

## Instructions for Disaster Relief Contributions for the People Affected by the Emergency Disaster Situations through the General Deposit Account

References is made to the Ministry Cir. Msg. No. 419 dated 29.11.2025 regarding the Revised Account Details for Emergency Financial Contributions.

02. Ministry of Foreign Affairs, Foreign Employment and Tourism, in collaboration with the General Treasury and the Central Bank of Sri Lanka (CBSL), has made the necessary arrangements to receive financial contributions from foreign donors in support of the ongoing national flood relief efforts in Sri Lanka.

03. Further, reference of the approval granted by the Secretary to the Treasury (ST) permitting Sri Lankan Missions through the General Deposit Account (GDA) for the temporary collection of donations from foreign donors/Sri Lankan expatriates in view of the difficulties encountered by Missions and expatriate communities in remitting funds directly to Sri Lanka due to high bank charges and related constraints.

04. Therefore, the Missions/Posts are required to adhere to the following instructions when facilitating the donation-collection process:

- a) All funds received must be credited only to the designated **General Deposit Account Code 18/43/104 (Other)** of the Mission.

- b) Acknowledgement receipts are to be issued to all donors using the prescribed General 172 Cash Receipt format.
- c) Proper records must be maintained for each donor, including:
- Name of donor / organization
  - Date of receipt
  - Amount received and the rate
  - Supporting documents (e.g., copies of transfer slips, Gen. 172 receipts, correspondence)
- d) Upon the accumulation of donations, the Ministry advises all Missions to ensure that donations are deposited appropriately, with remittances to the designated CBSL accounts to be made once the total value of such deposits reaches approximately USD 5,000 or the equivalent in local currency, in accordance with the Ministry's Fax Msg. No. 419 dated 29.11.2025.
- e) A detailed report of each remittance, together with copies of supporting documents, must be emailed to **ca@mfa.gov.lk** with a copy to **missionacct@mfa.gov.lk** immediately after the transfer including the following details;
- I. Mission Name
  - II. Date of Receipt
  - III. Name of Donor or Organization
  - IV. Amount Received
  - V. Currency Type
  - VI. Receipt Rate
  - VII. Remitted Account Details (designated by CBSL)
  - VIII. Remarks
- f) All Missions must ensure compliance with host-country financial regulations and internal Mission financial procedures with accordance to the Ministry.
- g) All Missions/Posts are hereby informed that the collection and crediting of such donations may be carried out through the official bank accounts under the General Deposit Account (GDA), strictly for the above purpose.

05. Missions are kindly requested to give wide publicity to the above facility among expatriate communities and potential donors, in coordination with Sri Lankan associations, organizations, relevant authorities and diaspora communities.

06. The cooperation of all Missions/Posts in promptly and accurately implementing the above procedures, in support of this national humanitarian initiative, is greatly appreciated. (Ends)