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| **SUBJECT** | Calculation the Import Costing (SIAM) |
| **RECORDER (Name Designation)** | Deepika Thilakarathna (Assistant Accountant, Finance) |
| **APPROVED BY (Name Designation)** | Stanley Samidas |
| **CREATED DATE** | 06/12/2016 |
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OFFICE PROCESS RECORD

Process : Calculation the Import Costing (SIAM)

Recorder : Deepika Thilakarathna

Objective : Identifying the unit cost exactly.

01 .Obtain the relevant Information from SIAM Account Executive (Pasindu) and TKSS Accounts Executive (Chathurangani)

02 .Check the accuracy of information by reference to orinal imports documents

03 .Check the accuracy of information by reference to orinal imports documents