



THE TRADESMANN SL (PVT) LTD

(Human Resource Division)

40, Borupana Ferry Road, Ratmalana, Sri Lanka.

Direct: 0115 565638 General: 0115 565666 Fax: 0115 565610

Email : hrd@tradesmann.com

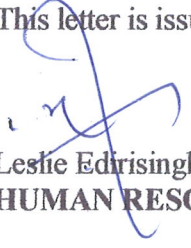
12th February 2005.

TO WHOM IT MAY CONCERN

This is to certify that **Mr. R. Ramendran** was employed by our organization as **Area Sales Executive** from **01st April 1998** to **31st October 2004**.

He left on his own accord.

This letter is issued at his request.


Leslie Edirisinghe
HUMAN RESOURCE MANAGER



Steelfeeds Trading (Private) Limited

(Head Office)

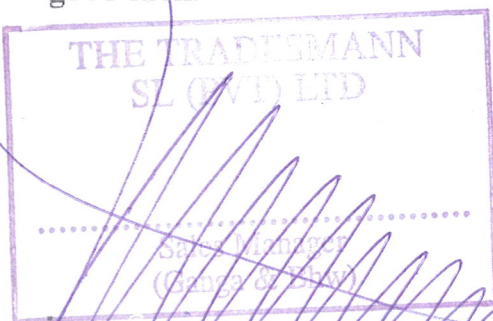
418, Galle Road, Horetuduwa, Moratuwa.

Tel : 038 2298911, 2298912, 074 214830 Fax : 038 2298908, 074 213363

TO ASE – R. RAMENDRAN
SUBJECT COLOUR PRICES & COMPETITOR ACTIVITIES
DATE 07TH AUGUST 2004

Thank you very much for the information provided to me on the above subject on time.

I hope that this trend would continue in the future as well, keep it up and good luck.



CC. General Manager – Sales & Marketing
Senior Sales Admin Manager
Sales Manager - Sevil



R. F. Marketing Services

P.O. Box No.44, Panadura, Sri Lanka. Tel: 094-0115-559095, 094-0115-551095
Fax: 094-0115-559095 E-mail: strmkt@eureka.lk

30th July 2007

To whom it may concern,

Mr. Ramasamy Ramendran of Agra Oya Bazaar Road , Agra Oya , Rozella , Hatton joined this company as a Area Sales Manager on 1st November 2004. He was assigned to cover Central and Sabaragamuwa provinces initially and later North Central and Uva were added. He was a very hard working , dedicated and a honest person who could motivate his staff to achieve their respective targets. He also was well respected by the management as well as his colleagues and subordinates for his integrity and knowledge of areas and markets.

He is leaving our establishment on 31st July 2007 to further his prospects by joining a much larger company. We wish him all the success.

Thank You.

Yours Faithfully,

R. F. Marketing Services

Rohan L. Perera
Manager Sales and Marketing

St. Anthony's Consolidated Ltd.

516, Sri Sangaraja Mawatha, P. O. Box 951, Colombo 10, Sri Lanka.

Cables: "SANITSHIP" Tel : 2324261 - 5, 2337283 - 5, 2331479, 2436779 Fax : 2446554 E-mail : sancon@eureka.lk

April 11, 2008

Mr. R. Ramendran
Area Sales Manager

Dear Sir,

CONFIRMATION AND SALARY INCREASE - APRIL 2008

The Board of Directors are pleased to inform you that you have been confirmed in your appointment as Area Sales Manager and your consolidated salary has been increased from Rs. 20,000/- per month to Rs. 25,000/- per month effective from 01st April 2008, on the following basis:-

Salary increase	-	Rs. 2,500.00
Salary adjustment	-	<u>Rs. 2,500.00</u>
Total	-	Rs. 5,000.00
		=====

All other terms and conditions stipulated in your letter of appointment dated 01st August 2007 remain unchanged.

We take this opportunity to thank you for the hard work contributed towards the Company during the past year and wish you all the best and continued success in the coming years.

Yours truly,
ST. ANTHONY'S CONSOLIDATED LIMITED



S.R. Gnanam
MANAGING DIRECTOR

'Creating an affordable life style'

Date: Thursday, September 03, 2015

To whom it may concern

This is to confirm that Mr. RAMENDRAN RAMASAMY, Sri Lankan National, Holding Iqama Number 2272899960; He is employed by Almarai Company since 30-May-2009. Mr. RAMENDRAN RAMASAMY currently holds the position of SR SALES SUPERVISOR and receiving a total monthly salary 8,250 Saudi Riyals.

Mr. RAMENDRAN RAMASAMY is on a yearly renewable contract of employment with Almarai Company and his present contract of employment will expire on 29-May-2016. This letter has been issued at the request of Mr. RAMENDRAN RAMASAMY, and does not infer any responsibility, obligation legal or financial claims or undertaking on the part of the company, as a result of this letter.

Yours sincerely,



Ayman Arshad Hassan Fahmi

Regional Personnel Manager

Eastern Region

Sales Division

Date: Thursday, September 03, 2015



DIANA TRADING COMPANY (PVT) LTD.

Weragama, Kaikawela, Matale, Sri Lanka.

Manufacturers of Biscuits, Cakes & Chocolates.

Fax No: 066 – 2233468, Tel. No: 066 – 2224144 066 – 2220911-12

E-Mail:- dianatra@sltnet.lk , Web: - www.dianabiscuits.com

14th December, 2017

Mr. Ramendran Ramasamy

21/14, Rodney Street,

Borella,

Colombo - 08.

Dear Mr. Ramendran,

EMPLOYMENT OFFER FOR THE POST OF FIELD SALES MANAGER.

The Position Offered

We refer to the interview we had with you, and are pleased to offer you the above post with effect from 01st January, 2018. The salient features of your letter of employment are given below. If you willing to accept this offer of employment, please send your written consent addressed to the Joint Managing Director, Diana Trading Company (Pvt) Ltd, confirming the acceptance.

The Place of Work

Your Designation is Field Sales Manager and you will be mainly based at Diana Trading Company, Weragama, Kaikawela, Matale. But you have to work at, if and when required Diana Chocolates (Pvt) Ltd, at Pulleyar Kovil Road, Matale or at any other place where the Diana Group of Companies having their business interest, as and when required according to the directions which by the Management. Your working areas are North, East, Uwa & Central II. Your immediate reporting officer will be Sales Manager of the company & the dotted line reporting will be chief executive officer of the company.

The Remunerations

Your all inclusive gross salary will be Rs.80,000/- (Rupees Eighty Thousand Only). The company will contribute 12% to the E.P.F. and you will have to contribute 8% of your Basic Salary for the same. The Company will also contribute 3% of your basic salary to the E.T.F. Your basic salary will be Rs.80,000/- (Rupees Eighty Thousand Only). which is included in the total package of Rs.80,000/- (Rupees Eighty Thousand Only). In addition to this you will be paid a sum of Rs. 50,000/- (Rupees Fifty Thousand Only) as the vehicle Allowance. And also 300 ltrs of Fuel per month will be allocated to you.

1st November 2018



Mr Ramendran Ramasamy
No 21/14, Rodney Street,
Borella,
Colombo 08.

Dear Sir,

POST OF AREA SALES MANAGER – DEALER SALES (NORTH & EAST)

We write to offer you employment as a **Area Sales Manager – Dealer Sales (North & East)** in this Company with effect from **01st November 2018** on the following terms and conditions:

- You will be employed as a **Area Sales Manager - Dealer Sales (North & East)** but we reserve the right to require you to serve on the terms here under specified in a similar or comparable capacity.

- **SALARY**

Your consolidated salary will be Rs. 90,000/- per mensem.

- **PROBATION**

Your employment will be subject to a period of six (6) months probation commencing from the date of your appointment, but we reserve to ourselves the right to extend your probation by a period of three (3) months. During the period of probation or extended probation, either party may terminate this contract without notice and without pay in lieu of notice and without assigning any reasons for such termination. Confirmation of your employment shall be in writing and at our sole discretion.

- **TERMINATION OF EMPLOYMENT**

After confirmation, your employment may be terminated by either party with one month notice or by the payment of one month salary in lieu of notice. Provided that the Company may terminate your employment at any time without notice or payment in lieu of notice on the ground of misconduct and/or breach of any express or implied terms of your employment.

- **LEAVE**

Your leave entitlement will be in terms of the Shop & Office Employees' Act. Leave shall be obtained with prior approval by the Management. In the first year of employment, your leave shall be proportionate in terms of Shop & Office Employees' Act.

- **WEEKLY AND STATUTORY HOLIDAYS**

Your weekly and statutory holidays shall be in accordance with the Shop & Office Employees' Act. However, with prior notification you may be called upon to work on weekly and statutory holidays.

ROYAL CERAMICS LANKA PLC

Company Reg. No.: PQ 125

No. 20, R. A. De Mel Mawatha, Colombo 03, Sri Lanka.

Phone : +94 (011) 4799400 Fax : +94 (011) 4720077, +94 (011) 4720010

E-mail : ho.gen@rcl.lk Web : www.roccl.com

- **HOURS OF WORK**

Your working hours will be from 9.00 am to 5.30 pm from Monday to Friday and Saturday Half a day. However, dependent on the business exigencies you may be required to work flexible hours. We reserve to ourselves the right to change these hours / days by giving notice.

- **PROVIDENT FUND**

You will be required to be a member of the Employees' Provident Fund. You will have to contribute 8% of your salary and the Company will contribute 12% of your salary to the said fund. The Company will also contribute 3% to the Employees' Trust Fund.

- **TRANSFER**

The Company may, at its discretion, transfer you to any department or branch in a similar or comparable capacity, whether such department or branch is or is not in existence at the time of the commencement of this contract of employment and whether or not such transfer involves a change in working hours or working days.

- **SUSPENSION**

The Company shall have the right to suspend you from service with or without pay, either as a disciplinary measure or pending disciplinary proceedings.

- **RETIREMENT**

Your age of retirement shall be 55 years and on reaching the age 55, you shall *ipso facto* retire and cease to be employed and there shall be no obligation on the Company to give you any notice of such retirement. The age given by you at the commencement of your employment shall be adopted as final and conclusive.

- **TRAINING**

You may be subjected to a period of training in Sri Lanka or abroad if it is considered necessary by the Company and in the event of such training being provided to you the Management reserves to itself the right to impose a bond to ensure your serving the Company for a minimum period of time, to be stipulated, after such training. The Management will in such case also stipulate a penalty and/or damages to which you will be liable in the event of you're failing to honour such bond.

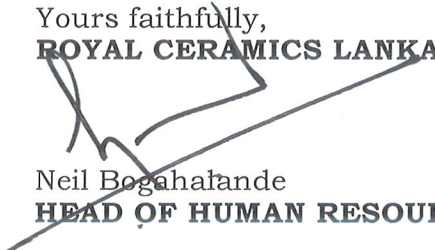
- **GENERAL**

- a) You will serve the Company exclusively, faithfully and diligently, give your whole time and attention to the business and affairs of the Company, observe and perform all lawful directions, whether written or oral, that may be given to you from time to time. It is necessary that you should adhere to any standing instructions/orders of the Company in existence at any given time. Such standing instructions/orders shall be part and parcel of your contract of employment.
- b) Whether during or outside working hours or whether at the workplace or otherwise, you shall not conduct yourself in a manner which may or is likely to cause or be calculated to cause damage to the reputation and/or business of the Company or its associate or subsidiary companies.

- c) You shall not, either directly or indirectly, engage or be concerned in any other employment or receive fees or pay from others for services rendered without the written consent of the Company. Nor shall you engage directly or indirectly, in any other business or occupation without the written consent of the Company.
- d) You shall not receive or accept, whether directly or indirectly, except with the written consent of the company, any profit or commission or any other gain arising out of or from any business enterprise, undertaking or any contract in relation to the Company or its associate or subsidiary companies.
- e) You shall not divulge either directly or indirectly to any person or Company, at any time during the continuance or after the determination of your employment, except by the decision of the Company, any knowledge or information you may acquire during the course of your employment in the Company concerning the affairs or property of the Company, or of any business, property transaction in which the Company may be or may have been concerned or interested.
- f) You will be precluded, for a period of two years from the termination of your contract, from being employed or interested directly or indirectly, in the business of any employer or company in Sri Lanka which is involved in commercially marketing or selling products and/or services in competition with the company's current or potential business offerings, nor will you be entitled to engage in any consultancy or self-employment pertaining to such business. Breach of this obligation will render the company entitled to restrain you from engaging or continuing in any prohibited activity or employment and to recover damages in respect of the loss sustained.
- g) You are liable to be transferred to any of our departments, branches and factories within the company or Subsidiary companies within our group.

If you accept this appointment on the above terms and conditions, please be good enough to sign the duplicate of this letter under an endorsement in your own handwriting that you so accept it, and return same to us at your earliest convenience.

Yours faithfully,
ROYAL CERAMICS LANKA PLC


Neil Bogahandane
HEAD OF HUMAN RESOURCES

No 12820



St. Anthony's Industries Group (Pvt) Ltd.

Head Office: P.O. Box 1455, 752/1, Dr. Danister De Silva Mawatha, Colombo 9, Sri Lanka.

T'Phone: 2692161-3, 5734681-3, 5347322-3 Fax No: 00 941 2469502

E-mail: anton@anton.lk Web: www.anton.lk

Marketing Div.: 516, 1st Floor, Sri Sangaraja Mawatha, Colombo 10. Fax: 2431496

T'Phone: 2422075, 2422093, 2320622/4 Customer Service Line: 0112-812665

Your Ref:

Our Ref:

P/2C/LO2024/05.20/2024

18th May 2020

Mr. Ramendran Ramasamy (EMP No. 15076),
No. 21/4, Rodney Street,
Borella, Colombo 08.

Dear Mr. Ramendran,

Confirmation - Sales Manager

We are pleased to inform you that you have been confirmed in your position as a "Sales Manager" with effect from 01st May 2020.

The terms and conditions mentioned in your letter of appointment will remain unchanged.

We wish you a long and rewarding career with the St. Anthony's Industries Group (Pvt) Ltd.,

Thanking you,

Yours faithfully,
St. Anthony's Industries Group (Pvt) Ltd.,

J.A.L.S. Jayasinghe
Chief Operating Officer

CC: P/FILE

