

## Notice to Public

Following rules have been imposed under the Legal Officer's  
office service.  
(with effect from 13-08-2013)

1. Please make a prior appointment for a date & a time to discuss official legal matters, sign agreements before me or any other official matter in respect of CCF legal officer's office. Exact time will be given between 9.30am to 2.30pm only for signing agreements. Essential documents pertaining to the matter should be handed to the legal officer prior, as per the new CCF procedures.

2. In case of Agreements, make sure that the witness should be presented at the same time and the OFFICIAL SEALS (company/institution seal and authorized person's official seal) should be endorsed at the same time.

3. All legal instruments should be signed in the presence of Director General of CCF and in the presence of one another.

4. Valid NIC, Passport or Driving License should be produced with certified photo copies by the respective party.

5. Unless the signing party fails to meet this procedure sorry to say, that no agreements will be executed.

All Correspondences should be sending to following email address: [ccfslegal@gmail.com](mailto:ccfslegal@gmail.com)

R.M.N.R. Bandara  
Attorney-at-law  
13-08-2013

\*N.B.-These rules will be changed time to time without prior notice.