



Chaminda Jeewandara <chaminda.rmv@gmail.com>

Request for Guidance on Closing SARUBIMA ENTERPRISE (PRIVATE) LIMITED

Secretary Team from Simplebooks <secretaryteam@simplebooks.com>

Thu, Aug 14, 2025 at 8:00 AM

To: Chaminda Jeewandara <chaminda.rmv@gmail.com>

Cc: Team Annual Return from Simplebooks <annualreturns@simplebooks.com>, Mausim from simplebooks <mausim@simplebooks.com>, Operations Team Simplebooks <operations@simplebooks.com>

Hi Sir/Madam,

We hope this email finds you well.

We would like to bring to your kind attention the recent developments regarding the Company close-down procedure, as stipulated by the Registrar of Companies. In light of these changes, we want to provide you with a clear understanding of the necessary steps to proceed with the Company closure process:

The company closure process offers two viable routes - strike off and liquidation. We, at SimpleBooks, recommend and offer the strike-off option for your company, provided that there are no assets or liabilities present. To initiate this process, the ROC will conduct an inspection of relevant documents to confirm that your company's assets and liabilities stand at zero. They will also verify the operational status of your company.

- **Required Documents:** To proceed with striking off your Company, specific proof documents must be submitted to the ROC, along with the relevant resolutions:
- Financial statements, certified by the Company Auditors.

or in its absence,

- A "No Operation" letter and a "Confirmation of Assets and Liabilities" letter, also certified by your Company Auditors.

(Please note that the ROC may request additional documents, if deemed necessary, during the closure process.)

- **ROC Review:** Upon submission of the relevant resolutions and proof documents, the ROC will thoroughly review and assess the documents. If all requested documents have been correctly submitted, the ROC will grant permission for your company to proceed with the strike-off option.
- **Liquidation Consideration:** In the event the requested proof documents are not provided as stated above, the ROC may consider initiating liquidation proceedings for your company. This would require the appointment of a Qualified Liquidator to execute the necessary procedures. Our primary goal is to work together to avoid this outcome by ensuring the timely submission of the required documentation.
- **Outstanding Obligations:** The ROC stipulates the settlement of all outstanding payments related to taxes, EPF/ETF, and any other obligations, along with the proper closure of all necessary paperwork.
- If you have any questions or concerns about tax payments or related matters, please do not hesitate to reach out to us. Our expert Tax team is available to guide you through the process of closing your Tax Identification Number (TIN) file and addressing any outstanding tax payments. Please note that a separate fee applies for these services.
- For assistance with EPF/ETF, our dedicated Payroll Team is prepared to provide comprehensive information and guidance to ensure a seamless closure of your EPF/ETF accounts. Feel free to contact us, and we will direct you to our Payroll Team. Similar to the tax services, a separate fee is applicable for these services.
- **Financial Considerations:** Please be aware that the Secretarial charge for Company Closure is LKR 20,000/-. Additionally, should there be any additional charges imposed by the ROC

during the company closure process, these charges will have to be borne by you.

Please be further advised that **the specified fee of LKR 20,000/- exclusively covers only the services provided by us as your Company Secretary. It does not include the expenses related to Tax, Payroll or any other related services.**

Our Company Secretary services include;

- the preparation of the required closure documents, including any documents requested by your Company auditors to facilitate the provision of the aforementioned letters/financial statements, within the scope of our services.

We are fully committed to providing you with comprehensive support throughout the company closure process, ensuring that all requirements are met efficiently and in compliance with the latest guidelines.

- **Unfortunately, we are unable to offer a specific timeline for the completion of this process at this point. Following the submission of the necessary documents, the timeline solely depends on the Registrar of Companies (ROC), making it challenging for us to predict an exact timeframe.**

We know this mail may seem lengthy and overwhelming, but it pretty much sums up the entire close down process and costs for you.

Should you have any questions or require further clarification on any aspect of the closure process, please do not hesitate to contact us. We are here to offer the support and guidance you need to navigate this process smoothly.

Thank you for your attention to this matter and we look forward to working together to ensure a seamless company closure.

Best Regards,

**Nirmani
Nallaperuma**
Legal Assistant
Simplebooks (Pvt) Ltd

[Quoted text hidden]

+94 782 470 152
secretaryteam@simplebooks.com
www.simplebooks.com
2nd Floor, No.345, Kollupitiya Road, Colombo 03