

INVOICE

SECRETARIUS (PVT) LTD

#40, Galle Face Court 02, Colombo 03,

(Reg. No: PV 5958)

Date 05/11/2024

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

Invoice No Sec/24/N/8998

Email: simonsec@simonas.net Web: www.simonas.net

TO

The Accountant,
National Cleaner Production Centre,,
No 65/1,
Devala Road,
Nugegoda.
nimali.ncpc@gmail.com

No	Description	Rs.
1	Secretarial fees from 1st April 2024 to 30th September 2024 at a rate of Rs. 4,000.00 per month.	24,000.00
Total		24,000.00

Reimbursable Expenses

2	26/04/2024- Board Meeting -from 9.30am to 11.40am	8,000.00
3	18/07/2024-Board Meeting -from 3.00pm to 4.30pm	8,000.00
4	20/08/2024-Board Meeting -from 2.00pm to 4.00pm	8,000.00
5	30/09/2024-Annual General Meeting- From 9.00am to 9.15am	4,500.00
6	30/09/2024- Board meeting -From 9.15am to 10.30am	8,000.00
7	26/04/2024-Travelling for Board Meeting	1,999.00
8	18/07/2024-Travelling for Board Meeting	1,957.00
9	20/08/2024-Travelling for board Meeting	2,442.00
10	30/09/2024-Travelling for Board Meeting	2,174.00
11	22/06/2024-ROC Charges-Form 13	2,760.94
12	26/06/2024-ROC Charges-Certified Copy Form 13	1,380.47
13	Annual Return Fee for -2024	8,500.00
14	Printing and Stationery	2,000.00
15	Travelling	2,000.00
Total		85,713.41

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.