

THE 17th ACG CROSS-TRAINING SEMINAR

COLOMBO, SRI LANKA

MAY 11-14, 2015

Central Depository Systems (Pvt) Limited [CDS]

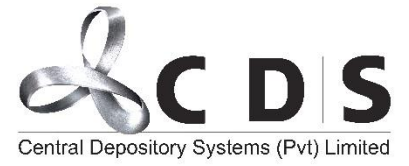
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acgct17@cse.lk



INVITATION

INVITATION TO THE 17TH ACG CROSS-TRAINING SEMINAR



Date: February 26th, 2015

Invitation to the 17th ACG Cross Training Seminar – Colombo, Sri Lanka from 11th – 14th May 2015

Dear ACG Members and International Peers,

The Central Depository Systems (Pvt.) Limited (CDS) of Sri Lanka will host the 17th ACG Cross Training Seminar in Colombo, Sri Lanka, from 11th to 14th May 2015.

We are pleased to invite all members of the Asia Pacific Depository Group (ACG) and our international peers to participate at the 17th ACG Cross Training Seminar and would request you to nominate delegates from your esteemed organizations to take part in this event. The CDS hopes to provide a conducive platform, at the Seminar, for participants to exchange their views and knowledge across a diverse range of subjects, which are set out below:

- Harmonizing and standardizing Asian Fund industry
- ISO 20022 messaging standard adoption
- Emerging Risk Management Requirement i.e. KYC, CDD, EDD, AML Implication, FATCA
- Introduction on research theme: The application and observance of PFMI in domestic market
- Distribution of corporate benefits
- Reaction to the change of global regulation
- Account opening process
- Corporate action announcement in structured form

We would like to request your active participation at the 17th Cross Training Seminar based on the topics listed above.

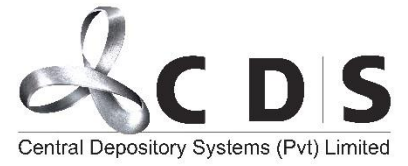
The CDS has also organized two excursion options for participants, in order to provide them an opportunity to experience the rich culture and natural splendor of Sri Lanka. Adding to this experience, the Cultural Night & Gala Dinner to be held on 13th May 2015 will be an exposition of traditional Sri Lankan culture.

We would appreciate it if you could commence the registration process by visiting the 17th ACG Cross Training Seminar official website www.acgct17.com using the provided log-in details.

We look forward to welcoming you to Sri Lanka.

Best Regards,

Nalin Fonseka
Head of Central Depository Systems (CDS)

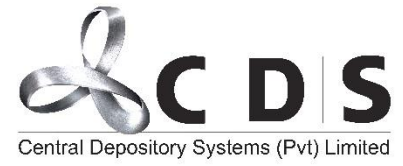


SAVE THE DATE

ANNOUNCEMENT OF THE 17TH ACG CROSS-TRAINING
SEMINAR

COLOMBO, SRI LANKA

MAY 11-14, 2015



Save the Date!

The 17th ACG Cross-Training Seminar

COLOMBO, SRI LANKA

MAY 11-14, 2015

To: Participants

Practical Arrangements

Central Depository Systems (Pvt) Limited (CDS) of Sri Lanka is pleased to host the 17th ACG Cross Training Seminar in Colombo, Sri Lanka; 11th to 14th May.

We would like to provide the participants with some information which may assist them during the registration process and during the course of the Cross Training Seminar.

1. VENUE

The Kingsbury, Colombo, Sri Lanka

The 17th ACG Cross Training Seminar will be held in The Kingsbury Hotel; Janadhipathi Mawatha, Colombo, Sri Lanka. It is also offered as an option of accommodation for the participants.

Tel: + 94 (11) 242-1221

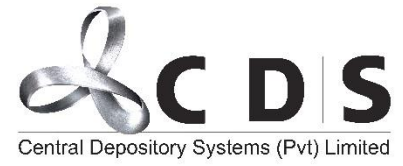
Web: <https://thekingsbury.lk/>

2. REGISTRATION AT THE SEMINAR

Please complete the registration process by visiting the www.acgct17.com; the 17th ACG Cross Training Seminar website.

The CDS would appreciate if the participants can start the registering process at their earliest convenient time since this would be helpful to us in handling matters related to visa issuance, hotel bookings and etc.

Kindly note that we will provide a username and a password for each company to be used to access the registration form.



The participant can access the registration form by using the given log-in details and start the process of registration.

Last date of registration would be 27th March 2015.

Please note that the participants **do not have to wait** to register until the flight details are finalized. Once you receive the flight details, these can be added separately to the registration form in the www.acgct17.com website. An email will be received by you when the registration is submitted. This email will contain instructions on how to edit the submitted registration form and to add the flight details.

3. HOTEL RESERVATIONS

We are suggesting The Kingsbury Hotel, Colombo as the main accommodation option and The Galadari Hotel, Colombo as the secondary option.

OPTION 01 - THE KINGSBURY HOTEL, COLOMBO

Since the venue of the 17th ACG Cross Training Seminar is The Kingsbury Hotel, Colombo it will be convenient for the participants if they select it as the accommodation option.

The group rates/charges applicable for The Kingsbury Hotel-Colombo accommodation options are set out below;

Room Category	Room Only <i>(Single/ Double)</i>	Bed & Breakfast <i>(Single)</i>	Bed & Breakfast <i>(Double)</i>
Superior Ocean View Room	US\$ 125 Gross US\$159 Nett	US\$ 134 Gross US\$170 Nett	US\$ 143 Gross US\$181 Nett
Deluxe Ocean View Room	US\$ 135 Gross US\$ 171 Nett	US\$ 144 Gross US\$182 Nett	US\$ 153 Gross US\$194 Nett
Premium Ocean View Room	US\$ 150 Gross US\$ 190 Nett	US\$ 159 Gross US\$ 201 Nett	US\$ 168 Gross US\$ 213 Nett

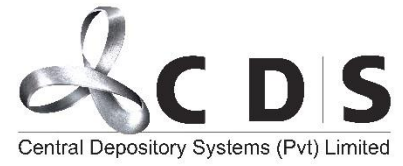
Suite Category	Bed & Breakfast (Single)	Bed & Breakfast (Double)
Executive Ocean View Room	US\$ 184 Gross US\$ 233 Nett	US\$ 193 Gross US\$ 244 Nett
Ocean View Suite	US\$ 214 Gross US\$ 271 Nett	US\$ 223 Gross US\$ 283 Nett
Presidential Grand Suite	US\$ 750 Gross US\$ 950 Nett	US\$ 750 Gross US\$ 950 Nett

For benefits and other information applicable for each room/suite category of The Kingsbury Hotel, please refer the attached document, [Annexure 01](#).

OPTION 2 - THE GALADARI HOTEL, COLOMBO

However, you may also choose The Galadari Hotel, Colombo as your accommodation option. Their rates/charges are as below;

Room Category	Bed & Breakfast (Single)	Bed & Breakfast (Double)	Bed & Breakfast (Triple)
Superior Deluxe Floor	US\$ 125 Nett	US\$ 135 Nett	US\$ 145 Nett
Executive Rooms	US\$ 150 Nett	US\$ 160 Nett	US\$ 170 Nett
Presidential Rooms	US\$ 210 Nett	US\$ 220 Nett	US\$ 230 Nett



Complimentary facilities and personalized services applicable for the Presidential Floor and the Executive Floor of **The Galadari Hotel** are as follows;

- Assistance at Airport on arrival
- Express check-in / out
- Complimentary Special Buffet Breakfast
- 24 hours tea/coffee service
- Deluxe basket of fruits/flowers on arrival
- 2 Bottles of Mineral Water per person per day
- Bath Robes & Slippers
- Meeting room on Floor
- Daily Newspaper in room
- Guest Relations Officer on floor
- Use of the Gym, Sauna, Steam bath and Swimming Pool
- Unlimited Alcoholic and Non Alcoholic beverages during 'Happy Hours' (6 p.m. to 8p.m) which includes all premium brands
- Late check out up-to 7 – p.m. upon request.

Airport Transfers: Airport transfers in an air conditioned car could be arranged by the Hotel at US\$35/= Nett per transfer, maximum up to three persons per car (subject to change).

All hotel details can be viewed through the registration form at the time of the registration.

Please note that the Central Depository Systems (Pvt) Limited (CDS) of Sri Lanka will not be involved in the booking of your accommodation or payment for it. However we have obtained a special corporate rate from each of these hotels. Kindly email the reservation desks, given in the registration form and indicate to them that you will be part of the Central Depository Systems (Pvt) Limited (CDS) group, they will offer you the mentioned Group Rates.

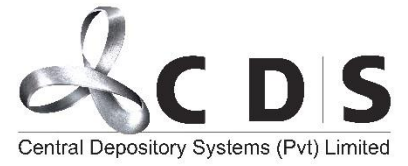
4. TRAVEL ARRANGEMENTS

The CDS will arrange for airport pick-ups and drops of the participants.

Therefore, please ensure to complete the flight details well in advance through the registration form.

The CDS has organized excursion tours (optional) for 14th May 2015, details of which are given with the agenda.

If you opt to participate in these excursion tours, we would like to request from all the participants to arrange the departure flights well after 14th May 2015 midnight to avoid any complications which could arise due to, rare and unlikely, delays while coming back to Colombo from the tour locations.



5. POINTS OF CONTACT

e-Mail: acgct17@cse.lk

Contact Persons

Ms. Yamuna Wickremarathne - +94 11 2 356 541

Ms. Nirmalee Ganegoda - +94 11 2 356 431

Ms. Vindhya Colombage - +94 11 2 356 448

Mr. Nadeera Athukorale – +94 11 2 356 439 or
+94 774 649 277

Mr. Nalin Fonseka – +94 11 2 356 430 or
+94 773 469 467



ANNEXURE 01

Benefits and other information applicable for The Kingsbury Hotel, Colombo

Deluxe Ocean View Rooms

Complimentary room benefits include:

- In-room Tea/Coffee facility
- Chocolates/Fruit Bowl with variety of tropical fruits on arrival
- Iron & Ironing Board
- Daily local newspaper
- In-room Wi-Fi Internet (limited usage on complimentary)

Premium Ocean View Rooms

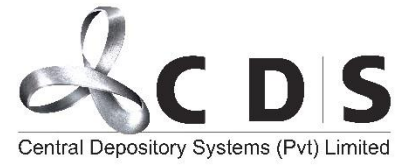
Premium Rooms are the latest addition to our product offering. These rooms have been completely redesigned and remodeled in order to provide the utmost comfort and convenience. Complimentary benefits include:

- In-room Tea/ Coffee facility
- Chocolates/Fruit Bowl with variety of tropical fruits on arrival
- Iron & Ironing Board
- Daily local newspaper
- In-room Wi-Fi Internet (limited usage on complimentary)
- Dedicated work area, which includes a specially designed desk

Executive Ocean View Rooms & Suites

Complimentary benefits include:

- Express check-in at the Executive Lounge
- Continental breakfast at the Lounge or breakfast at the main restaurant from 0630 – 1000 hrs
- Complimentary Tea or Coffee throughout the day at the Executive Lounge
- In-room Tea/Coffee facility
- Daily fresh fruit platter in the room
- Iron & Ironing Board
- Daily local newspaper
- In-room Wi-Fi Internet (limited usage on complimentary)
- Pressing of one suit during stay
- Meeting space at the Executive Lounge on availability (2 hours per day)
- Business Centre secretarial facilities (2 hours per day/limited usage)
- Cocktails from 5 – 7pm at the Executive Lounge



NOTE: All in-house guests are given complimentary access to the infinity edge swimming pool and our state-of-the-art gym.

EXTRA BED CHARGES:

Please note that only 2 adults and 1 child below age of 12 years can be accommodated in a double room. If an extra bed is required, the same will be charged at US\$15 (subject to 12% VAT, 10% Service Charge, 2% NBT & 1% TDL) per night. Please note that this extra bed is a rollaway bed and is more suitable only for a child.

NOTE: Extra beds are not available in the Executive Ocean View Rooms

AIRPORT TRANSFERS:

- Airport transfers to and from the hotel is available at the following rates;
Standard Car : US\$ 50 - one way
Luxury Car : US\$100 - one way

Above charges are subject to change without prior notice

TERMS & CONDITIONS:

- For a group of ten rooms and above, the eleventh room will be given on complimentary on the basis booked.
- Children below age 12 are not permitted in the Executive Lounge and Business Centre

CHECK-IN / CHECK-OUT PROCEDURE:

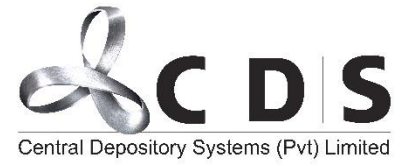
- **Check-in time:** from 1400 hours onwards
- **Check-out time:** 1200 hours
- **Early Check-in:** Room must be booked from the previous night of arrival
- **Late Check-out:** Subject to availability, late checkout can be offered until 1800 hours at 50% of the respective room rate. Thereafter an additional night's room charge will apply

EARLY DEPARTURE

- At certain times restrictions on minimum length of stay may apply – in this case, early departure charges may be levied if a guest brings forward his/her day of departure from that originally booked

CANCELLATION & NO-SHOW CHARGES:

- Cancellation 24 hours prior to arrival: Will not be charged (During peak periods cancellation charges will be applicable as stipulated in the confirmation)
- Cancellation less than 24 hours prior to arrival: 1 night's room charge will apply



- In case of a no-show, i.e. a guest with confirmed reservation failing to check-in to the Hotel, one night's room charge will apply
- Airport pick up fee will be charged for any cancellations made less than 24 hours prior to arrival/ no-show

PAYMENT TERMS:

- The payments shall be made to the Hotel in the following manner :

Wire transfer to

1. Account No. : 002010394731. (Hatton National Bank – City Branch)
Account Name : Hotel Services (Ceylon) PLC.
Bank Swift Code : **HBLILK LX**

Or

2. By Cheques to be drawn in favour of "HOTEL SERVICES (CEYLON) PLC "