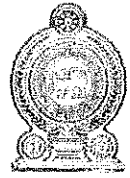




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இலங்கைப் பிணையங்கள் மற்றும் பரிவர்த்தனை ஆணைக்குழு
SECURITIES AND EXCHANGE COMMISSION OF SRI LANKA



BY HAND

CIRCULAR NO: SUP/04/11/2013

4th November 2013

To : All Chief Executive Officers of Unit Trust Managing Companies & Trustees of Unit Trusts

Dear Sir/Madam

ELECTRONIC FILING SYSTEM

The Securities and Exchange Commission of Sri Lanka (SEC) is in the process of implementing an Electronic Filing System for submission of monthly fund returns to improve the efficiency and effectiveness of offsite supervision.

Accordingly, the company's monthly fund returns are required to be entered into the system on or before 10th of following month and be submitted to the SEC for approval. SEC is planning to discontinue the submission of hard copies of monthly fund returns after a satisfactory parallel run of the system.

The system has been designed with three user levels. First user will enter the data to the system and submit to the CEO/Fund Manager for approval. CEO /Fund Manager will approve the financial information and submit to Trustee for final approval. The Trustees of Unit Trust Funds are required to approve the statements and submit to the SEC.

The relevant user names and passwords for logging into the system by the Data Entry Operator, CEO/Fund Manager and Trustee will be mailed upon receipt of their email addresses.

Therefore, please send the email addresses of above officials for furnishing their username and passwords for logging into the E-filing system as per the format given below. A soft copy can be mailed to; gayathri@sec.gov.lk or aeshini@sec.gov.lk

User Level	Name of the Official	Designation	Email address.
1. Data Entry			
2. Approval Level of the Unit Trust Managing Company			
3. Approval Level of the Trustee**			

***Applicable only for Trustees*

We seek your kind co-operation to make this endeavour a success.

Thanking you.

Yours faithfully,

S. Fernando (Ms.)
Director Supervision

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දුරකථනය } +94 011 2439144-8
දුරකථන } +94 011 2331013-5
Telephone }

28 மற்றும் 29 ஆம் மாடிகள், உலக வர்த்தக மையம்
விழாக்கு கோபுரம், எச்சலன் சதுக்கம்
கொழும்பு 01.

ලකුණ } +94 011 2439149
දුරකථන }
Fax }

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World Trade Center
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වෙබ් අඩවිය } www.sec.gov.lk
இணையம் } www.cmel.sec.gov.lk
Website } www.cmic.sec.gov.lk