

17 Contact Person:

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18 Initial Deposit Amount : Rs.

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19 Initial Deposit Mode: Cash Cheque Remittance/Accounts Transfer Other

20 a) Do you have maintained another account/s with the Pradeshiya Sanwardhana Bank? Yes No

b) If yes, Account No. :

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KNOW YOUR CUSTOMER (KYC) INFORMATION

1 Purpose of Account:
 Payment for customers Investment Payment of suppliers/Vendors Other
 payroll payments General Expenses Inter company payments

2 Authorized Capital: Rs.

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3 Issued Capital: Rs.

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4 Paid up Capital: Rs.

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5 Chairman/CEO/Director/Partner/Trustee/Proprietor:

	Name	Permanent Address	NIC/PP	Shares (%)	Citizenship	PEPs*	Mother's maiden Name
1						Yes/No	
2						Yes/No	
3						Yes/No	
4						Yes/No	

(Attached additional paper, if provided space is not sufficient and if share capital contribution is 10% or over, take beneficiary Ownership declaration)* Please refer end of this page for the definition of "PEP"

6 Company Secretary details:

	Name	Permanent Address	NIC/PP	Shares (%)	Citizenship	PEPs*	Mother's maiden Name
1						Yes/No	

7 Is/Are any of the Director/s mentioned above also Director/CEO of another Company: Yes No

(If yes, complete below)

	Name	Name of Company	Nature of Company	Position (Director/CEO/Chairman)	Position - Duration since	Shares(%)
1						

(Attached additional paper if space provided is not sufficient & that should be certified by the Authorized person)

8 Size of Business/ Entity : Assets Owned by the Business Organization

Assets	Asset Value (LKR)									
Property/ Premises										
Financial Assets										
Motor Vehicle										
Investment										
Other										

Year	Annual Turnover-Rs					Gross profit-Rs									
Y	Y	Y	Y	Y											

9 Financial Information and Transaction Profiling

9.1 Source of fund to the Account

Business Income Donation (local/Foreign) Investment Professional Service Other

9.2 a) No of Transaction per Month

Less than 15
 15-25
 More than 25

b) Amount per Month

Less than 0.5Mn
 0.5Mn to 1 Mn
 More than 1 Mn

Following Documents should be Submitted	Remarks
1.Certified copies of NIC/PP of the Directors/Major share holders/Office Bearer/Authorised signatories/Administrators/members of the governing body or Committee/Trustee/Attorney power person/Guarantors	
2. Board Resolution	
3. Business Registration and Certification of Incorporation (form 2A,2B,2C,2D or 2E as appropriate under the new	
4. Articles of Association	
5. Form 20 - Notice of change Director/ Secretary and particulars of Directors/Secretary	
6.BOI Agreement (If BOI approved company)	
7. Export Development Board Approval letter (If approved by the EDB)	
8. Certificate of Commencement of Business (If public quoted business)	
9. Audited financials (If available)	
10. Constitution/Charters etc. (If Club,Society,Charity,Association or NGO)	
11.Individual KYC form should be completed by all Directors/Major share Holders/Office bearers/ Authorised signatories/Administrators/members of the governing body or Committee/Trustee/Attorney Holder/ Settlers/Guarantors and beneficiaries (In addition to providing the above information as required by Rules prescribed in terms of section 2(3) of financial transactions Reporting act No.06 of 2002)	
12. Trust Deed (if trust)	
13. If share contribution is 10% or over, obtain beneficiary ownership declaration	
14. If PEP, Submit the related documents to confirm the relationship	

Review and Comments (Office use only)

- Compliance clearance obtained to verify whether client appears in known Terrorist list/Proscribed Entity list:
 Yes No (If "Yes" account shall not be opened)
- Chairman/CEO/Director/Partner/Trustee/Proprietor of the entity is appearing in known Terrorist list/Proscribed Individuals list:
 Yes No (If "Yes" account shall not be opened)
- Concerns closely related to PEP:
 Yes No (Guideline applicable on PEP accounts shall be complied with)
- Risk Assessment (Complete According to the Internal Circular No.04 of 2020 - Customer Due Diligence (CDD), Know Your Customer(KYC))

		Low (Marks 01)	Medium(Marks -2)	High -(Marks 3)
01st Category - Nature of the Customer	Sole proprietorship			
	Partnership			
	Government Institution			
	Private Limited Company			
	Limited Liability Company			
	Society /Club/Associate			
	Charity/NGO			
	BOI Company with Foreign shares			
2nd Category - Uses of Business	Retailing			
	Manufacturing			
	Agriculture/Live-stocks/Fisheries			
	Government service			
	Society Development/Welfare/Religious Activity			
	Wholesale			
	Personalised Service			
	Consultancy/Professional Service			
	Distributors			
	Import/Export			
	Brokerage/ Real State			
	Banking/ Insurance/ Securities			
	Finance Business/Pyramid Business/Trustee			
	3rd Category - Daily Income	Below Rs.0.5Mn per day		
Rs.0.5Mn to Rs.3Mn per day				
Above Rs.3Mn per day				

Overall Risk Level

High	Medium	Low
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(Risk categorization should be done according to the AML System results)

This KYC forms has been reviewed by
Name

Signature

Service Number

Definition of "PEP" - Not Printed

Individuals in Sri Lanka or abroad who are;

◆ Head of State or a Government

◆ Politicians

◆ Senior Government, Judicial or Military Officials

◆ Senior Executives of State owned Corporations, Government or Autonomous body

◆ Important political party officials

◆ All relations and close associates of the above stated persons

