



# LANKA SALT LIMITED

## Service of Company Secretary

**Lanka Salt Limited (LSL)**, the largest salt producer in the country with SLS & ISO 9001:2000 accreditation, Applications are called from qualified secretarial firms for the position of Company Secretary in Lanka Salt Limited . Special consideration will be given to the institutions located in the Southern Province.

### Corporate Governance :

- > Guiding the Board of Directors on the best practice of corporate governance, including good boardroom practice, appointment and induction of directors with relevant approvals as per Companies Act, duties and scope of directors, adoption of best practices at the board meetings.
- > Guide the board on latest e-tools that are used for board governances and functionality.

### Scope of the Services :

- > Attend the meeting of Directors, recording the minutes of the meeting, issuing an extract of the decisions within 3 working days for Chairman Signature.
- > Board papers and Agenda to be circulated to all directors before 3 working days of the directors meeting.
- > Preparation of Circular Resolutions if needed and its required actions
- > Advise the all-Senior Management of preparation of Board Papers as per best board governance
- > Issuing the final draft of the Directors Minutes within 7 working days for Chairmans review and amendments as necessary
- > Advising and assist the Chairman of directors meeting and its conduct including maintenance of good board governance
- > Strict maintenance of confidentiality of board decision and its related documents
- > Adhere to statutory provisions stipulated in Companies Act and timely action as necessary.
- > Maintenance of required statutory books and other records as per best practices.
- > Notifications and filling to the local authorities required by the law and drafting the requisite documents, whenever needed.
- > Complete all the required formalities as stipulated in Companies Act such as Annual Returns, Filling of required Forms .... etc,
- > Board Meetings will be held once or twice a month either in Colombo or Hambantota.

Please submit applications with your company profile, previous experience, detailed charges per Board meeting and full CVs of proposed company secretaries with the names and addresses of two non-related referees to the undermentioned address by registered post on or before 31<sup>st</sup> August 2022. Please indicate as "**Application for Company Secretarial Post**" on the top left-hand corner of the envelope.

The Director Board of the Lanka Salt Limited has the full right to fill this post or refrain from it.

Due to the prevailing issue in the postal services, it is compulsory to send the scanned copy of the detailed application and the CVs directly to the following email before you post it.

[janakagunawardana@yahoo.com](mailto:janakagunawardana@yahoo.com)

**Chairman**  
**Lanka Salt Limited,**  
**Mahalewaya,**  
**Hambantota.**  
**Tel : 047-2037305**