

## INTERNAL OFFICE MEMORANDUM

**FROM: -** CEO/ EXECUTIVE DIRECTOR

**TO: -** Deputy General Manager (Operations, Administration & Recoveries)  
Deputy General Manager (Credit & Recoveries)  
Deputy General Manager (Business Development and Fund Mobilization)  
Assistant General Manager (Finance & Strategic Planning)  
Chief Risk Officer  
Heads Departments (Finance / Information Technology)  
Managers of Departments / Recovery / Credit / Administration / Human Resources Department

**SUBJECT** **ISSUE OF CIRCULARS.**

**COPIED TO: -** Head of Compliance / Manager Audit and Investigations)

**DATE: -** 15<sup>th</sup> November 2021

When using circulars, you are required to adhere to the procedure outlined in the Internal Office Memorandum dated 17<sup>th</sup> December 2018 on the subject (copy attached) along with the additional requirements stated below.

Circular Category	Activities Covered	Mandatory combination of Signatories	Source of Prior Approval for the draft to issue circular
Credit	All activities relating to dispensing credit (Loans/ Lease & Gold Loans) facilities, Recovery of NPL, Rates of Interest Loan Charges All other categories within the purview of Credit Department	Deputy General Manager (Credit & Recoveries) with CEO /Executive Director	Assistant General Manager (finance and Strategic Planning) Chief Risk Officer Head of Compliance Manager Audit (Senior Manager Legal if legal procedures are involved)
Staff Circulars	All Human resource administrative activities inclusive of matters relating to related expenses	Deputy General Manager (Operations and Administration) with CEO/ Executive Director	Assistant General Manager (finance and Strategic Planning) Head of Compliance
General Circulars	Procurement of assets and inventory Matters relating to Company Budget Accounting requirements Business Targets	Assistant General Manager (Finance and Strategic Planning) with CEO Executive Director	Chief Risk officer Head of Information Technology (IT)
	Savings and Term Deposits ,Business Development/ fund mobilization	Deputy General Manager (Business Development and Fund Mobilization) with CEO/ Executive Director	Assistant General Manager (Finance Strategic Planning) Head of Compliance Chief Risk Officer Head of IT
	All matters that involves legal procedures and statutory requirements	Senior Manager Legal With CEO Executive Director	Head of Compliance Chief Rick Officer (In consultation with <u>all</u> legal officers if necessary)

dw

- a) Prior to issue of a circular its draft should be approved as stated above to ensure that they are in compliance and consistent with the existing policies and procedure of the company and the relevant regulatory requirement. The draft should be approved by the relevant executive by recording his consent "Approved /Not Approved" on the document. Appropriate amendments if applicable should be recorded on the draft document if the need arises.
- b) Head of Information Technology should arrange to amend the "LCBF Inet" to fall in line with the above requirements where necessary.
- c) As data / documents in the "LCBF Inet" are for reference purposes. Therefore, all circulars should be scanned and circulated to all those responsible to comply with the requirements therein, by the authority originating the circular, providing copies simultaneously to Head of Compliance and Manager (Audit and Investigations)
- d) **UPLOADING ANY TYPE OF MATERIAL TO THE "LCBF INET" SHOULD BE APPROVED BY THE HEAD OF COMPLIANCE AND MANAGER (AUDIT AND INVESTIGATIONS)** *Head of Information Technology should ensure compliance with this requirement*
- e) **MATERIAL ALREADY UPLOADED TO "LCBF Inet" SHOULD BE EXAMINED BY THE HEAD OF COMPLIANCE AND THE MANAGER (AUDIT AND INVESTIGATIONS) AND REGULARIZE THE "LCBF Inet" TO FALL IN LINE WITH THE REQUIREMENTS HEREIN.**
- f) All other terms and conditions in the Internal Memorandum referred to above remains unchanged

These amendments to the aforesaid Internal Memorandum become operative with immediate effect.



CEO/Executive Director

## INTERNAL OFFICE MEMORANDUM

**FROM: -** CEO/ Executive Director  
**TO: -** Head of Finance / Head Risk Control / Head of Internal Audit / Head of IT / SMG Credit  
**SUBJECT: -** ISSUE OF CIRCULARES  
**DATE: -** 17<sup>th</sup> December 2018

In order to establish uniformity and effective control over the issue of Instructions on various operational matters through internal circulars to Heads of Departments/ Branch Managers the following process should be followed in the future.

The circulars will be divided into three categories and will be issued under Dual Signatories which involves CEO/ Executive Director signing in combination with officials as set out below.

*Category I*

**CREDIT CIRCULARS:** - to be signed by The Senior Deputy General Manager with / CEO/ Executive Director.

*Category II*

**STAFF CIRCULARS:** - To be signed by The Head of Human Resources or the Manager Human Resources with CEO/ Executive Director.

*Category III*

**OFFICE INSTRUCTION CIRCULARS** (Not covered under the above categories) to be signed by the Relevant Head of the Department and CEO/ Executive Director

Circulars should bear the category name followed by a reference number and the date of the circular; The Human Resources Department will be responsible for the dispatch of circulars. The control over the allocation of reference numbers will also be the responsibility of the Human Resources Department.

All circulars should be acknowledged by the recipients and the acknowledgement held with the Head of Internal Audit who should ensure receipt of the acknowledgement. (Acknowledgement should be attached to the circular by the Human Resources Department as per attached specimen)

Copies of all circulars issued up to the time of opening of a new Branch should be forwarded to the Manager of a new Branch by the Human Resources Department and an acknowledgement obtained and submitted to the Head of Audit



CEO/.EXECUTIVE DIRECTOR

Copied to:-

SENIOR DEPUTY GENERAL MANAGER } for your information)  
HEAD OF COMPLIANCE

PTO  
=

### ACKNOWLEDGEMENT OF A CIRCULAR

Title of Circular	
Reference Number Of Circular with date	

FROM  
THE SENIOR MANAGER/ HEAD OF DEPARTMENT / BRANCH MANAGER

BRANCH DEPARTMENT		DATE	
----------------------	--	------	--

TO  
The Head of Audit  
LCB Finance Ltd  
Head Office  
Kohuwala  
Nugegoda

I hereby acknowledge receipt of the above stated circular, and shall arrange for all the executives and all staff members attached to my Branch and new recruit that may be assigned to my branch in the future, to read and become familiar with its contents and ensure compliance. Accordingly, I will obtain the initials of Staff members' on the circular confirming that they have noted its contents.

I will place the circular in the relevant circular file.

(Signature)  
Head of Department / Senior Manager / Branch Manager