

# COLOMBO TEA TRADERS' ASSOCIATION

C/o. THE CEYLON CHAMBER OF COMMERCE, P.O.Box 274, No. 50, NAVAM MAWATHA, COLOMBO 02.  
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**CIRCULAR NO. 29 OF 2020**

May 2, 2020

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## **HIGH PRIORITY**

### **FOR THE ATTENTION OF THE CEO's OF BROKING COMPANIES**

#### **E PLATFORM LEVY**

Attached with this Circular is a **PRODUCER / BUYER LEVY – RECONCILIATION** document to be completed after each sale by the Broker, and forwarded to the email addresses of Chamber/CTTA; [darshi@chamer.lk](mailto:darshi@chamer.lk) & [gillian@chamber.lk](mailto:gillian@chamber.lk) This document must be sent the day following the Sellers, prompt. **Please share the attached template duly completed for the concluded e platform sales that commenced with Sale No. 12 and thereafter weekly.**

Towards good governance, it is imperative that the Producer/Buyer Levy – Reconciliation document is approved and signed by an Authorized Officer of the respective brokering companies. Two (2) specimen signatures of personal who are authorized to sign this weekly returns must be shared with the CTTA Secretariat, [gillian@chamber.lk](mailto:gillian@chamber.lk) for ease of reference, by Monday 4<sup>th</sup> May 2020.

We look forward to your unstinted support.

**THE SECRETARIAT  
THE COLOMBO TEA TRADERS' ASSOCIATION**