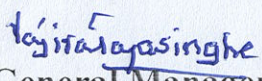


### **LCB INTRANET**

1. It is with pleasure we inform all staff members the launching of the LCBF Intranet environment for our employees to view circular, applications and Policy and procedural manuals
2. This environment also facilitates downloading of forms that need to be filled by users when requesting system access and other services from IT and other departments
3. **How to Access the Intranet**
  - Intranet can be accessed via the LCBC Finance System access main portal URL: <https://esys.lcbfinance.lk>.
  - Thereafter select LCB Intranet -> User login
  - Just click on user login and you will be taken into the intranet page.
4. All documents described under 1 & 2 above are arranged department wise and in Chronological order.
5. Only Application Forms and Circulars can be downloaded and printed whilst Policies, Procedures cannot be download or printed for security reasons .
6. It is the responsibility of all staff members to refer to this Intranet pages in accessing relevant requirements and information stipulated in on Circulars classified as “Staff Circulars” “Credit Circulars” and “General Circulars” , Policy procedures Manuals and Application Forms when conducting business operations of the company for guidance.
7. By introducing this environment company expect to improve the compliance culture of all employees to perform their duties adhering to rules and regulation of the company by providing them quick access to required information and reduce the costly paper usage.

  
Deputy General Manager  
(Information Technology)

  
CEO/ Executive Director