

# **KNOW YOUR CUSTOMER (KYC) PROFILE FORM FOR BUSINESSES/ORGANISATIONS CHARITIES/NGO'S ETC.**

DATE
A/C No.
CURRENCY
BRANCH NO
OFFICER'S S/ NO
MANAGER'S INTL.

## **Type of Business Account**

- ☐ Limited Liability Company
- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Non-governmental Organization/Charity
- ☐ BOI Approved Limited Liability Company
- ☐ Others

## **Currency of Account**

- ☐ LKR
- ☐ USD
- ☐ Others

## **Type of Account Required**

<input type="checkbox"/> Savings A/c <input type="checkbox"/> Current A/c <input type="checkbox"/> Fixed/Call Deposit A/c <input type="checkbox"/> Money Market A/c <input type="checkbox"/> Treasury Bill/Bonds <input type="checkbox"/> NRRA <input type="checkbox"/> SIERA	<input type="checkbox"/> Non Resident Foreign Currency A/c <input type="checkbox"/> Resident Foreign Currency A/c <input type="checkbox"/> Resident Non National Foreign Currency A/c <input type="checkbox"/> Resident Guest Foreign Currency A/c <input type="checkbox"/> Resident Guest Rupee A/c <input type="checkbox"/> Exporters Foreign Currency A/c <input type="checkbox"/> Others (Specify).....
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## **PART A – Customer Information**

Customer's Full Name :		Registered Address	
Registration Number	Nature of Business/Industry	Country of Incorporation	
Date of Incorporation		Date of Commencement of Business	
Nature and Purpose of Business		Please Specify "Nature and Purpose of Business" in detail	
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Whole Sale Trading <input type="checkbox"/> Import/Export <input type="checkbox"/> Retailing <input type="checkbox"/> Professionals <input type="checkbox"/> Personal Services <input type="checkbox"/> Catering/Restaurant <input type="checkbox"/> Service Industry(Please specify) <input type="checkbox"/> Others (Please Specify)			
(Clubs/Societies/Charities/Associations and Non Governmental Organizations should provide details of the objectives, scope and areas of activity )  .....  Factory Address (If applicable):   Number of Employees:			



## 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

Description (LKR'000)	Current Year	Previous Year
Annual sales turnover:		
Net Profit/Loss		
Paid-up capital + accumulated Profits		

## PART C Director/Shareholder information

Directors and Major Share Holders (More than 10% Voting Shares) *	National Identity Card Number	% of Shares Held	Contact No.	Address

Note:

\* In the case of Clubs/societies/Charities/Associations and Non governmental Organisations please provide details of Office bearers, signatories, administrators, members of the governing body or committee or any other person who has control or influence over the operations of the entity.

In the case of Trust, nominee and fiduciary accounts details of all trustees, settlers/grantors and beneficiaries should be provided

All Directors and Major Share Holders should complete KYC Individual Profile Form (Form No. PF 0300A) 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. In the case of Clubs/societies/Charities/Associations and Non governmental Organisations two Officers should fill out the KYC Individual Profile Form (Form No.PF 0300A)

## PART D Business Information

### 1. Anticipated Volumes :

Expected/Usual average volumes of deposits into the account in Rupees per month

- |  |  |
|--|--|
| <input type="checkbox"/> Less than 100,000 (App. US\$ 1,000)                 | <input type="checkbox"/> 3,000,000 to 5,000,000 (app US\$ 30,000 to 50,000)  |
| <input type="checkbox"/> 100,000 to 500,000 (app. US\$ 1,000 to 5,000)       | <input type="checkbox"/> 5,000,000 to 7,000,000 (App US\$ 50,000 to 70,000)  |
| <input type="checkbox"/> 500,000 to 1,000,000 (app. US\$ 5,000 to 10,000)    | <input type="checkbox"/> 7,000,000 to 10,000,000(app US\$ 70,000 to 100,000) |
| <input type="checkbox"/> 1,000,000 to 2,000,000 (app. US\$ 10,000 to 20,000) | <input type="checkbox"/> Over 10,000,000 (app.US \$ 100,000)                 |
| <input type="checkbox"/> 2,000,000 to 3,000,000 (app. US\$ 20,000 to 30,000) |  |

### 2. Assets owned by the Business

- |  |   |
|--|---|
| <input type="checkbox"/> Property/Premises | <input type="checkbox"/> Investments      |
| <input type="checkbox"/> Motor Vehicle     | <input type="checkbox"/> Others (Specify) |
| <input type="checkbox"/> Financial Assets  |   |

<b>3. Source of Assets – Assets Acquired from</b>	
<input type="checkbox"/> Business income <input type="checkbox"/> Investments <input type="checkbox"/> Bank Facilities	<input type="checkbox"/> Donations (Local/Foreign) <input type="checkbox"/> Others (Specify)

**PART E – Verification**

We confirm that the above details are correct

\_\_\_\_\_  
Signature and Rubber stamp (A)

\_\_\_\_\_  
Signature and Rubber Stamp (B)

For Bank Use Only	
Documents Submitted  <input type="checkbox"/> <b>Mandate</b> <input type="checkbox"/> <b>Board Resolution/</b> <input type="checkbox"/> <b>Business Registration and Certificate of Incorporation</b> <i>(Form 2A, 2B, 2C, 2D or 2E as appropriate under the new Companies Act and Form 41 for Companies incorporated under the Old Act)</i> <input type="checkbox"/> <b>Articles of Association</b> <input type="checkbox"/> <b>Form 20</b> <input type="checkbox"/> <b>BOI Agreement</b> <i>(If BOI approved Company)</i> <input type="checkbox"/> <b>EDB approval Letter</b> <i>(If approved by the EDB)</i> <input type="checkbox"/> <b>Certificate to Commence Business</b> <i>(If public quoted business)</i> <input type="checkbox"/> <b>Latest Audited Accounts</b> <i>(If available)</i> <input type="checkbox"/> <b>Constitution/Charters etc</b> <i>(If Club, Society, Charity, Association or NGO)</i> <input type="checkbox"/> <b>Individual Customer 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</b> <input type="checkbox"/> <b>Trust Deed</b> <i>(if Trust)</i>	Remarks

.....  
Name of Bank Officer

.....  
Signature of Bank Officer

.....  
Date