

INSTITUTIONAL INFORMATION

Legal basis of the institution

SriLankan Catering Limited is a limited liability company bearing registration No. PV 1418 PB, governed under the Companies Act No. 07 of 2007 Sri Lanka.

It is a fully owned subsidiary of SriLankan Airlines Ltd and is the sole provider of airline catering services at Bandaranaike International Airport (BIA).

The current stated capital of the Company is indicated in Form 6 and the total number of shares issued by the Company is indicated in Form 15, which are both public documents filed by the Company at the Registrar of Companies.

The current directors of the Company as of 01st April 2025:

1. Mr. Sarath Clement Ganegoda– Chairman
2. Dr. Harsha Cabral, PC
3. Mr. Dumith Fernando
4. Flt./Lt. (Retd) Sugath Rajapakse
5. Mr. Eranga Rohan Peiris Goonetilleke
6. Mr. Vipula Gunatilleka
7. Mr. Dimal Arandara

The current shareholders of Company as of 01st April 2025:

Name	No. of shares
SriLankan Airlines Limited	940,268,452
Mr. Sarath Clement Ganegoda /Share held in trust	01
Mr. Dimal Arandara /Share held in trust	01
Mr. Eranga Rohan Peiris Goonetilleke /Share held in trust	01
Mr. Vipula Gunatilleka /Share held in trust	01
Total	940,268,456

History of registration

The Company was incorporated as a private company on 05th December 1979 under the name Air Lanka Catering Services Limited. It changed its name to Sri Lankan Catering (Private) Limited by a certificate dated 27th September 2000. It re-registered in terms of the Company's Act No. 07 of 2007 on 12th December 2007.

The secretary of the Company is Mrs. Dalrene Thirukumar.

Registered office of the Company

Airline Centre, Bandaranaike International Airport, Katunayake.

OPERATIONAL INFORMATION AND DECISION MAKING

There are 19 main Divisions/Departments of the Company which are driving the operations of the organization. Those divisions are:

- Production Division
- Operations Division
- Finance Division
- Human Resources & Administration Division
- Airport Restaurant, Lounges and Transit Hotel Division
- Maintenance Division
- Customer Service Department
- Hygiene & Quality Assurance Department
- Housekeeping Department
- Warehouse Operations Department
- Procurement & Shipping Department
- Information Technology Department
- Serenediva Transit Hotel
- Laundry Department
- Security & Investigations Department-
- Costing & Planning Department
- Dispatch Department
- Mattala Operations Unit
- Industrial Engineering Department

The Senior Management Team of the Company comprises of managers in charge of these divisions/Departments.

The functions of these departments are governed by various internal manuals and policies to ensure consistency and transparency in the operational activities.

The decision making of the Company takes place at various levels. As a company incorporated under the Companies Act, the Board of Directors has the authority on final decision making. The strategic decisions relating to the business affairs of the Company are made at the Board of Directors level in consultation with the Senior Management Team and other stakeholders.

The Senior Management Team, is in charge of implementing broader policies and decisions of the Board of Directors. It makes recommendations to the Board of Directors and are involved with the decision making of the Board of Directors.

The affairs of the Company are governed under internal manuals and policies dealing with the following subject areas – Finance Manual, Human Resources Policy Manual, Procurement Manual, Operations Manual, Security Manual & Information Technology Manual.

PUBLIC POLICY, LEGISLATION AND REGULATION

The Company has been appointed as the Service Provider by Order published in Gazette Extraordinary No. 1801/37 dated 15th March 2013 by the Minister of Civil Aviation to provide catering services to aircraft at Bandaranaike International Airport, Mattala Rajapaksa International Airport and at the Colombo Airport, Ratmalana.

SLC operates restaurants / lounges at in the transit and public areas of the airport which caters to transit passengers, arrivals, departures, airport staff, airline staff and visitors.

It also operates sales outlets and restaurants in different parts of the island to cater to the domestic market.

SriLankan Catering holds no less than five global certifications:

- ISO 9001:2015 – Quality Management System with UKAS (United Kingdom Accreditation Service) accreditation.
- ISO 22000:2018 – Food Safety Management System with UKAS (United Kingdom Accreditation Service) accreditation.
- HACCP – Food Safety Assurance with Hazard Analysis and Critical Control Points.
- ISO 14001:2015 – Environmental Management System with SAS (Swiss Accreditation System) accreditation.
- ISO 45001:2018 - Occupational Health and Safety (OH&S) Management System with UKAS (United Kingdom Accreditation Service) accreditation.
- HALAL Certification - Certified by Malaysian Airlines
- World Food Safety Guidelines for Airline Catering, developed by IFSA (International Flight Services Association) & AEA (Association of European Airlines)
- Medina Quality Food Processing Safety & Food Processing Quality guidelines

Key legislation related to Foods governing SLC in Sri Lanka are as follows.

- Food Act, No. 26 Of 1980 As Amended by Food (Amendment) Act, No.20 of 1991 & No.29 of 2011.

The Company is subject to the laws of other countries where the Company operates or carries out its business physically or electronically. As a result, the Company is constantly monitoring the regulatory developments in other jurisdictions in order to ensure that it complies with them.

The Company is a registered company under the Board of Investment of Sri Lanka Law No. 4 of 1978 (as amended by the Board of Investment Law of Sri Lankan Amendments Acts) and accordingly the Company is entitled to various benefits/exemptions.

PUBLIC PROCUREMENT INFORMATION:

The procurement activities of the Company are guided by the Government Procurement Guidelines and Manual issued by the Ministry of Finance.

Once a tender has been awarded the successful bidder will be required to enter into a contract with the Company within a stipulated time period. Each user department of the Company to which the subject matter of the contract relates, is the respective custodian of the contract.

LISTS, REGISTERS, DATABASES

Records under the Companies Act

The Company maintains records in terms the Companies Act No.07 of 2007 and these are available for inspection by members of the public in terms of the applicable provisions of this Act. These records include the articles of association, incorporation certificate, director and secretaries register, charges register, instruments creating or evidencing charges and particulars of the registered office of the company.

Other records are also available for perusal by shareholders of the Company (or a person authorized in writing by a shareholder) in terms of the applicable provisions of the Companies Act and these records include minutes of meetings and resolutions of shareholders, copies of written communications to shareholder, annual reports, financial statements, certificates issued by directors, and the interests register of the company.

These records are kept at the Company Secretary's Office at Airline Centre, Bandaranaike International Airport, Katunayake. A copy or extract thereof may be requested in terms of the provisions of the Companies Act.

Databases

Databases are maintained by all user divisions/departments of the Company covering the business operations of the airline. The Information Technology department is responsible for information security of data comprised in these databases.

INFORMATION ON PUBLICATIONS:

The Annual Report is prepared by the company and is available for perusal at the company secretary's office and on the company's website.

INFORMATION ABOUT THE RIGHT TO INFORMATION:

Contact Details of Information Officers

Contact details of the Information Officer and the Designated Officer of SriLankan Catering Limited appointed under Section 23(1) of the Right to Information Act, No. 12 of 2016, are provided here as per Section 26(1) of that Act.

Information Officer

Ms Gayani Ariyaratne
Paralegal Officer
Tel: +94197331021 or +94 71021 1021
Email: informationofficer@srilankan.com

Designated Officer

Mr. Mangala Wijesekera
Chief Executive Officer
Tel: +94710214100
Email: mangala.wijesekera@srilankancatering.com

Appeals

The Right to Information Commission is an independent statutory Commission established under Right to Information Act, No. 12 of 2016.

As per sec 32 (1) of the Act, any citizen aggrieved by:– (a) the decision made by the Designated Appeals Officer of SriLankan Catering in respect of an appeal under section 31(1); or (b) the failure to obtain a decision on any appeal made within the time specified for giving the same under section 31(3), may appeal against that decision or the failure to obtain a decision, to the Right to Information Commission

Contact details of Commission and the members of the Commission, are provided here as per section 26(1)(a) of the Right to Information Act, No. 12 of 2016.

Right to Information Commission

Address : Room No 203-204, BMICH, Bauddhaloka Mawatha, Colombo 07
Telephone : 011 2691626
E-Mail : rti.commission16@gmail.com
Fax : 011 2691625

Members of the Commission

Name	Designation	Email
Justice Upali Abeyratne (Rtd.) (Resigned with effect from 04.03.2025)	Chairman	rti.commission16@gmail.com
Justice Rohini Walgama (Rtd.)	Commissioner	prwalgama@gmail.com
Attorney-at-Law Kishali Pinto-Jayawardena	Commissioner	rtikishalipintojayawardena@gmail.com
Attorney-at-Law Jagath Liyana Arachchi	Commissioner	jagathrtic@gmail.com
Mohamed Nahiya	Commissioner	amnahiyartic@gmail.com

Fees

Fees to be charged for obtaining any information from SriLankan Catering are provided here as per section 26(1)(d) and section 26(2) of the Right to Information Act, No. 12 of 2016 and the relevant sections from the Regulations promulgated under Extraordinary Gazette No 2004/66 dated 03rd Feb 2017 are reproduced below:

Right to Information Commission Rules of 2017
(Extraordinary Gazette No 2004/66 dated 03rd Feb 2017)
<http://srilankanew.srilankan.corp/download/Regulations-03.02.2017.pdf>

3. **Application Fees:** (1) No Public Authority shall charge any fee to provide a Right to Information Application Form to a citizen making an information request.

(2) No Public Authority shall charge any fee to process a Right to Information request.

4. **Fees for Information:** Unless otherwise prescribed, the following Fees may be charged by a Public Authority for provision of information in response to a RTI request:

(i) Photocopying:

(a) Rs. 2/- (one side) and 4/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) and smaller size paper

(b) Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and upto A3 (29.7 cm x 42 cm)

(c) Information provided on paper bigger than those mentioned above will be at actual cost.

(ii) Printout

(a) Rs. 4/- (one side) and 8/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) and smaller size paper

(b) Rs. 5/- (one side) and 10/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and upto A3 (29.7 cm x 42 cm)

(c) Information printed on paper bigger than those mentioned above will be at actual cost.

(iii) Rs. 20/- for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device, provided by the citizen making the request.

(iv) Actual cost for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device provided by the Public Authority.

(v) Rs. 50/- per hour for the study or inspection of any document or material, or inspection of a construction site, if this takes longer than one hour, with the first hour of study/inspection being provided free of charge. This shall be without prejudice to the practice of public authorities which previously provided such inspection free of charge and which practice shall continue notwithstanding this sub-rule.

(vi) Samples or models will be charged the actual cost.

(vii) Information provided via e-mail will be free of charge.

5. Where there exists a previous Fee Schedule prescribed or issued by Public Authorities by way of circulars or regulations, that Fee Schedule shall continue to operate notwithstanding the Fees prescribed in Rule 4. Provided that any dispute in regard to claims relating to existing Fee Schedules may be the subject of an Appeal to be determined by the Commission in accordance with these Rules on Fees and Appeals.

6. Information provided free of charge:

(1) Notwithstanding anything contained in Rule 4 above, the Public Authority shall provide information prepared or contained on four pages (A4 size) of photocopies or printing, free of cost.

(2) Information that is ordinarily available free of charge shall continue to be provided free of charge.

7. Mode of Payment of Fee: (1) Notwithstanding anything contained elsewhere in these Rules, the Public Authority may collect the Fees for information in the following manner:

(i) in cash paid to the Information Officer;

(ii) Bank Draft addressed to the Accounts Officer of the Public Authority;

(iii) post office payment slip or a postal order made payable to the Accounts Officer of the Public Authority.

(2) The Information Officer shall issue a receipt against payment of a fee regardless of the manner in which it is paid.

8. Access to Information: (1) For larger volume requests, the information officer shall inform the citizen making the request prior to providing access to the information about the various formats through which access may be obtained and their associated costs, as well of the possibility of taking notes, copying extracts, including at the discretion of the Public Authority, the possibility of photographing the material with a phone or hand held camera.

(2) Excepting the situations mentioned in Rules 5, and 6, the prescribed fee should be paid in full before access to the material is given to the citizen making the request.

9. Proactive Disclosure: (1) The Reports submitted by the Ministers pursuant to Section 8 of the Act and Public Authorities pursuant to Section 10 of the Act shall be publicly available for inspection free of charge and for free downloading from a website, and copies, including electronic copies, provided to a citizen making the information request in accordance with the Fees prescribed in the above Rules.

(2) A Minister who is implementing a project should pursuant to Section 9 of the Act make publicly available all material relating to the project. Such material, shall be publicly available for inspection free of charge and for free downloading from a website, and copies provided to the citizen making the request in accordance with the Fees prescribed in the above Rules.

10. Appeals regarding Fees: (1) If the citizen making the request is of the opinion that the Fee charged by the Information Officer is in excess to the amount properly required he/she may appeal to the Designated Officer within fourteen days of being informed by the Information Officer of the fee payable as per Section 31 of the Act using the format prescribed in the RTI regulations.

(2) If the citizen making the request is not satisfied with the decision of the Designated Officer, he/she may within two months of the decision appeal to the Commission following the Appeal procedure prescribed in Section 32 of the Act and relevant Rules thereto.

(3) The making of an appeal to the Designated Officer and/ or Commission does not require the payment of a fee. Appeal forms are to be issued free of charge.

11. Exemption of Fee Charge upon Successful Appeal:

If a citizen making an information request is successful in an Appeal either to the Designated Officer or the Commission, the information requested by the citizen making the request should be provided free of charge.

12. Reimbursement of Fees:

The Commission may, in accordance with Section 15 (g) of the Act, direct a Public Authority to reimburse any Fees charged to a citizen making a request where any information is not provided within the time period specified in the Act.

Application Forms

Application to Receive Information

<http://srilankanew.srilankan.corp/download/Application%20to%20Receive%20Information.pdf>

Appeal Form

<http://srilankanew.srilankan.corp/download/Appeal%20Form.pdf>

PRIOR DISCLOSURES OF INFORMATION:

Payment of dividends

Dividends are declared and paid to shareholders from the profits generated by the company during each financial year. The Company has consistently paid dividends to its shareholders since its inception in 2008. These dividend payments are reflected in the Equity Statement of the company's financial statements.

BUDGET INFORMATION:

Budget, Financial Information/ Actual Income & Expenditure

The preparation of Company's budget is handled by the Finance Division with the support of the rest of the departments.

Please refer to the Financial Statements uploaded.

Audit Reports

The Independent Auditors' Report section is comprised in the Annual Report. The Annual Reports of the Company are audited by the Auditor General's Department.

ORGANIZATIONAL INFORMATION:

Senior Management Team

<i>Division/Dept.</i>	<i>Designation of the Head of the Division/Dept.</i>	<i>Name of the Head of the Division/Dept.</i>	<i>Contract No.</i>
<i>CEO Office</i>	<i>Chief Executive Officer</i>	<i>Mr. Mangala Wijesekera</i>	<i>+94 197334100</i>
<i>Company Secretary</i>	<i>Head of Corporate Secretarial Services</i>	<i>Mrs. Darlene Thirukumar</i>	<i>+94 197331014</i>
<i>Production Division</i>	<i>Head of Production</i>	<i>Mr. Indrajit Chowdhury</i>	<i>+94 197334103</i>
<i>Finance Division</i>	<i>Manager Finance</i>	<i>Mr. Nalaka Sanjeewa</i>	<i>+94 197334120</i>
<i>Maintenance Division</i>	<i>Manager Maintenance</i>	<i>Mr. Suneth Gunatilleke</i>	<i>+94 197334150</i>
<i>Operations Division</i>	<i>Manager Operations</i>	<i>Mr. Saman Perera</i>	<i>+94 197334180</i>
<i>Airport Restaurant, Lounges & Hotel Division</i>	<i>Manager Airport Restaurant/Lounges</i>	<i>Mr. Dhamin Peiris</i>	<i>+94 197334280</i>
<i>Human Resources & Admin. Division</i>	<i>HR & Administration Manager</i>	<i>Mr. Thushara Morawaka</i>	<i>+94 197334133</i>
<i>Customer Services Dept.</i>	<i>Customer Services Manager</i>	<i>Mr. Ajith Ullandupitiya</i>	<i>+94 197334115</i>
<i>Warehouse Operations Dept.</i>	<i>Executive Inflight Stores</i>	<i>Mr. Dimuth Fernando</i>	<i>+94 197334160</i>
<i>Procurement & Shipping Dept.</i>	<i>Acting Procurement & Shipping Manager</i>	<i>Mr. Pubudu Megodawickrama</i>	<i>+94 197334198</i>
<i>Information Technology Dept.</i>	<i>IT Business Systems Manager</i>	<i>Mr. Manoj Wahalawatta</i>	<i>+94 197334212</i>
<i>Hygiene & Quality Assurance Dept.</i>	<i>Manager - Hygiene & Quality Assurance</i>	<i>Mr. Deepal Samarakoon</i>	<i>+94 197334175</i>
<i>Housekeeping Dept.</i>	<i>Asst. Manager – Housekeeping</i>	<i>Mr. Janaka Rajanayake</i>	<i>+94 197444178</i>
<i>Laundry Department</i>	<i>Laundry & Dispatch Manager</i>	<i>Mr. Prasanna Silva</i>	<i>+94 197334255</i>
<i>Security & Investigations Dept.</i>	<i>Security & Investigations Manager</i>	<i>Mr. Namal Dasanayaka</i>	<i>+94 197334170</i>
<i>Industrial Engineering Department</i>	<i>Industrial Engineering Analyst</i>	<i>Mr. Kasun Printo</i>	<i>+94197334111</i>
<i>Group Legal Affairs</i>	<i>Manager Group Legal Affairs (Litigation) (Group Legal)</i>	<i>Ms. Thushari Perera</i>	<i>+94197331029</i>
<i>Planning & Costing</i>	<i>Production Planning Manager</i>	<i>Mr. Pubudu Megodawickrama</i>	<i>+94197334198</i>
<i>Serenediva Transit Hotel</i>	<i>Manager Airport Restaurant/Lounges</i>	<i>Mr. Dhamin Peiris</i>	<i>+94 197334280</i>
<i>Mattala Operations Unit</i>	<i>Manager Airport Restaurant/Lounges</i>	<i>Mr. Dhamin Peiris</i>	<i>+94 197334280</i>
<i>Dispatch Department</i>	<i>Dispatch Executive</i>	<i>Mr. Darshana Rajapakse</i>	<i>+94 710210345</i>

Employees

As of 01st April 2025, the Company had 713 employees including permanent staff and contract staff. The workforce comprises Graded Staff, Executives, Managers, and the Senior Management Team.

Collective Agreements

The Company has entered in to collective agreement dated April 2016 with Jathika Sevaka Sangamaya. For the purposes of the Industrial Disputes Act No. 43 of 1950 (as amended), it is binding on the trade union, the Company and workmen referred to in that collective agreement (i.e. permanent employees in Grades 1-7) and the terms of each collective agreement are implied terms in the contract of employment between the Company and employees bound by the agreement.