

Inland Revenue Department  
No:81, Sir Chiththampalam A Gardiner Mawatha,  
Colombo 02, Sri Lanka.

Tel: 1944  
Fax: 112328702

MR. P.D.B.M. GUNARATHNA  
DAMUNUPOLA KEGALLE

Dear Sir/Madam,

**Provisional Acknowledgment – Return of Income for the Year of Assessment: 2017/2018**

**Taxpayer Identification Number: 101642313**

With appreciation of your response in complying with the requirement of the Inland Revenue Act, I hereby acknowledge the receipt of the following particulars in relation to the Return of Income for above year of assessment.

- 1 Return Duly Completed
- 2 Statement of assets & liabilities
- 3 Statement of Account
- 4 Certificate/ Letters from Bank/ Financial institution

Status of the Return (either Acknowledgement of Return or Intimation letter for non-filing of required particulars) will be notified you by an authorized officer, after the verification of particulars submitted with the Return.

Yours faithfully,

D.M.N.D. DASANAYAKE

Commissioner

Kegalle Regional Office

*This is a computer generated letter, no signature is required.*

GREEN  
CITY

August 5, 2019

CONFIDENTIAL

Mr.P.D.B.M.Gunarathna  
"SomiGuna", Damunupola  
Kegalle

Dear Mr. Gunarathna,

We are pleased to confirm our offer for you to become the Consultant, at THE HOTEL GREEN CITY, from 05<sup>th</sup> August, 2019.

You will be reporting to the Managing Director, THE HOTEL GREEN CITY, and will be responsible in directing the overall activities of the general operations to ensure the smooth process of all the departments assuring timely service to property.

Following are the key elements of your package

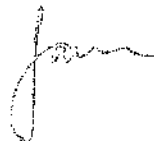
1. MONTHLY REMUNERATION

From the Effective Date, you will be paid Rs.75,000/- (LKR Seventy-Five Thousand Only). which will be paid in accordance with normal payroll periods at the hotel.

Since your position is at the Head of Department Level, you will be expected to work the hours necessary for the successful completion of your objectives, without receiving overtime pay.

2. VACATION/LEAVE

You will be entitled to 14 days of annual Leave and 07 days of casual Leave for each year of employment on full remuneration. You shall apply for leave on the prescribed form at least three days before the leave is required, and obtain the approval of the Company before it is availed of. In unforeseen circumstances however, the Company should be notified promptly of your inability to report to work and submit reasons for same.



**3. TERMINATION**

The Company shall be entitled to terminate your service on disciplinary grounds at any time without notice and without payment in lieu, for fraud, gross negligence, misconduct, and/or breach of any express or implied term of your employment.

You will have the right to terminate this contract by giving twomonths' notice or by payment of two month's remuneration in lieu of notice to the Company.

**4. CONFIDENTIALITY / RULES & REGULATIONS**


You agree not to at any time make use of, or disclose any information relating to the business and affairs of the Company and or THE GREEN CITY HOTEL. This obligation shall survive the termination of this employment. You agree that your work performance and your team's comply with Company's rules, regulations as well as THE GREEN CITY HOTEL , policy.

**5. ACCEPTANCE**

If this letter is in accordance with your understanding, please sign and return to us the original, retaining a copy for yourself.

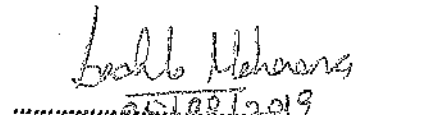
We would like to congratulate you on this important new appointment and wish you much success.

Thank you,

  
A.C.S. JAYASINGHE  
MANAGING DIRECTOR

I accept your offer as contained in this letter: Dated on 25<sup>th</sup> August 2019 employing me under these terms, and my continuing employment under these terms, support this contract

Bandula Mahanama Gumarathna  
Name

  
25/08/2019  
Signature

