Area)

6 → Province * (Select Your Prov...)

7 → District * (Please Select a Province First)

8 → Divisional Secretariat * (Please Select a District First)

9 → GN Division * (Please Select a Divisional Secretariat First)

10 → Mobile Number * (ex-0777123456)

11 → Fixed Line 1 (ex-0111234567)

12 → Fixed Line 2 (ex-0111234567)

13 → Fax (ex-0777123456)

14 → Email * (ranmini@tekgeeks.net)

15 → Web Site (Enter your URL)

16 → Whatsapp (ex-0777123456)

17 → Viber (ex-0777123456)

18 → Facebook (Enter your URL)

19 → Youtube (Enter your URL)

20 → Water Board Account Number (Account Number)

21 → Are using electricity? * (Yes / No)

Name and contact details of the responsible / contact person

22 → Name * (Enter Name)

23 → Position (Enter Position)

24 → Mobile Number * (ex-0777123456)

25 → Fixed Line (ex-0111234567)

26 → Email (Enter a Valid Email Address)

27 → Whatsapp (ex-0777123456)

28 → Fax (ex-0777123456)

29 → Name and Contact details should be according to life standards *

30 → Next →

Ministry of Industry and Entrepreneurship Development, No. 73/1, Galle Road, Colombo 003, Sri Lanka. Tel: +94 112 392149 / +94 112 392150 Email: admin1@industry.gov.lk

1

Name of the Industry/Business/Entity

The name which was entered in the registration of the user account is automatically shown in this field.

2

Postal No

The postal number of the city should be entered in this field.

3

Street

The Street name the organization is located should be entered in this field.

4

City

The City name the organization is located should be selected from the dropdown.

5

Postal Area

The organization postal area should be selected from the dropdown.

6

Postal Code

This field will be automatically filled when the postal area is added by the dropdown.

7

Province

The province the organization is located should be selected from the dropdown.

8

District

The related district of the province selected will be displayed in the dropdown to be selected.

9

Divisional Secretariat

The Divisional Secretariat the organization is located should be selected from the dropdown.

10

GN Division

Select the GN Division that is related to the organization from the dropdown.

11

Mobile Number

The mobile number should be entered in this field.

12

Fixed Line 1 and 2

The fixed lines 1 and 2 should be entered in this field.

13

Fax

The fax number should be entered in this field.

14

Email

The email of the organization is entered automatically which is registered in the user account.

15

Web Site

The website name of the organization should be entered in this field.

16

Social media links

The whatsapp number, Viber , Facebook Url , youtube Url if the organization uses should be entered in the respective fields.

17

Are you using electricity

Users must indicate whether their industry, business, or entity utilizes electricity by selecting yes or no.

Yes : The users will be shown an additional field to enter the CEB/LECO Account Number and to select the connection type.

if "Domestic" is selected as the electricity type, users must specify the percentage of total electricity usage.

Are using electricity ? *

Yes No

CEB/LECO Account Number *

Account Number

Electricity Connection Type *

Domestic Industry

Percentage for industry from total electricity usage *

Enter Percentage

18

Water Board Account Number

Users must enter the Water Board Account Number associated with their organization to ensure accurate identification and verification.

19

Name

The name of the contact person should be entered in this field.

20

Position

The position of the contact person should be entered in this field.

21

Mobile Number

The mobile number should be entered in this field.

22

Fixed Line

The fixed line should be entered in this field.

23

Email

The email of the contact person should be entered in this field.

24

Whatsapp

The whatsapp number of the contact person should be entered in this field.

25

Fax

The fax number should be entered in this field.

26

Next Button

Click the next button to go to the step 02 of the registration process.

Step 2: The user can begin filling out the Step 2 form. This section includes several important sections, such as "Registration under Government Institutions," "Legal Status of the Business," "Business Category," "Industry Sector" (according to the UN categorization), and "Industry Scale." Each section must be carefully filled out to ensure accurate and complete registration. Once all required fields in Step 2 are completed, the user can proceed to Step 3 by clicking the "Next" button, moving forward with the registration process.

The screenshot displays the registration form for Step 2 on the Sri Lanka Industry Information Portal. The form is organized into several sections, each with a dark red header. A progress bar at the top indicates the current step (2) among six total steps. The sections and their corresponding callouts are as follows:

- Registration under Government Institutions:** Contains three dropdown menus: "Institution*" (callout 1), "Registration Number*" (callout 2), and "Registration Date*" (callout 3). A "+" button is located to the right of the date field (callout 4).
- Legal Status of the Business:** Features a dropdown menu with "Joint Venture" selected (callout 5).
- Business Category:** Includes a text input field (callout 6).
- Industry sector - Sectors According to UN categorization:** Contains four dropdown menus: "Section*" (callout 7), "Division*" (callout 8), "Class*" (callout 10), and "Sub Class*" (callout 11). A "Group*" dropdown menu is also present (callout 9). A "+" button is located to the right of the "Sub Class*" field (callout 12).
- Brief description about your Industry/Business/ Entity:** Includes a large text area for input (callout 13).
- Industry Scale:** Features four radio button options: "Large", "Medium", "Small", and "Micro" (callout 14).

At the bottom right of the form, there are two buttons: "Back" (callout 15) and "Next" (callout 16). The footer of the page provides contact information for the Ministry of Industry and Entrepreneurship Development, including the address (No. 73/1, Galle Road, Colombo 003, Sri Lanka), telephone numbers (+94 112 392149 / +94 112 392150), and email address (admin1@industry.gov.lk).

1

Institution

The institution the organization is related to should be selected from the drop down.

If the user selects not registered from the drop down the fields to enter registration number will be hidden from the user and a new field will be shown to enter the NIC No.

The screenshot shows a form titled "Registration under Government Institutions". It features a dropdown menu for "Institution*" with "Not Registered" selected. To the right, the "NIC No*" field is visible and contains the text "National Identity Card Number".

If the user selects other from the drop down additional fields to enter the intuition name along with the registration number and will be visible.

The screenshot shows the same form with "Institution*" set to "Other". This reveals additional fields: "Institution Name*" (highlighted with a red dashed box), "Registration Number*" (with "Registration Number" entered), and "Registration Date*" (with a calendar icon and a plus sign).

2

Registration Number

The registration number should be entered in this field.

3

Registration Date

The registration date should be picked from the calendar for this field.

4

Add more

The add more button will let the user add more institutions if necessary.

The screenshot shows two rows of registration fields. The first row has "Institution*" set to "Business Name Registration (in DS office)", "Registration Number*" with "Registration Number" entered, and "Registration Date*" with a calendar icon and a plus sign. The second row has "Institution*" set to "Select Institutions", "Registration Number*" with "Registration Number" entered, and "Registration Date*" with a calendar icon and a red 'X' button.

5

Business Status

The business status should be selected from the dropdown.

If the user selects other from the drop down additional field to enter the business status will be visible.

The screenshot shows a form titled "Legal Status of the Business". It contains a dropdown menu with "Other" selected and a text input field to its right, which is highlighted with a red dashed border.

6

Business Category

The business category the organization is related to should be selected from the drop down.

The users can select multiple categories

The screenshot shows a form titled "Business Category". It features a multi-select dropdown menu with "Agriculture" and "Trading" selected. The dropdown is open, showing a list of categories: Agriculture (highlighted in blue), Industry, Services, and Trading.

If the user selects industry from the drop down additional information to select the production types are displayed.

The screenshot shows a form titled "Business Category". The dropdown menu is closed, showing "Industry" selected. Below the dropdown is a section titled "Production Type" with six checkboxes: Assemble, Complete product, Intermediate Product, Raw materials, Value addition, and Other.

If the user selects industry from the drop down additional information to select will be displayed in the section “For Manufacturing Sector”

This section requires users to select the annual turnover of their business

For Manufacturing Sector

Turn Over (Annual)

Over 1bn Rs.351Mn.-1bn Rs.20-350Mn. Less than Rs.20Mn

Total Employment

Over 200 51-200 10-50 Less than 10

Users must specify the total number of employees in their organization

If the user selects services from the drop down additional information to select the service types are displayed.

Business Category

× Services

Service Type

Construction Consultancy Educational

Health Hospitality Technology

Other

If the user selects services from the drop down additional information to select will be displayed in the section “For Service Sector”

This section requires users to select the annual turnover of their business

For Service Sector

Turn Over (Annual)

Over 1bn Rs.351Mn.-1bn Rs.20-350Mn. Less than Rs.20Mn

Total Employment

Over 200 51-200 5-50 Less than 5

Users must specify the total number of employees in their organization

7

Section

Users must select the broader sector that their business falls under from the dropdown.

8

Division

This dropdown refines the section further, requiring users to specify the division that best represents their business activities

9

Group

Users must select the group their business belongs to within the chosen division from the dropdown.

10

Class

This field allows users to select the class of operations in their business from the dropdown.

11

Sub-Class

Users can select the sub-class that best represents their business activities from the dropdown.

12

Add more

The add more button will let the user add more institutions if necessary.

13

Brief Description about Your Industry/Business/Entity

In this field, users should provide a detailed description of their business/entity/industry.

14

Industry Scale

Users should select the appropriate industry scale for their organization: Large, Medium, Small, or Micro.

15

Click here link

Clicking on the "Click here" link provides guidelines on how the scale is determined based on business size and operations.

16

Back button

Clicking this button will navigate the user to the previous step of the form.

17

Next button

This button allows users to proceed to the next step of the registration process after completing all mandatory fields in the current section.

Step 3: In Step 3 of the form, the user will need to fill out the "Investment" and "Loan Details" sections. If the user selects "Industry and Agriculture" for the business category in Step 2, three additional sections will appear: "Average Annual Production (Quantity)" and "Usage of Raw Materials, Inputs/Intermediate Goods (Annual)," along with the "Existing Sales/Market (Annual)" section. If the user selects "Services and Trading" for the business category in Step 2 only Business Investment and Loan details section will appear. After completing all the required fields, the user can proceed to the next step by clicking the "Next" button.

The screenshot displays the 'Business Investment (Rs)' and 'Loan Details' sections of the Sri Lanka Industry Information Portal. The 'Business Investment (Rs)' section includes a 'Source*' dropdown (1), an 'Investment Type*' dropdown (2), and a 'Total Amount*' input field (3) with a '+' button (4). Below this is a 'Total Amount' input field (5). The 'Loan Details' section includes a 'Financial Institute Name' dropdown (6), a 'Type of Loan' dropdown (7), a 'Loan Name' input field (8), and an 'Amount' input field (9). Below this is a 'Current status of the loan' dropdown (10) with a '+' button (11). Below that is a 'Total Amount' input field (12). At the bottom right are 'Back' (13) and 'Next' (14) buttons. The page header shows the Ministry of Industry and Entrepreneurship Development logo and the text 'SRI LANKA INDUSTRY INFORMATION PORTAL'. The footer contains contact information: 'Ministry of Industry and Entrepreneurship Development, No. 73/1, Galle Road, Colombo 003, Sri Lanka', 'Tel: +94 112 392149 / +94 112 392150', and 'Email: admin1@industry.gov.lk'.

1

Source

Users must select the source of investment from the dropdown.

2

Investment Type

Choose the type of investment

3

Total Amount

Enter the total monetary value of the investment in Sri Lankan Rupees (Rs).

4

Add More

Click this button to add rows for additional investments from different sources.

5

Total Amount

This field calculates the overall investment amount based on all rows.

6

Financial Institute Name

Select the name of the financial institution from which the loan was obtained

7

Type of Loan

Specify the type of loan.

8

Loan Name

Provide the name or description of the loan, if applicable

9

Amount

Enter the loan amount in Sri Lankan Rupees (Rs).

10

Current Status of the Loan

Indicate the status of the loan by selecting from the dropdown.

11

Add More

Use this button to add rows for additional loans.

12

Total Amount

This field calculates the cumulative loan amount for all entries.

13

Back button

Clicking this button will navigate the user to the previous step of the form.

14

Next button

This button allows users to proceed to the next step of the registration process after completing all mandatory fields in the current section.

If the user chooses Industry and Agriculture for the business category in step 02 the user will be displayed additional 3 sections has to be completed in step 03

The screenshot displays the registration process on the Sri Lanka Industry Information Portal. The top navigation bar includes the Ministry of Industry and Entrepreneurship Development logo and the user's name, H. Jayawardena. A progress indicator at the top shows steps 1 through 6, with step 2 currently active.

The registration process is divided into several sections:

- Registration under Government Institutions:** Fields for Institution (Central Environment Authority (EPL/SWML)), Registration Number (424), and Registration Date (11/12/2024).
- Legal Status of the Business:** A dropdown menu showing Sole Proprietorship.
- Business Category:** A section where the user has selected 'Agriculture' and 'Industry'. Below this, the 'Production Type' section is highlighted with a red dashed box, containing checkboxes for Assemble, Complete product (checked), Intermediate Product, Raw materials, Value addition, and Other.

A red arrow points from the 'Business Category' section to the 'Average Annual Production (Quantity)' section, which is the focus of the numbered callouts:

- 1:** Item Name field.
- 2:** Total Value field.
- 3:** HS Code field.
- 4:** Select Unit dropdown.
- 5:** Quantity field.
- 6:** Value field (Rs).
- 7:** Add (+) button.
- 8:** RAW Material's (Local / Import) dropdown.
- 9:** RAW Material's Name field.
- 10:** Local Sales QTY field.
- 11:** Amount field (Rs).
- 12:** Export Sales QTY field.
- 13:** Amount field (USD).
- 14:** Country / Countries dropdown.
- 15:** Total Amount of Local Sales for All Items field.
- 16:** Total Amount of Export Sales for All Items field.

1

Item Name

Enter the name of the product that your organization produces annually. This field is mandatory and identifies the product being reported.

2

HS Code

Specify the Harmonized System (HS) code for the product. This standardized numerical code classifies goods for trade and compliance purposes.

3

Select Unit

Choose the appropriate unit of measurement for your product,

4

QTY

Provide the total quantity of the product produced annually, measured in the unit selected above.

5

Value

Enter the monetary value of the annual production for the product.

6

Total Value

This field automatically calculates the sum of the values for all products listed under this section.

7

Add More

Click this button to add additional rows if the organization produces multiple products.

8

Raw Materials (Local/Import)

If the user choose Local option the user is displayed with additional related information to fill.

Usage of Raw Materials, Inputs/ Intermediate Goods (Annual)

Item 1

RAW Material/s (Local / Import)*
RAW Material/s (Local purchase)

RAW Material's Name*
RAW Material's Name

HS Code
HS Code

Unit*
Select Unit

QTY*
Quantity

Amount*
Rs.

- 1 Raw Material's Name**
Enter the name of the raw material used in the production process.
- 2 HS Code**
Specify the HS code for the raw material.
- 3 Unit**
Choose the unit of measurement for the raw material.
- 4 QTY**
Provide the quantity of goods.
- 5 Amount**
Enter the monetary value in Sri Lankan Rupees (Rs).

If the user choose Export option the user is displayed with additional related information to fill.

- 1 Raw Material's Name**
Enter the name of the raw material used in the production process.
- 2 HS Code**
Specify the HS code for the raw material.
- 3 Unit**
Choose the unit of measurement for the raw material.
- 4 QTY**
Specify the total quantity of goods exported annually.
- 5 Amount**
Enter the monetary value of goods in USD.

9

Add More

Click this button to add more rows if your organization uses multiple types of raw materials.

10

Local Sales QTY

Provide the quantity of goods sold within the local market annually.

11

Amount

Enter the monetary value of local sales in Sri Lankan Rupees (Rs).

12

Export Sales QTY

Specify the total quantity of goods exported annually.

13

Amount

Enter the value of exported goods in USD.

14

Country/Countries

Select the country or countries where the goods are exported.

15

Total Amount of Local Sales for All Items

These fields automatically calculate the total amounts for local sales.

16

Total Amount of Export Sales for All Items

These fields automatically calculate the total amounts for export sales.

NOTE:

Total sales quantity (export and local sales) should be less than or equal to the production quantity of each item.

Step 4: In Step 4 of the form, the user will need to fill out the "Existing Employment" and "Age Category of the Employees" sections. Once all the required fields are completed, the user can proceed to Step 5 by clicking the "Next" button to continue with the registration process.

1

Type

Select the type of employment from the dropdown menu.

2

Source

Choose the source of employment.

3

Male

Enter the total number of male employees currently employed under the selected employment type and source.

4

Female

Enter the total number of female employees currently employed under the selected employment type and source.

5

Add More

Click this button to add additional rows if your organization has multiple employment types or sources to report.

6

Age Category

Select an age range from the dropdown menu.

7

Male

Enter the number of male employees within the selected age category.

8

Female

Enter the number of female employees within the selected age category.

9

Add More

Use this button to add additional rows if your organization employs workers across multiple age categories.

10

Gender representation

Select this Male if the majority of ownership or leadership (CEO/Chairman or director board) is held by males.

Select this Female if the majority of ownership or leadership (CEO/Chairman or director board) is held by females.

Select this other if the ownership or leadership does not fall strictly under male or female categories.

11

Age of the CEO/Head of the Board or the Average Age of the Board Directors

This section identifies the age range of your organization's key decision-makers.

12

Back button

Clicking this button will navigate the user to the previous step of the form.

13

Next button

This button allows users to proceed to the next step of the registration process after completing all mandatory fields in the current section.

Step 5: In Step 5 of the form, the user will need to fill out sections including "Energy Type and Monthly Requirement," "Electricity Usage per Month," "Electricity Production per Month," "Fuel Consumption per Month," and "Waste Type and Quantity." After completing all the required fields, the user can proceed to Step 6 by clicking the "Next" button to continue with the registration process.

The screenshot displays the registration form for Step 5 on the Sri Lanka Industry Information Portal. The form is organized into several sections, each with specific input fields and callout boxes:

- Energy Type and Monthly Requirement:** Includes a dropdown for Energy Type (1), a text box for Unit (2), a text box for Quantity (3), and a plus button (4).
- Electricity usage per month:** Includes a dropdown for Electricity Type (5), a text box for Usage (kw) (6), and a plus button (7).
- Electricity production per month:** Includes a dropdown for Electricity Type (8), a text box for Generation (9), and a plus button (10).
- Fuel consumption per month:** Includes dropdowns for For (11) and Fuel Type (12), a text box for Liters (13), and a plus button (14).
- Waste type and Quantity:** Includes dropdowns for Waste Type (15), Disposal Method (16), and Unit (17), and a text box for Quantity (18). It also features plus buttons (19) and 'Back' (20) and 'Next' (21) buttons.

The page header includes the Ministry of Industry and Entrepreneurship Development logo and the user's name, H.L. Jayawardena, with a Logout option. A progress bar at the top indicates the current step in the registration process.

1

Energy Type

Select the type of energy (e.g., electricity, gas, solar) that your facility consumes.

If wind is selected as the Energy type the unit field will be hidden from the user.

The screenshot shows a form titled "Energy Type and Monthly Requirement". It contains two main sections. The first section has a dropdown menu labeled "Energy Type*" with "Wind" selected. The second section has a text input field labeled "Quantity*" with the value "0" and a small green "+" button to its right.

If other is selected as the Energy type an extra field to enter the energy type will be displayed.

The screenshot shows the same form titled "Energy Type and Monthly Requirement". In this version, the "Energy Type*" dropdown menu has "Other" selected. Below this dropdown, there are two additional text input fields: one labeled "Other" and one labeled "Unit". Below these fields, the "Quantity*" input field contains "0" and has a green "+" button next to it.

2

Unit

The measurement unit will be entered automatically according to the energy type selected.

3

Quantity

Specify the monthly energy requirement in the selected unit. Defaults to "0" but must be adjusted according to the consumption needs.

4

Add Button

Click this button to add additional energy types if more than one facilities are used.

5

Electricity Type

Choose the type of electricity usage applicable to the operations.

If wind is selected as the Energy type the unit field will be hidden from the user.

The screenshot shows a form titled "Electricity usage per month". It contains two main sections. The first section has a dropdown menu labeled "Electricity Type*" with "Wind" selected. The second section has a text input field labeled "Usage (kw)*" with the value "0" and a small green "+" button to its right.

If other is selected as the Energy type an extra field to enter the energy type will be displayed.



6 Usage
Enter the monthly electricity consumption in kilowatts (kW).

7 Add Button
Use this button to add more entries if you have multiple electricity types.

8 Electricity Type
Select the source/type of electricity generation.

If other is selected as the Energy type a extra field to enter the energy type will be displayed.

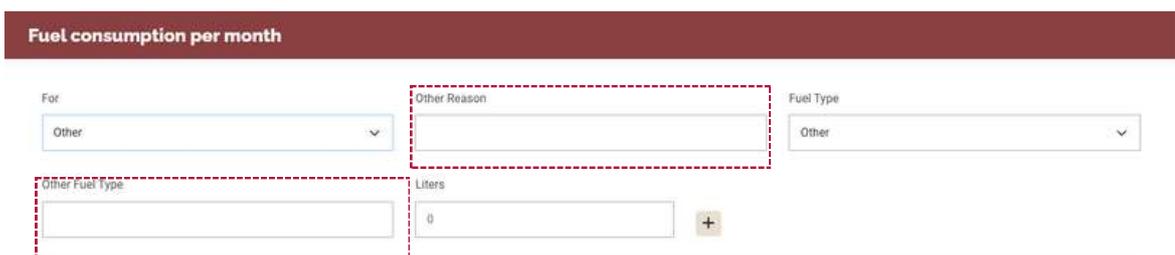


9 Generation
Specify the total monthly electricity generation in kilowatts (kW).

10 Add Button
Add multiple electricity generation sources, if applicable.

11 For
Indicate the purpose or application for which the fuel is used

If other is selected as for this field and fuel type fields an extra field will be displayed.



12

Fuel Type

Select the type of fuel used

13

Liters

Enter the quantity of fuel consumed in liters per month.

14

Add Button

Add more rows to specify additional fuel usage types.

15

Waste Type

Choose the type of waste your facility generates

If Zero waste is selected as the Waste Type all other fields will be hidden from the user.



The screenshot shows a form section titled "Waste type and Quantity". Below the title is a dropdown menu labeled "Waste Type*" with "Zero Waste" selected. To the right of the dropdown is a plus sign button. The form is contained within a white box with a dark red header.

16

Disposal Method

Select how the waste is managed or disposed of

17

Unit

Specify the measurement unit for the waste

18

Quantity

Enter the total waste quantity per month in the selected unit.

19

Add Button

Add more rows for additional waste types or disposal methods.

20

Back

Use this button to return to the previous step in the form.

21

Next

Click this to proceed to the next step after completing all required fields.

Step 6: In Step 6 of the form, the user will need to fill out sections including "Standards and Certifications Obtained," "Business Excellence Achievements," "Tax Payments," and "Statutory Payments." After completing all the required fields, the user can submit the form, finalizing the registration process and officially registering their industry, business or entity with the portal.

1

Certification Type

The user must select the type of certification their organization has achieved

2

Obtained Date

The user is required to enter the date the certification was obtained, using the format mm/dd/yyyy. A date picker is provided for ease of selection.

3

Add Button

This button allows users to add additional certifications to the list if their organization holds multiple certifications.

4

Award Name

The user should input the name of the award their organization has received for business excellence.

5

Type

The user must select the type of certification associated with the award from a dropdown menu.

If other is selected as the Award type a extra field to enter the Award type will be displayed.

6

Source

The user is required to choose the source that issued the award.

7

Obtained Date

The date when the award was received must be entered in the mm/dd/yyyy format. A date picker is available to facilitate this process.

8

Award Agency

The user should provide the name of the agency or institution that granted the award.

9

Add Button

This button enables the user to add multiple awards and achievements if applicable.

10

Tax payments

This section allows users to indicate the types of taxes their organization pays by selecting from options like Income Tax, VAT, PAYE, NBT, Withholding Tax, or Others.

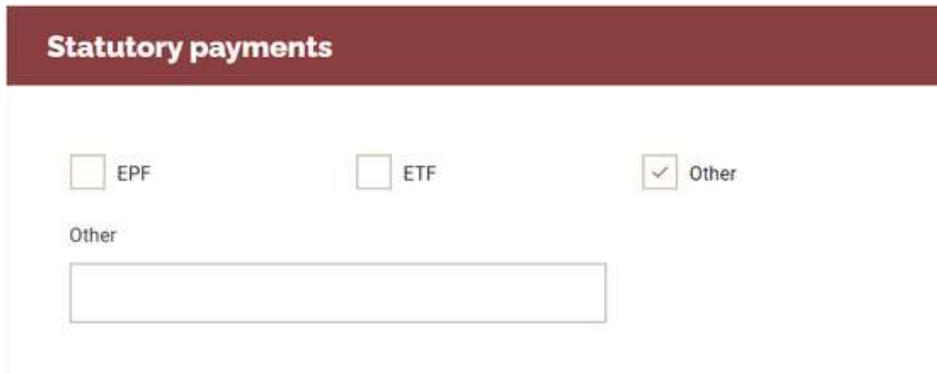
If other is selected as the tax payment an extra field to enter the tax payment will be displayed.

11

Statutory payments

This section allows users to indicate statutory payments made by their organization, such as EPF, ETF, or other relevant contributions.

If other is selected as the statutory payments an extra field to enter the statutory payments will be displayed.



The screenshot shows a form titled "Statutory payments" with a dark red header. Below the header, there are three radio button options: "EPF", "ETF", and "Other". The "Other" option is selected, indicated by a checkmark in its radio button. Below the "Other" option, there is a text input field with the label "Other" above it.

12

Back button

Clicking this button will navigate the user to the previous step of the form.

13

Submit button

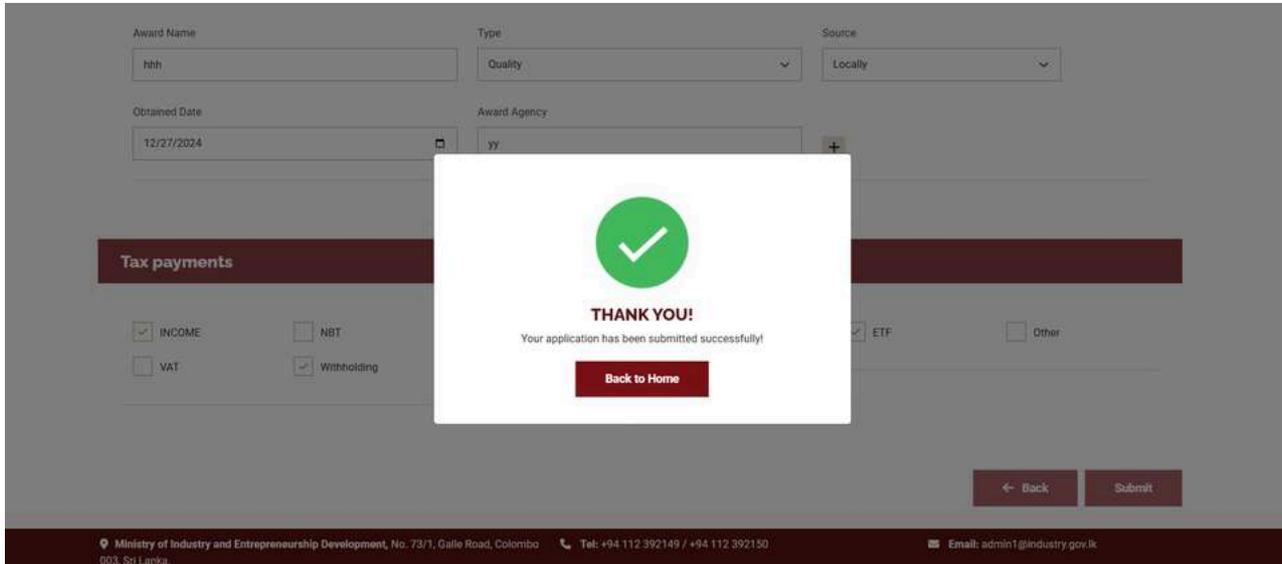
Once all the fields have been filled in, the user should click this button to finalize and submit the information.



08. Post-Registration Process

8. Post-Registration Process

After completing the 6-step registration form, a popup will appear displaying a success message.



The screenshot shows a registration form with fields for Award Name (nhh), Type (Quality), Source (Locally), Obtained Date (12/27/2024), and Award Agency (yy). A success popup is centered on the screen, featuring a green checkmark icon and the text "THANK YOU! Your application has been submitted successfully!" with a "Back to Home" button. Below the popup, there are sections for "Tax payments" with checkboxes for INCOME, VAT, NBT, Withholding, ETF, and Other. At the bottom, there are "Back" and "Submit" buttons. The footer contains contact information for the Ministry of Industry and Entrepreneurship Development.

Additionally, a confirmation email will be sent to the registered email address, acknowledging receipt of the registration and informing the user that it will be reviewed shortly.



THANK YOU FOR REGISTERING!

Hello!

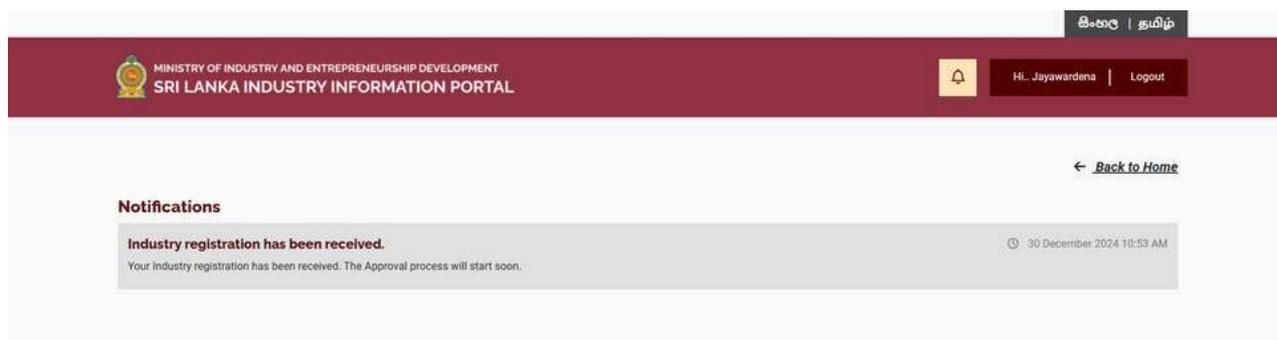
Your registration has been received and we will review it shortly.

We will get back to you as soon as possible to let you know the status of your registration.

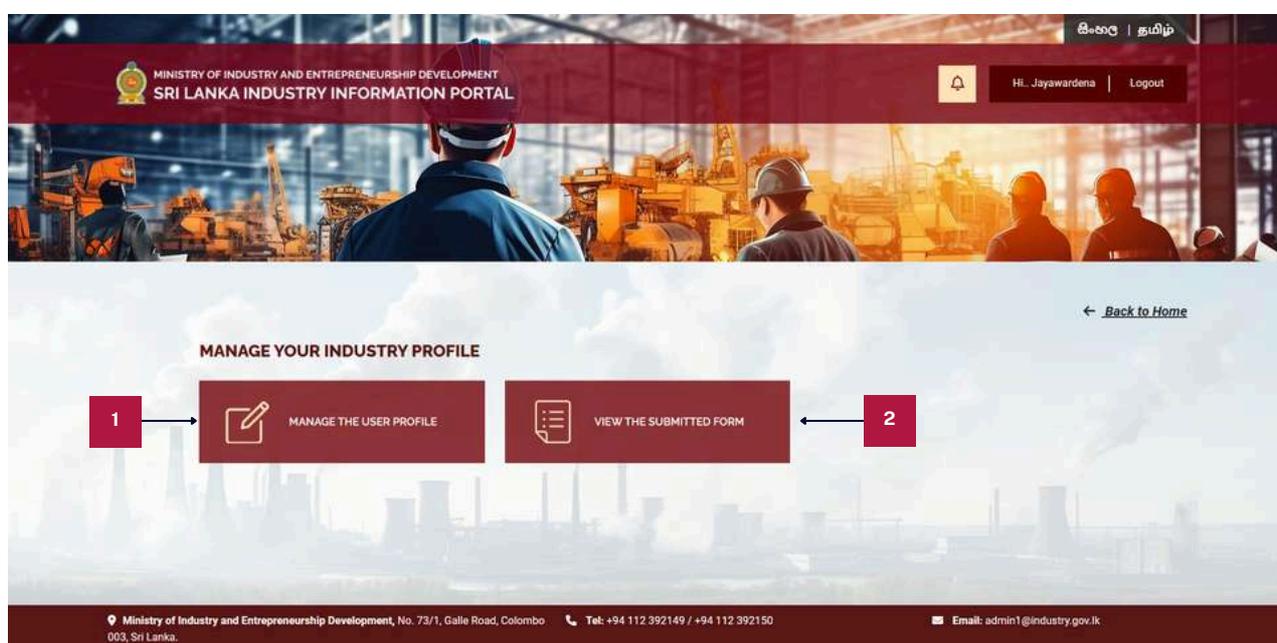
Thank you for choosing the industry information system.

Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Development

A notification will pop up confirming that the industry/business/entity registration has been received.



The user will be shown with the below interface after completing the registration.



1 Manage the user profile
By selecting this, the user will gain access to the form to update the details with ease.

2 View the submitted form
The users will be able to view the submitted registration form of the industry/business/entity registered.

NOTE:

After an industry/business/entity registration is submitted, it will be placed in the "Pending" list for review. During this process, the registration will be carefully evaluated to ensure it meets all necessary standards and requirements. Based on the review, the registration will either be approved or rejected.



09. Approved Registration

9. Approved Registration

If the industry/business/entity registration is approved, the user will receive an email notification confirming the approval. The email will express congratulations and excitement for the user becoming a part of the platform's community. It will also inform the user that they can now access and begin using all the features available on the platform. This approval email serves as a formal acknowledgment that the registration has been successfully processed and the user is now ready to engage with the system.



CONGRATULATIONS, YOUR REGISTRATION HAS BEEN APPROVED!

Hello!

We are excited to have you as a member of our community.

You can now start using all the features of our platform.

Thank you for choosing the industry information system.

Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Development

A notification will pop up saying that the industry/business/entity registration has been approved.

The user will be shown with the below interface after been approved.



1

Profile Information

By selecting this, the user will gain access to the form to update the details with ease. A new section will be added after approved by the user.

If a user wants to deactivate their industry from the system, they can submit an inactivation request along with a reason. This request will be recorded and processed accordingly. Once submitted, the request will be reviewed, ensuring that the industry is deactivated based on the provided justification.

2

Review your Industry Information

The users will be able to view the submitted registration form of the industry/business/entity registered.

3

Industry Registration Certificate

Users can view the Certificate of Industry Registration directly from the system. They also have the option to download the certificate for their records or any official use.

Registration Number - 0000 0000 0011



1



කර්මාන්ත හා ව්‍යවසායකත්ව සංවර්ධන අමාත්‍යාංශය
கைத்தொழில் மற்றும் தொழில் முயற்சியாண்மை அபிவிருத்தி அமைச்சு
Ministry of Industry and Entrepreneurship Development

Ministry of Industry and Entrepreneurship Development
NATIONAL INDUSTRY INFORMATION SYSTEM

The following business entity has registered under National Industry Information System.

1. Industry Name :	INDUSTRY R
2. Address :	11300, Negombo road, Achchuvelli, Matale.
3. Legal Status of the Business :	Sole Proprietorship
4. Business Category :	Industry
5. Production Types :	Complete product

Secretary
Ministry of Industry and Entrepreneurship Development



2 →  for more details

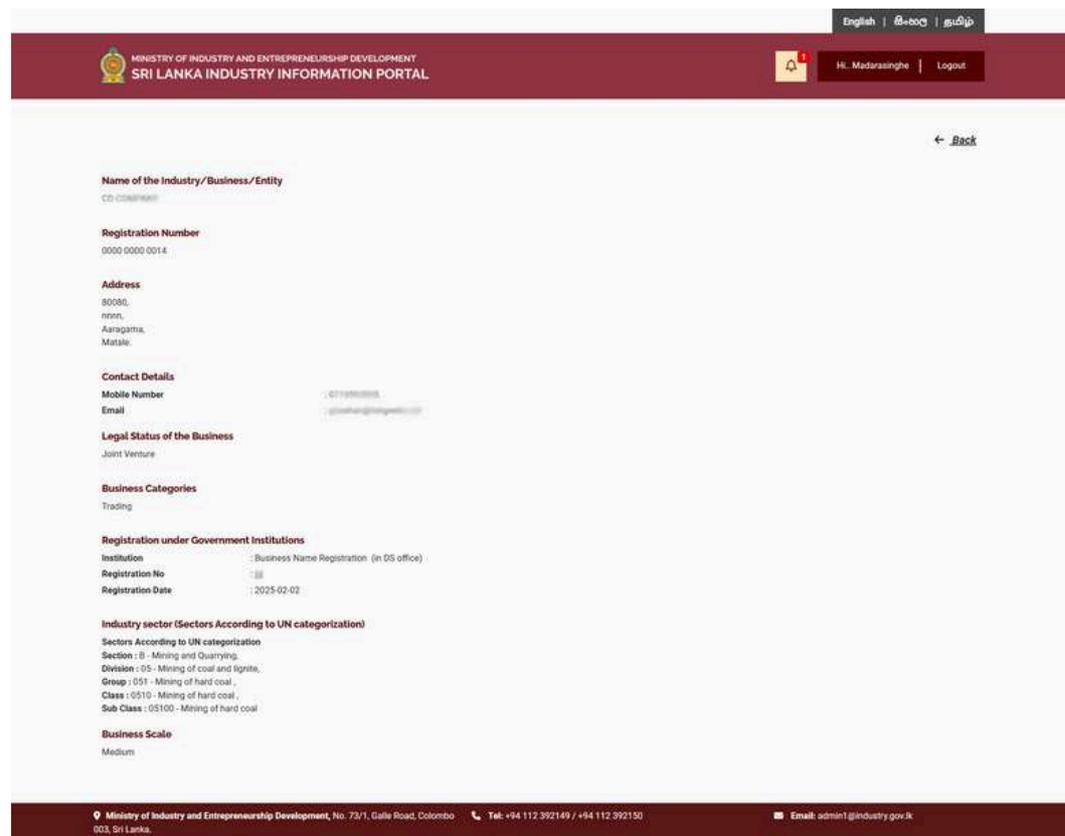
 ← 3 for verification

1

If a public user scans this, they will be able to view the registration number of the industry that is registered. This registration number is officially issued and maintained by the Industries Information Portal, ensuring authenticity and verification of the industry's registration status.

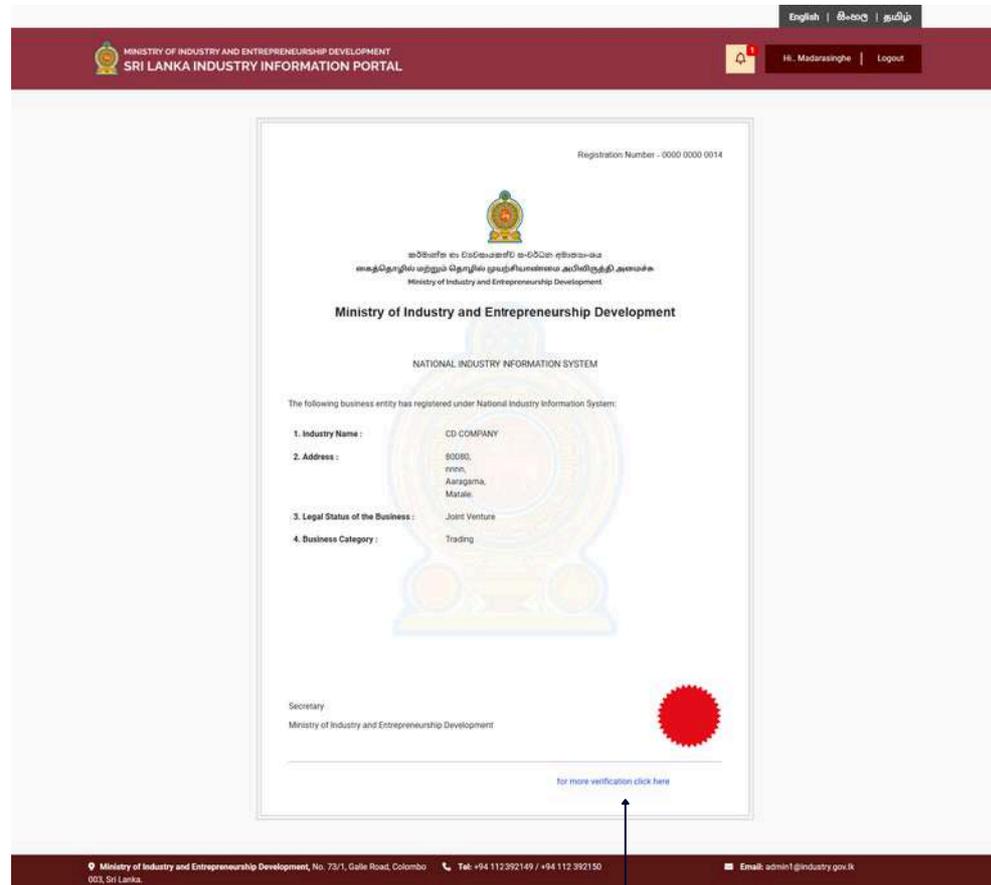
2

When the user scans this, they will be directed to the Industry Information Portal, where they can view details about the registered industry.



3

When the user scans this, they will be directed to the Industry Information Portal, where they can view the registered industry's certificate directly. This allows users to access and verify the certificate easily, ensuring authenticity and transparency of the industry's registration details.



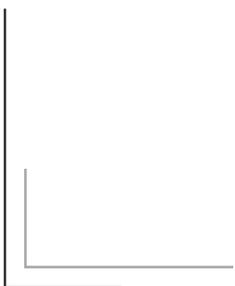
By clicking on this link, the user will be directed to the login page, where they can undergo further verification.

NOTE:

After the registration is approved, the user will have the ability to renew their registration annually. The renewal process ensures that the user's information is kept up-to-date and that they remain compliant with any necessary requirements. However, if the user fails to renew their registration for three consecutive years, the industry/business/entity will be removed from the registered industry/business/entity list which is visible to the public user.



10. Rejected Registration



10. Rejected Registration

In the event that the industry/business/entity registration is rejected, you will receive an email notification outlining the reason for the rejection. This email will include the specific issue that caused the registration to be rejected. The user can review the rejection reasons carefully and make the necessary updates to your registration. Once the necessary changes are made, user can resubmit your registration for review.



WE'RE SORRY, BUT YOUR REGISTRATION HAS BEEN REJECTED.

Hello!

We appreciate your interest in our platform, but unfortunately, your registration could not meet our requirements.

The reasons for rejection is due to: Not good

Please review the reasons for rejection and make any necessary updates to your registration before resubmitting.

If you have any questions or need assistance, please contact Us.

Thank you for considering our platform.

Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Developments

A notification will pop up saying that the industry/business/entity registration has been rejected.

සිංහල | தமிழ்

MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT
SRI LANKA INDUSTRY INFORMATION PORTAL

Hi... Jayawardena | Logout

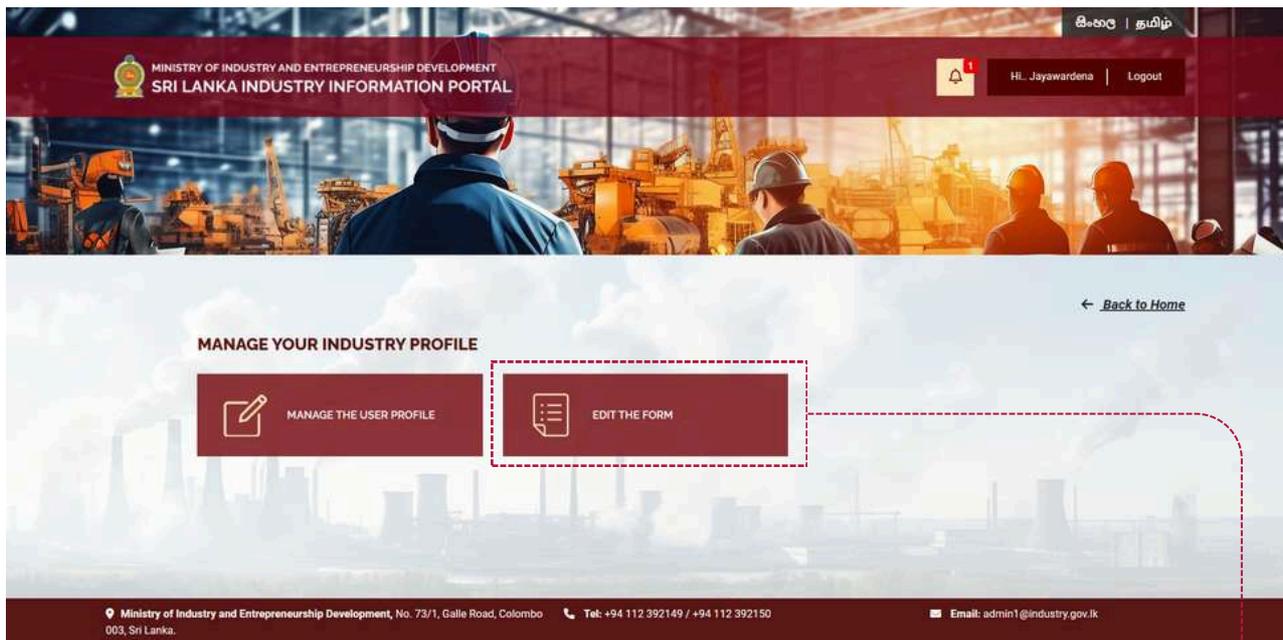
← [Back to Home](#)

Notifications

Industry has been rejected
Your industry has been rejected 🕒 30 December 2024 2:07 PM

Industry registration has been received.
Your industry registration has been received. The Approval process will start soon. 🕒 30 December 2024 1:31 PM

The user will be shown with the below interface after been rejected.



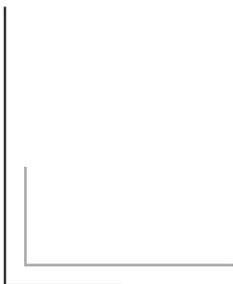
The users will be able to edit the submitted registration form of the industry/business/entity registered and can resubmit.

NOTE:

After editing the registration form following a rejection, the user can resubmit the registration for review. Once the updated registration is successfully submitted, the user will receive a confirmation email and notification acknowledging the successful submission. The registration will then be placed back in the "Pending" list for another review. The registration will undergo a fresh evaluation to determine if it now meets the necessary requirements, and the user will be notified of the outcome once the review is complete.



11. Inactive/Active Industry Process



11.1 Process of Inactivating an Industry

If a user wants to make their industry inactive on the portal for a valid reason, they can submit a request to have their industry inactivated. This request ensures that the industry will no longer be visible to public users on the portal. Once the request is submitted and approved, the industry will be removed from public view, effectively making it inactive within the system until further actions are taken.

Step 1: To start the process, the public user must navigate to the "Profile Information" section. In this section, there is an option to submit a request for inactivating their industry. The user is required to provide a remark, clearly mentioning the reason for the inactivation.

The screenshot displays the user profile page on the Sri Lanka Industry Information Portal. The page is titled "CONTACT DETAILS" and includes fields for Name, E-mail, and Mobile Number. Below this is the "REQUEST TO INACTIVATE INDUSTRY" section, which is highlighted with a red dashed border. This section contains a text area for the "Reason for Your Industry Inactivation Request" and a "Submit" button. Below the request section is the "CHANGE PASSWORD" section, which includes fields for Old Password, New Password, and Confirm Password, along with a "SAVE CHANGES" button. The page header shows the Ministry of Industry and Entrepreneurship Development logo and the user's name "H.L. Jayawardena" with a "Logout" option. The footer contains contact information for the Ministry, including the address, phone number, and email.

English | සිංහල | தமிழ்

MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT
SRI LANKA INDUSTRY INFORMATION PORTAL

H.L. Jayawardena | Logout

← Back

CONTACT DETAILS

Name
Ranmini Jayawardena

E-mail ranmini@tekgeeks.net

Mobile Number
0710009090

SAVE CHANGES

REQUEST TO INACTIVATE INDUSTRY

Reason for Your Industry Inactivation Request

Submit

CHANGE PASSWORD

Old Password

New Password

Confirm Password

SAVE CHANGES

Ministry of Industry and Entrepreneurship Development, No. 73/1, Galle Road, Colombo 003, Sri Lanka. | Tel: +94 112 392149 / +94 112 392150 | Email: admin1@industry.gov.lk

Step 2: If the industry system users decide to proceed with the inactivation and deactivate the industry, the user will be promptly notified through both a system notification and an email. The notification will inform the user that their industry has been suspended. Additionally, the industry will be removed from public view and will not be shown to any public users throughout the portal.

Notifications

Suspended

As per your request, your Industry registration has been successfully inactivated

🕒 17 February 2025, 2:54 PM



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கைத்தொழில் மற்றும் தொழில் முயற்சியாண்மை அபிவிருத்தி அமைச்சு
Ministry of Industry and Entrepreneurship Development

YOUR INDUSTRY REGISTRATION HAS BEEN SUCCESSFULLY INACTIVATED.

Hello!

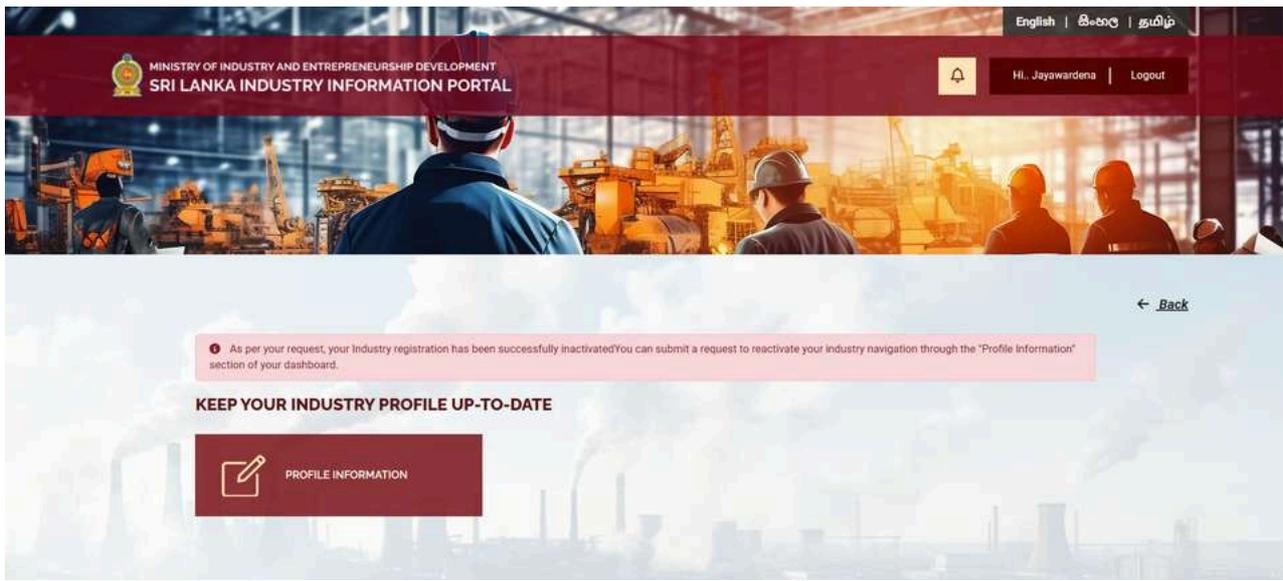
As per your request, your Industry registration has been successfully inactivated.

If you have any questions or need assistance, please contact Us.

Thank you for considering our platform.

Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Developments

Step 3: In the user dashboard, a message will be displayed informing the user of the reason their industry was suspended. If the suspension occurred due to the industry not being renewed for three years, the message will specify that the account was suspended because of the lack of renewal. If the suspension was initiated due to a public user request or if the system users decided to suspend the industry from their end, the message will reflect that as well, providing the relevant details.



11.2 Process of Reactivating an Industry

If a user wants to reactivate their inactive industry on the portal, they can submit a reactivation request with a valid reason. Once the request is submitted, it will be reviewed by the system users.

However, the industry will not become active immediately. The user must update the necessary industry information, and the request will go through an approval process. Only after the required updates are verified and approved will the industry be reactivated and made visible to public users on the portal again.

Step 1: To start the process, the public user must navigate to the "Profile Information" section. In this section, there is an option to submit a request for reactivating their industry. The user is required to provide a remark, clearly mentioning the reason for the reactivation.

The screenshot displays the user interface of the Sri Lanka Industry Information Portal. At the top, there is a navigation bar with the Ministry of Industry and Entrepreneurship Development logo and the text 'SRI LANKA INDUSTRY INFORMATION PORTAL'. The user is logged in as 'H.L. Jayawardena' and can access a 'Logout' option. The main content area is divided into three sections: 'CONTACT DETAILS', 'REQUEST TO REACTIVATION INDUSTRY', and 'CHANGE PASSWORD'. The 'REQUEST TO REACTIVATION INDUSTRY' section is highlighted with a red dashed border. It contains a text area for 'Reason for Your Industry Reactivation Request' and a 'Submit' button. The 'CONTACT DETAILS' section includes fields for 'Name' (Ranmini Jayawardena), 'E-mail' (ranmini@tekgeeks.net), and 'Mobile Number' (0710009090), with a 'SAVE CHANGES' button. The 'CHANGE PASSWORD' section has fields for 'Old Password', 'New Password', and 'Confirm Password', also with a 'SAVE CHANGES' button. A red dashed line with an arrow points from the text in Step 1 to the 'Reason for Your Industry Reactivation Request' text area.

Step 2: If the industry system users decide to proceed with the reactivation and activate the industry, the user will be promptly notified through both a system notification and an email. The notification will inform the user that their reactivation process started.

Notifications

Reactivation Process Started

The industry account reactivation process has started. Please renew your industry information to complete the reactivation process.

🕒 17 February 2025, 3:45 PM



கைத்தொழில் மற்றும் தொழில் முயற்சியாண்மை அபிவிருத்தி அமைச்சு
Ministry of Industry and Entrepreneurship Development

YOUR INDUSTRY HAS BEEN REACTIVATED.

Hello!

We are pleased to inform you that the reactivation process for your industry has begun.

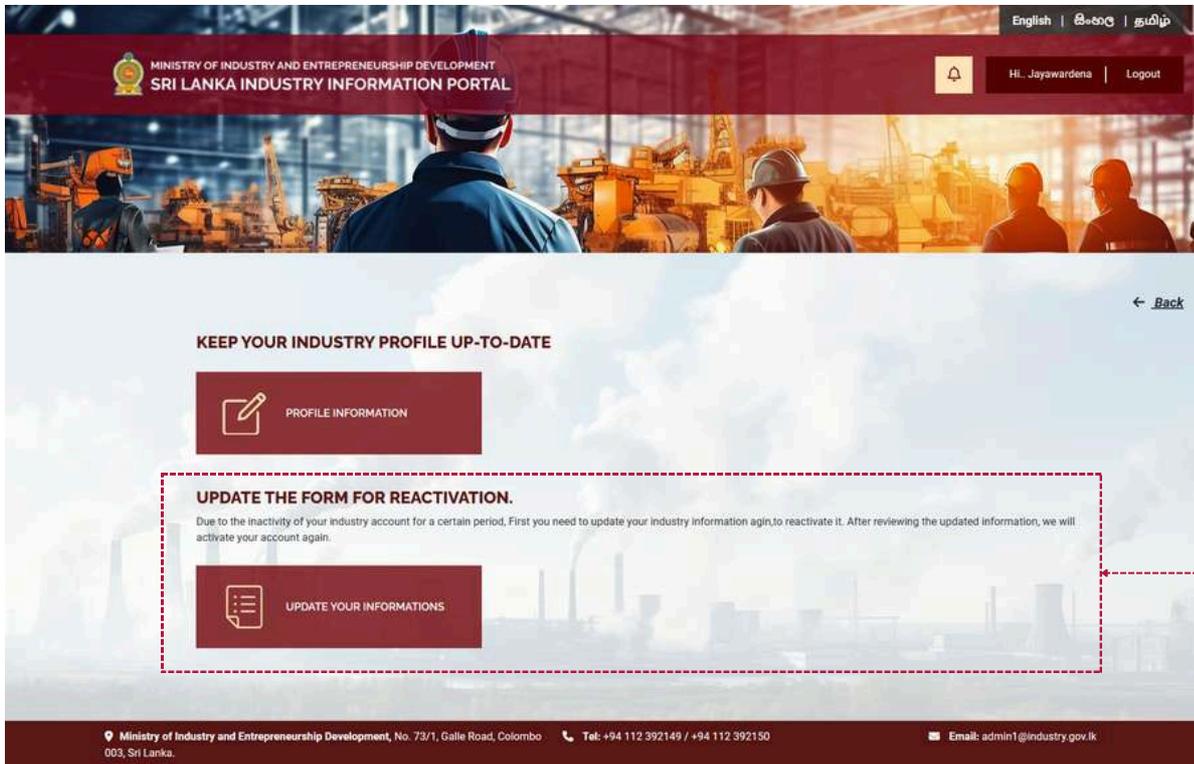
To complete the reactivation, you need to renew your industry registration. Please log in to your account, navigate to the "Update the Form for Reactivation" section, review and update your information, and finalize the renewal process.

If you have any questions or need assistance, please contact Us.

Thank you for considering our platform.

Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Developments

Step 3: The user is directed to update their industry information in their dashboard and submit the form for approval. Once the form is submitted, the request will be reviewed by system users, who will verify the updates before approving or rejecting the reactivation.



Step 4: After updating the required information and submitting the form, the submission will be sent for approval again. System users will review the updated details to ensure they meet the necessary requirements. Based on the review, the request may either be approved or rejected. Only after receiving approval will the industry be reactivated and made visible on the public portal.

Notifications

Approved

Industry Renewal Approved! Your Details Are Now Up to Date.

🕒 17 February 2025, 4:12 PM



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Ministry of Industry and Entrepreneurship Development

CONGRATULATIONS, YOUR INDUSTRY RENEWAL REQUEST HAS BEEN APPROVED

Hello!

Your industry renewal request has been approved.

Your industry details are now up to date.

Thank you for choosing the Industry Information System.

Best regards,
Industry Registration Division,
Ministry of Industry and Entrepreneurship Development

NOTE:

The user is required to renew their industry registration annually to keep it active. If three years pass without renewal or updating industry information, the industry will be automatically inactivated or suspended. Once suspended, the industry will no longer be visible on the industry portal and will not be accessible to public users. To reactivate the industry, the user must submit a reactivation request, update the necessary information, and go through the approval process again.