|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | *http://luckyhomes.lk/assets/templates/luckyhomes/images/logo.gif* | **Lucky Homes (Pvt) Ltd** *150/3C, Rose Garden, Kottawa Road, Hokandara, Sri Lanka*   |  |  |  |  | | --- | --- | --- | --- | | ***Tel*** | ***:*** | ***011 2 76 22 62, Hot Line 071 9 310310, Fax 0112 742070*** | | | ***Web*** | ***:*** | [***www.luckyhomes.lk***](http://www.luckyhomes.lk) | | | |

**TAX INVOICE** Our VAT Registration No: 114734730 9000

|  |  |
| --- | --- |
| Invoice to: Name and Address of the suppler | Invoice Date: ……………………….  Customer VAT Ref :  Invoice No: (System generated unique number per invoice) |

|  |  |  |
| --- | --- | --- |
| **Date of supply** | **Description Volume of supply** | Amount Rs. |
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |  |  |
|  |  |  |
| Net Total |  |  |
| Add: VAT @ 12.00%  Total Invoice Value |  |  |
|  |  |  |
|  |  |  |

**Lucky Homes (Pvt) Ltd**

……………………………………………

Authorized Signatory

**

|  |  |
| --- | --- |
| **Client Statement** |  |

## **Lucky Homes (Pvt) Ltd**

|  |
| --- |
| Statement Date :  Transaction Period :  Reference Number :  Project Name :  Lot No :  Product Type : |

Date :

Customer Name:

Address:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description | Receipt Rs. | Amount due Rs. | Balance Rs. |
| 01/04/2012 | Brought Forward Balance |  |  |  |

150/3C, Rose Garden, Kottawa Road, Hokandara, Sri Lanka

|  |  |  |  |
| --- | --- | --- | --- |
| **Tel** | **:** | **011 2 76 22 62, Hot Line 071 9 310310, Fax 0112 742070** | |
| **Web** | **:** | [**www.luckyhomes.lk**](http://www.luckyhomes.lk) |

**

## **Lucky Homes (Pvt) Ltd**

**SOLD NOTE**

Customer Name :

Reference No :

Lot Number :

Land Extent :

Total Selling Price Rs:

Advance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Receipt No | Payment Method | Amount Rs. | Paid % | Cumulative % |
|  |  |  |  |  |  |
| **Total** |  |  | xxxxxxxxx |  |  |

**Sales Division** **Finance Division**

……………………… ………………………

Prepared By Accountant

……………………… ………………………

AGM Operations Financial Controller

**

## **Lucky Homes (Pvt) Ltd**

**ACKNOWLEDGEMENT SLIP**

Date :xxxxxx

Customer Name : xxxxxxxxxxxxxxxxx

Reference No :xxxxxxxxxxxxxxxx Project Name :xxxxxxx

Amount : Rs. xxxxxxxxxxx Lot Number :xxxxx

Bank :xxxxxxxxxxxxx

Branch :xxxxxxxxxxx

CHQ Date : xxxxxxxxxxx

**Original receipt will be issued on CHQ date and credit will be given subject to realization of the cheque.**

Authorized Signatory

Lucky Homes (Pvt) Ltd

MEMO

TO : CHAIRMAN / MANAGING DIRECTRESS

MANAGEMENT COMMITTEE

FROM : ACCOUNTANT

SUBJECT : APPROVAL FOR THE TEMPLATE DOCUMENTS IN THE IMPLEMENTATION OF THE COMPUTER SYSTEM

DATE : 20TH JULY 2012

We hereby submit the following documents which are requested by Computer System provider (Modular 4 Private Ltd) and needed to be implemented the computer system.

**Tax Invoice** – When dealing with VAT registered suppliers Tax invoice should be issued.

*Note:*

*TAX Invoices are not often using for Real Estate business. However, when the company involves with a specific transaction such as disposal of fixed assets, it is required to issue tax invoices.*

**Client Statement** – Customer’s transaction history, which releases to customer when requested or company can send it as a quarterly statement.

*Note:*

*This document is useful in customer point of view as well as company point of view, since the transparency and accuracy of the transaction automatically will be confirmed.*

**Continues Cheque Format –** instead of cheque book, continuous check leaves will be used. Following banks’ cheque formats are to be added to the system.

* Bank of Ceylon
* Hatton National Bank
* Nations Trust Bank

**Sold Note** – It is an internal document which is used for realize profits account land transaction those lots are completed certain % of down payment according to the company policy.

**Acknowledgement Slip- -** It is a provisional receipt issues for Post-dated cheques.

*Note:*

1. We will issue the acknowledgement receipts or Provisional Receipts (PR) for the PDC's issued by customer.   
2. Upon maturity of the check Official Receipt will be issued as per cheque date and cheque must be deposited to the local bank on the same date.

**Please give management committee recommendations and approval regarding this.**

With regards

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M H Wasantha