

CAO Circular no. 01/2014

CAO Office  
SLT Head Quarters  
Colombo  
09<sup>th</sup> Jan 2014

To: All staff

**Claiming damages for SLT vehicles from the other parties**

This is further to CAO's circular no. 01/2011.

When an SLT vehicle meets with an accident and if the fault is with the other party, all VCOs and drivers are advised to make a proper police entry without fail and collect the following information to process claiming damages from the other party.

1. Name and address of the other party
2. Name of the insurer of the other party

CAO circular no. 01/2011 clearly mentions the process to be followed when an SLT vehicle meets with an accident. Duly filled "vehicle accident reporting form" should be submitted along with the police report and the information mentioned above.

Please refer to CEO's circular no. 27/2012 for the procedure for lodging of entries with police or any other authority.



Priyantha Perera  
Chief Administrative Officer