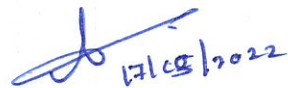


**REAL TIME MONITORING ACTIVITIES AT OUR BUSINESS CENTERS  
THROUGH CLOSED CIRCUIT TELEVISION SYSTEM (CCTV)**

1. The Director, Financial Intelligence Unit (FIU) of the Central Bank of Sri Lanka has issued guidelines with regard to the captioned activity the technical aspects of which, will be implemented by our Information Technology (IT) Department.
2. We have already installed at Head office and at our Branches CCTV monitoring systems to meet the requirements of the Director FIU.
3. **Maintenance of Captured Records.** The Director FIU has instructed us to maintain all information captured in the CCTV system for Minimum period of 90 days. Our IT Department has arranged to attend to this requirement.
4. However, Director FIU may request to retain recordings relevant to a Suspicious Transaction until the relevant investigations are concluded. Head of IT will coordinate with Branch Managers to comply with such requirements as appropriate.
5. **Role of Branch Managers**
  - a. Branch Managers should ensure availability of the CCTV system when commencing the days' work.
  - b. Check the accuracy of the Date and Time indicated on the Monitor daily.
  - c. Inform Head of IT immediately of any malfunctioning are detected in general and under (a) & (b) above in particular, and have the system functional as expected to operate.
  - d. Attend to maintaining all information captured in the CCTV system for Minimum period of 90 days following the data storage operational instruction given by the Head of IT subject to paragraph 4 above.

For any Clarifications in this regard please contact Head of IT, and ensure compliance

  
Head of IT  
CEO / Executive Director