

To: All Executives

Finalization of Quarterly Accounts for the quarter ended 31st March 2019

It has been planned to finalize the 1st Quarter 2019 accounts by mid-April 2019.

In order to achieve the above target, please extend your fullest support to the Finance Group by providing relevant documents/information requested by them.

Please ensure that the information under item No 01 are sent to the respective Accountants on or before 05th April 2019.

1. Where Contractors/Suppliers have not submitted their invoices (Opex-Services) for work done during the 1st quarter 2019 for which payments should be made after 01 April 2019, please provide information including estimated values of such work as per attached Annex.

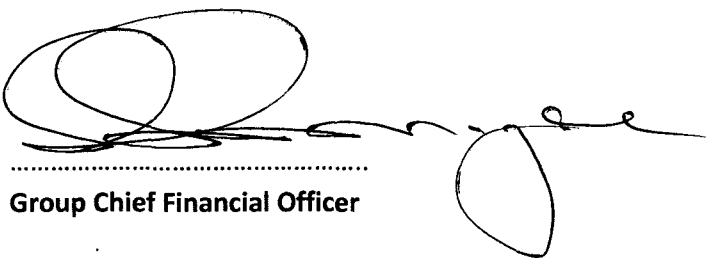
2. **Please ensure sufficient budget is available before submitting Information to relevant Accountants.**

You can do this in ERP through the responsibility "SLT Cost Centre Budget Inquiry". If you have not got this responsibility yet, please send request email to erpusermx@slt.com.lk with your employee number.

3. In order to capitalize the completed projects please send,

(a) Provisional Acceptance Certificates (PAC)

(b) Details of the projects that are commercially in operation, where the PAC's are still not issued.



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Group Chief Financial Officer

Annex

Finalization of 1st Quarter 2019 Accounts.

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