

# INVOICE

**SECRETARIUS (PVT) LTD**

#40, Galle Face Court 02, Colombo 03,

(Reg. No: PV 5958)

Date 05/03/2025

Tele: +94(011) 2399 090/2390 356 Fax: +94(011)2381 907

Invoice No Sec/24/N/9290

Email: [simonsec@simonas.net](mailto:simonsec@simonas.net) Web: [www.simonas.net](http://www.simonas.net)

**TO**

The Accountant,  
National Cleaner Production Centre,,  
No 65/1,  
Devala Road,  
Nugegoda.  
[nimali.ncpc@gmail.com](mailto:nimali.ncpc@gmail.com)

No	Description	Rs.
1	Secretarial fees from 1st October 2024 to 31st March 2025 at the rate of Rs.4000.00 per month.	24,000.00
2	Attendance at Meetings- 20/11/2024-Board Meeting-from 3.00pm to 4.55pm	8,000.00
3	Attendance at Meetings- 28/02/2025-Board Meeting-from 9.00am to 10.30am	8,000.00
4	Attendance at Meetings- 24/01/2025-Board Meeting-from 9.00am to 11.10am	8,000.00
<b>Total</b>		<b>48,000.00</b>

**Reimbursable Expenses**

5	20/11/2024-Travelling for Board Meeting	1,768.00
6	28/02/2025-Travelling for Board Meeting	1,896.00
7	24/01/2025-Travelling for Board Meeting	1,749.00
<b>Total</b>		<b>53,413.00</b>

Payment to be made by Crossed Cheque in favour of"Secretarius (Pvt) Ltd" Or Remittances to be made to the undernoted Account.

A/C Name : SECRETARIUS (PVT) LTD.  
Account No : 000910010182  
Bank Name : SAMPATH BANK PLC- Nawam Mawatha Branch.  
Bank Address : 46/38, Navam Mawatha, Colombo 02  
Swift Code : BSAMLKLX

This is a computer-generated Invoice.