Dear Sir/Madam,

My Directors request you to open an account in the name of the undermentioned Company.

Name of the Company .................................................................
Registered office situated at .........................................................

Yours Faithfully,

Company Secretary

Name of the Company & Company Seal

Board Resolution (To be filled if a separate resolution is not given)

We hereby certify that the following resolution of the Board of Directors of

...................................................... Limited was passed at a meeting of the Board held on the ........................................day

of..................20........and has been duly recorded in the minute book of the said Company:

RESOLVED: That a banking account for ................................................................. Limited be opened with

the.......................... Bank at their ................................................................. Branch and that the Bank be and is

hereby empowered to honour cheques, bills of exchange, promissory notes, drawn, signed, accepted, or made on behalf of the

Company

by.........................................................

.........................................................(Insert any two of the Directors

countersigned by the secretary, or otherwise as may be required) and to act on any instructions given by the persons so authorized

to any accounts or transactions of the Company.

Chairman                     Secretary

<table>
<thead>
<tr>
<th>Currency of Account</th>
<th>By Cash</th>
<th>By cheque</th>
</tr>
</thead>
<tbody>
<tr>
<td>LKR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Type of Business Account

- Limited Liability Company
- BOI Approved Limited Liability Company
- Others please specify ..........................................................

<table>
<thead>
<tr>
<th>Type of Account Required</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings A/c</td>
<td>Daily</td>
</tr>
<tr>
<td>Current A/c</td>
<td></td>
</tr>
<tr>
<td>Fixed/Call Deposit A/c</td>
<td></td>
</tr>
<tr>
<td>Money Market A/c</td>
<td></td>
</tr>
<tr>
<td>Treasury Bill/Bonds</td>
<td></td>
</tr>
<tr>
<td>NRFC</td>
<td></td>
</tr>
<tr>
<td>SIERA</td>
<td></td>
</tr>
<tr>
<td>Others please specify</td>
<td></td>
</tr>
<tr>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Weekly/Monthly</td>
<td></td>
</tr>
<tr>
<td>Other....................</td>
<td>(Specify)</td>
</tr>
</tbody>
</table>


### PART A – Customer Information

<table>
<thead>
<tr>
<th>Name Of Business Entity</th>
<th>Registered Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Date of Incorporation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Correspondence Address (Business/Factory address if different to Registered address)</th>
<th>Date of Commencement of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Nature of Business</th>
<th>Purpose of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Subsidiary/Associate

1. Are you a Subsidiary/Associate of another organization? Yes/No
   
   a) Subsidiary of (i.e. Owned more than 50%) ________________
   
   b) Associate of (i.e. Owned 20% – 50%) ________________

2. Is the Principal/Subsidiary listed in the local/foreign stock exchange? Yes/No (If answered “yes” please give details)

3. Do you have any Subsidiaries/Associates? Yes/No (If answered “yes” please give details)
   
   Details .................................................................................................................................

### PART B Financial Information

*Note: If a new company, please complete below with proposed data under “Current Year”*

Are the audited financial statements for the last two years available? Yes/No

<table>
<thead>
<tr>
<th>Description (LKR’000)</th>
<th>Current Year</th>
<th>Previous Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

- Annual sales turnover:
- Net Profit/Loss
- Paid-up capital + accumulated Profits

### Tax Declaration

The following is a mandatory declaration which is required to be completed by all under the Inland Revenue Act No.28 of 1979

Income Tax File No. 

### PART C Director/Shareholder information

<table>
<thead>
<tr>
<th>Directors and Major Share Holders (More than 10% Voting Shares)</th>
<th>National Identity Card Number/other identification number</th>
<th>% of Shares Held</th>
<th>Contact No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

All Directors and Major Share Holders should complete a KYC Individual Information Sheet (Annex B), in addition to providing the above information as required by Rules Prescribed in terms of Section 2(3) of the Financial Transactions Reporting Act No.6 of 2006.
**PART D  Information pertaining to Account usage**

1. **Anticipated Volumes**:
   Expected/Usual average volumes of deposits into the account in Rupees per month
   - [ ] Less than 500,000
   - [ ] Above 500,000 up to 1,000,000
   - [ ] Above 1,000,000 up to 2,000,000
   - [ ] Above 2,000,000 up to 5,000,000
   - [ ] Over 5,000,000

2. **Assets owned by the Business/Organization**
   - Property/Premises
   - Motor Vehicle
   - Financial Assets
   - Investments
   - Others (Specify)

3. **Source of Funds to the Account**
   - Business income
   - Investments
   - Bank Facilities
   - Donations (Local/Foreign)
   - Others (Specify)

**PART E  – Verification**

For Bank Use Only

<table>
<thead>
<tr>
<th>Documents Submitted</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandate</td>
<td></td>
</tr>
<tr>
<td>Board Resolution</td>
<td></td>
</tr>
<tr>
<td>Business Registration and Certificate of Incorporation</td>
<td></td>
</tr>
</tbody>
</table>
   (Form 2A, 2B, 2C, 2D or 2E as appropriate under the new Companies Act and Form 41 for Companies incorporated under the Old Act) |
| Articles of Association |   |
| Form 20             |         |
| BOI Agreement (If BOI approved Company) | |
| EDB approval Letter (If approved by the EDB) | |
| Certificate to Commence Business (If public quoted business) | |
| Latest Audited Accounts (If available) (Annex B) | |
| Individual information form completed by all Directors/Major Share Holders/Office bearers, signatories, administrators, members of the governing body or committee/Trustees, Settlers/Grantors and beneficiaries | |
| Introduction/Reference | |

**Introduced by** (Mandatory for Current Accounts. For others on a risk based approach at the discretion of the Branch Manager)

I am pleased to introduce the above applicant/s to the …………………………Bank, for the purpose of opening an account. I provide this introduction as:
- [ ] 1. Account Holder of …………………..Bank . My Account Number is ………………………………
   at…………………………………………Branch.
- [ ] 2. A Company Director of ………………………………………………………………………………………………………….
- [ ] 3. A person holding a senior position in a Government Establishment named ……………………………………………………..
- [ ] 4. Any other ( Pl Specify)…………………………………………………………………………………………………………

Telephone No …………………………. Occupation…………………………………
Date ………………………………… Account No……………………………………
NIC No …………………………….. Signature …………………………………………

---

**Bank use Only**

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Introducing Signature verified by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement Code</th>
<th>Input by</th>
<th>Authorised by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>