



# The Commonwealth Association of Tax Administrators

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**14<sup>th</sup> February 2011**

**CATA Circular No: 6 of 2011**

**To All Members**

**Subject: Thirty-Second CATA Annual Technical Conference 2011**

CATA's Thirty-second Annual Technical Conference will be held in Colombo, Sri Lanka, from 18 to 23 September 2011.

**Venue:**

The Conference will be held at the **Galadari Hotel**, Colombo.

**Hotel Accommodation:**

Delegates will be accommodated in the hotels listed below. Special room rates for bed & breakfast have been negotiated with these hotels (inclusive of all taxes). The rates are quoted in US Dollars. Delegates are requested to book their hotel accommodation early, latest by **May 31, 2011** to qualify for these negotiated rates and to ensure availability of desired rooms. Hotel reservations should be done directly with the hotels and must be indicated on the delegate nomination form. Hotel rates are as follows:

**1. Galadari Hotel (5 Star)**

**Rates per night on bed & breakfast**

<b>Room Category</b>	<b>Single</b>	<b>Double</b>	<b>No. of rooms available</b>
<b>Superior Deluxe</b>	<b>US \$ 139</b>	<b>US \$ 151</b>	<b>350</b>
<b>Contact Person</b>	<b>Ms. Trudy Corea</b>		
<b>Tel.</b>	<b>+94 11 2544544 Ext 440, +94 777358057</b>		
<b>Email</b>	<b><a href="mailto:trudy@galadarihotel.lk">trudy@galadarihotel.lk</a></b>		
<b>Web Site</b>	<b><a href="http://www.galadarihotel.lk">www.galadarihotel.lk</a></b>		
<b>Fax</b>	<b>+94 11 4790609</b>		
<b>Address</b>	<b>64, Lotus Road, Colombo 01, Sri Lanka</b>		

## 2. Hotel Ramada Colombo (4 Star)

### Rates per night on bed & breakfast

Room Category	Single	Double	No. of rooms available
Standard	US \$ 116	US \$ 126	92
Contact Person	Ms. Evangeline Charmaine Rabot		
Tel.	+94 77 3574801		
Email	charmaine@ramadacolombo.com		
Web Site	www.ramadacolombo.com		
Fax	+94 11 2447977		
Address	No.30, Sir Mohamed Macan Markar Mawatha Colombo 03 Sri Lanka		

### Topics:

The following two topics will be discussed at the conference:

1. **Transfer Pricing**
2. **Taxpayer education as a compliance tool**

### Background Papers:

Each member country is required to furnish background papers (not more than four pages each) on the conference topics. The manner in which these background papers should be structured is set out in **(Annex-II)** to this Circular. **The due date for submission of background papers is 30<sup>th</sup> April 2011.** Special guests do not have to furnish background papers.

### Visas:

Delegates are advised to check their visa requirements for travel to Sri Lanka well in advance either through their travel agency or the Sri Lanka High Commission or Embassy in their respective countries. It is important to have visa clearance prior to travel to avoid journey continuation problems at airline transfer desks at airports en-route to your final destination. In some cases visas may also be required for both the inward and the outward transit legs of their journey. Delegates are therefore requested to ensure that all legs of their journeys are provided for. Information regarding visa requirements is available from Sri Lanka High Commission in different countries

Information on Sri Lanka's Embassies and High Commissions may be found at [www.slmfa.gov.lk](http://www.slmfa.gov.lk) The Sri Lanka Department of Immigration can be accessed through [www.immigration.gov.lk](http://www.immigration.gov.lk)

### Health requirements:

Visitors are advised to ensure they have a travel health insurance cover. To check on additional medical care facilities, please log on to the following website: [wwwnc.cdc.gov/travel/destinations/sri-lanka.aspx](http://wwwnc.cdc.gov/travel/destinations/sri-lanka.aspx)

**Climate:**

Sri Lanka has no marked seasons. A special feature is that the hot and humid lowlands and the salubrious hill country are separated by a few hours motoring. The month of September is generally sunny in Colombo. Temperatures range between 24<sup>0</sup>c (75<sup>0</sup>f) and 29<sup>0</sup> c (84<sup>0</sup>f) with the lowest temperatures experienced during the nights.

**Registration:**

Delegates nominated to attend the conference and special guests and observers are requested to forward the attached Registration Form (**Annex I**) duly completed to reach the **Chairman of Organising Committee with a copy to the CATA Office at [cata@commonwealth.int](mailto:cata@commonwealth.int) not later than 31<sup>st</sup> May 2011.**

For member nominations all registration forms **MUST** be either sent through the designated Country Representative for CATA of the nominating country or clearly endorsed by such authority. **No registration form will entertained unless it meets this requirement.**

**Conference Coordinator:**

**Mr. H.B.A. Seneviratne** will be the Chairman of Organising Committee. He can be contacted as follows:

**Mail:** Department of Inland Revenue  
Inland Revenue Building – 14<sup>th</sup> Floor  
Colombo - 02  
Sri Lanka.

**Tel.:** +94 11 2338569  
+94 71 2756651 (Mobile)

**Fax:** +94 11 2338569

**Email:** [senevihba@gmail.com](mailto:senevihba@gmail.com)

Details of the Conference programme will be circulated to all members and invited Special Guests in due course. The CATA website will also be updated regularly on conference related matters.

**Yours**

  
**Tutu P Bakwena**  
Executive Director