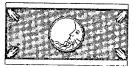


විශාම වැටුප් දෙපාර්තමේන්තව ஒய்வூதியத் திணைக்களம் DEPARTMENT OF PENSIONS



මහලේකම් කාර්යාලය, මාලිගාවන්ත, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකයා	PN/ Circular/ 2009	දිනය)	06
இல.	}	திகதி Date	}
No. 🦼		Date J	

04.2010

Pension Circular 16/2009 (Amendment)

Amendment to the Circular dated 25.09.2009

Heads of Overseas Missions, District Secretaries, Divisional Secretaries. Bank Managers,

PAYMENT OF PENSION TO SRI LANKAN PENSIONERS RESIDENT ABROAD

Pension Circular 16/ 2009 dated 25.09.2009 issued under above heading is repealed and this circular is substituted.

(a) Background to the payment of overseas pension

Nearly 25,000 Sri Lankan pensioners are living in foreign countries and most of them are in Australia (including New Zealand) India, Canada, United Kingdom and United States of America. Also a considerable number of pensioners are living in Middle East Countries and Western Countries.

Several reasons have been caused for Sri Lankan pensioners to reside in foreign countries, such as return of English officers to their homeland after serving in Sri Lanka, migration of Sri Lankan officers to foreign countries after retirement on official language policy, ethnic crisis and migration of pensioners to foreign countries to live with their children.

Various methods during recent past were followed by the Department of Pensions in order to pay pension to Sri Lankan pensioners resident abroad. Payment methods such as through Crown Agent Pension Units in United Kingdom, Pay & Accounts Office in India and Sri Lanka overseas Missions were adhered while considerable number of pensioners reside abroad were used to draw pension through bank accounts maintain in Sri Lanka.



Telephone **Director General** 2431647 2432008 2434974 Internal Auditor 2329634

Fax 2342078 2342078 2391403 2329634

Telephone W&OP 2332346 2324375 L.G.U. 2342525 Registration 2329178

PSPF

Fax 2432214 2332347 2342525

Policy

Forces

Payments

Telephone 2329580 2320439 Computation 2434414 2431612

E-mail: pensions@sltnet.lk Web site: www.pensions.gov.lk Nevertheless the fact that many pensioners live abroad the Department of Pensions had no details of most of them. Furthermore the payments have been made during past without any due method or management. Number of cases such as pensions of overseas pensioners had been drawn by other persons through joint accounts was revealed. Having considered these matters the Department of Pensions has decided to reorganize pension payment methods of Sri Lankan pensioners resident abroad.

(b) New method of payment of pension to Sri Lankan pensioners resident abroad

Decision was taken to cancel payment of pension through Crown Agent Pension Unit in United Kingdom and Pay & Accounts Office in India. The method of crediting pension to a local bank account in respect of pensioners living abroad will be further formalized.

Decision has been taken to pay Civil Pension or Widows' & Orphans' Pension to pensioners resident abroad in accordance with following procedures under new method; viz. through Sri Lanka overseas Missions or through a special bank account in a local bank. Further, facility will be available to draw pension via Divisional Secretariats subject to certain conditions.

01. Payment of pension through Embassies/ High Commissions of Sri Lanka

This payment method will be restricted for 5 countries such as Untied States of America, United Kingdom, Canada, India and Australia. Pension will be made only through a selected Sri Lanka Mission in those countries. Accordingly, these payments will proceed through Embassy of Sri Lanka in Washington DC, High Commission of Sri Lanka in London – United Kingdom, High Commission of Sri Lanka in Ottawa and Deputy High Commission in Toronto - Canada, High Commission of Sri Lanka in Canberra – Australia and Deputy High Commission of Sri Lanka in Chennai – India. Payment of pension through Consulate General Offices in those countries will be cancelled. Pensioners in New Zealand will be paid through High Commission of Sri Lanka in Canberra – Australia. Pension will be paid in compliance to the following instructions.

- Pension file for each country will be created and maintained by this department. Said payment files will be dispatched to above paying Missions monthly. Embassy/ High Commission should pay pension refer to the file.
- ii. Pension will be paid by the Mission subject to the verification of pensioner's survival and receipt of life certificate. These payments can credit to the bank account of respective pensioner. Payments through cheques will be further permitted only if there any issues of crediting pension to bank accounts.
- iii. Instead of providing allocations to each Mission the whole amount required for pension payments will be released to the Ministry of Foreign Affairs monthly. The ministry will take action to send the required money to the relevant Embassy/ High Commission monthly. Accordingly it is possible to pay pension to overseas pensioners at the same date when the pension paid to pensioners in Sri Lanka.
- iv. Each Mission should send respective monthly payment details to the Department of Pensions.
- v. Pension payments maintained by Embassies/ High Commissions/ Deputy High Commissions are cancelled and payments should be done only in compliance to the monthly payment file created by this department.
- vi. It is compulsory to send duly completed Data Entry Forms (through the Mission) by all pensioners and entering Sort-code of the bank account would be more helpful for prompt payment.

- Monthly pension file will create by the Department of Pensions and will dispatch to Missions from January 2010. Said data will be available on official website <u>www.pensions.gov.lk</u>.
- ii. Pension should be paid in compliance to the monthly pension file created monthly by the Department of Pensions.
- iii. Information provided by pensioners via Data Entry Forms will be used to create monthly pension file. Pension of the pensioners who had not submitted information will be temporarily nullified. Those pensions will be paid together with arrears from the immediate month after receipt of information. Action will be taken to inform relevant changes to the Mission. Therefore, all pensioners resident abroad should compulsorily submit their information to this department via Data Entry Forms.
- iv. Pension should be paid subject to the satisfactory of pensioner's survival. Life certificate should be collected at least quarterly to get verification of pensioner's survival. If there is any obstacle to collect life certificates quarterly should be collected at least once in year.
- v. Payment of pension shall nullify in terms of Minutes on Pensions due to imprisonment of a pensioner. This condition is applicable even to overseas pensioners and pension of such pensioners should be nullified accordingly.
- vi. Heads of Missions are free to create Life Certificate in compliance to Annexure 2 or as they preferred. However the Life Certificate should be certified by a suitable officer. Accordingly an officer in Mission, Chief Incumbent or a Priest of a religion, officer in Army, Navy and Air Forces migrated from Sri Lanka or any other government officer, Doctor, Engineer, Accountant or Notary Public/ Justice of Peace or a person accepts by the Mission are eligible to certify the life certificate. Ratification by a pensioner himself is adequate, if the pensioner personally call over the Mission to submit the life certificate.

vii. Verification such as the pensioner has not remarried is required to the payment of widows' pension. An affidavit should be collected from the widow/ widower once in each year together with life certificate to verify whether not remarried.

(02) Payment of pension through approved special bank account

All pensioners resident abroad are given opportunity under this method to open a special bank account at a bank in Sri Lanka and to get credited monthly pension to the account.

- i. This special account can open at People's Bank Queen's Branch where the Department of Pensions maintained its main account. Facilities are available for pensioner to open this bank account having arrived in Sri Lanka or while in overseas. This facility will be available at the BOC – Metropolitan Branch from March 2010.
- ii. Pensioners are required to submit duly filled Mandate form, Affidavit, Letter of Consent in order to open this account. Documents submitted by pensioners while in overseas countries should be ratified by Ambassador/ High commissioner or an assigned officer at the Mission. The application will be certified by the Department of Pensions, if the pensioner arrived in Sri Lanka. (application forms to open bank accounts can download from the websites of the People's Bank and Bank of Ceylon)
- iii. Conditions are applicable to these overseas accounts.
 Maintaining joint accounts or ATM cards are not allowed. Money of those accounts can withdraw by pensioners themselves after arrived in Sri Lanka.
- iv. Money in these accounts can transfer to other accounts. Accordingly the relevant request should be forwarded to People's Bank (Manager, Quean's Branch) / Bank of Ceylon (Manager – Metropolitan Branch) as per the specimen.

5

- iv. Pension will be directly credited to pensioner's bank account and pensioners are required to submit life certificates to this department once in each quarter. Life certificate in each month should be submitted to the bank branch if the money transferred to other accounts.
- v. This department will take action to instruct bank officials regarding payment of arrears to heirs after the death of pensioner.

(03) Payments through Divisional Secretariats

Pensioners visiting foreign countries for a short period should inform the Divisional Secretariats. Those pensioners will be given opportunity to temporary nullifying their pension until they are arrived in Sri Lanka or to draw pension through Divisional Secretariat. When the pension paid through Divisional Secretariats for pensioners resident abroad it is required to identify whether pension is paid to correct pensioner. All pensioners are required to submit life certificates to the bank where they draw pension and the Divisional Secretariat. Payment of pension shall nullify if the life certificate has not submitted. All pensioners resident abroad are compulsorily required to submit duly filled Data Entry Forms. Persons visited abroad for employment and attached to overseas armed forces, pensioners hold dual citizenship and pensioners with Sri Lanka citizenship are further paid pension through Divisional Secretariats. Approval from this department should be availed for such payments.

In terms of the Minutes on Pensions and Widows' and Orphans' Pensions Act, the pension cannot entrust to any other person. Therefore pensioners cannot open accounts to credit pension to the names of persons hold their power of attorney or any other.

Foreign pension branch of this department can contact through following means.

Address : Assistant Director, Foreign Pension Division, Department of Pensions, Colombo 10, Sri Lanka.

 Tel. No.
 :+94 11 3 030511/ 3 030512

 Fax No.
 :+94 11 2 342078

 e-mail address : pensions@sltnet.lk

 foreignpensions@gmail.com

 Skype address : fpensions

04 Payment of pension to local government pensioners resident abroad

(This is an substitute to the Pension Circular 16/2009 (3)- Local Government)

Payment of local government pension and widows' & orphans' pension is centralized to the Department of Pensions. Therefore local government pensioners resident abroad are not paid pension through Divisional Secretariats in future. Accordingly the pension will be paid through,

- 4-1 Embassies / High Commissions of Sri Lanka
- 4-11 Crediting pension to special bank account.

Previously mentioned instructions should be followed for the payment of pension under these methods. Accordingly the data entry forms should be forwarded to the following address.

Chief Accountant Local Government Pension Division Department of Pensions Colombo 10 Sri Lanka.

Tel : +94 11 2 320439 Fax: +94 11 2 342078

A1 . .) ajamm

K A Thilakaratne Director General of Pensions

Copies to

- 1. Secretary to the President
- 2. Secretary to the Prime Minister
- 3. Secretary to the Cabinet of Ministers
- 4. Secretary Ministry of Public Administration and Home Affairs
- 5. Secretary Ministry of Finance
- 6. Secretary Ministry of Foreign Affairs
- 7. Auditor General

Data Entry Form of Pensioners Resident Abroad (Fili this Form using with only Block Capitals)

•	Pers	onal I	Detail	ls of	the P	ensi	onei												
i)	Pens	sion T	уре					Fo	vil &OP rces cal (ernm	lent		 						
ii)	Pens	sion N	lumbo	er :															
iii)	W&	OP R	egistr	atio	n Nur	nber	• :]	
v)		ly if c Nam					pres	ent)	L.	 I		I	 	 [!		J		
vi)	Narr	ne usii	ng foi	r pen	ision	purp	ose	S											
																<u> </u>			
vi)	Nam	es dei	noted	by I	nitial	S													
		<u>(F</u>	raian)						 			 						
) A	ddre	SS (FO	пстып										 						

viii)	Details of Permanent Resident:								
	 Permanent Resident Card No : Foreign Passport No : 								
) The Date received of Permanent Resident : D D / M M / Y Y Y								
d) Whether have dual Citizenship: Yes No									
	d) If so Address in Sri Lanka :								
	Town/ City								
Post Code Telephone:									
ix)	Sex : Male: Female :								
x)	Date of Birth: D D / M M / Y Y Y Y								
xi)	National ID No (Sri Lanka):								
xii)	Civil Status : Married Bachelor								
	Widow Divorced								
xiii)	The Period Resident abroad: Years Months Days								
xiv)	E-mail :								
xv)	Web Address :								
xvi)	Telephone No :								
xvii)	Fax No :								

.

II)	Full Name of the Spouse :
-1	
III)	NIC Number of Spouse :
IV)	Permanent Resident Card No :
V)	Date of Birth of Spouse : DD/ MM/ YYYY
VI)	If Spouse is living in another place or in another country (Give Details):
	It Spouse is living in another place or in another country ((five Liefails) '

. .

•

03. Details of Dependents.

.

Nam	e		Date of Birth DD/MM/YYYY	Sex (M/F)	Civil Status (M/S)	EUD
	Last Name	First Name				
1						
2						
3						
4						
5						

Sex:	M - Male	F- Female	
Civil Status :	M - Married	S – Single	
	E - Employed	U – Unemployed	D – Disable

04. Pension Payment Details – Procedure of drawing pension at present

I. Present method of drawing pension

High Commissioner	
Embassy	
Consulate General	
Sri Lanka	Bank & Account No. If a joint account, name & address of the account partner

II. The address of High Commission or Sri Lanka Embassy which preferred to draw pension.

05. Particulars of Banks which pension is to be paid abroad.(for pensioners draw pension through foreign missions)

Country	
Bank	
Bank Branch	
Address	
Account No.(overseas)	
E-mail Address of Bank Branch	
Web Address	
Fax No	
Telephone No.	

06. If a special account at People's Bank – Queen's Branch or Bank of Ceylon – Metropolitan Branch was opened,

Account No.

(Facility to open an account is available for pensioners who have not opened above account)

07. Month and Year of which the pension drew for last

N.B. Please read updated Pension Circular 16/2009 (Amendment)

09. Data Entry Form should be supported with following attachments

- 1. 02 photographs in passport size
- 2. Photocopies of passport (photograph affixed page and visa approved page)
- 3. Certified copy of citizenship or permanent resident card
- 4. If prefer to draw pension by bank account at People's Bank Queen's Branch or Bank of Ceylon Metropolitan Branch
 - Account Opening Information Form
 - KYC (Know Your Customer) Profile Form
 - Letter of Consent
- 5. If a widows'/ widowers' & orphans' pension, Widows'/ Widowers' Declaration Form

Signature of the Pensioner.

(Pensioners resident abroad should furnish this form through Sri Lanka Mission abroad)

		placed his/her signature before me this day of at
	Name	:
Signature of Attester (Authorized officer of the Mission)	Designation	:
(Authorized officer of the Mission)	Address	:

Please send above details to reach below address.

Assistant Director Department of pensions, Foreign pension Branch, Colombo 10, Sri Lanka

Tel	: :+94 11 3 030511/ 3 030512
Email	: <u>pensions@sltnet.lk;</u> foreignpensions@gmail.com
Fax	: +94 11 2 342078
Web	: <u>www.pensions.gov.lk</u>
Skype Address	: fpensions

Duly filled forms of Local Government pensions should forward to reach at:

Chief Accountant Local Government Pension Division Department of Pensions Colombo 10. Sri Lanka

Tel	: +94 11 2 320439
Fax	: +94 11 2 342078

K A Thilakaratne Director General of pensions

- 1) Please logon to <u>www.pensions.gov.lk</u> for downloading this form.
- 2) If both widow and widower are pensioner should fill two copies of this form.
- 3) Not sending of this form shall liable temporary discontinuation of payment of pension.

IN CASE OF WIDOW/ WIDOWERS PENSION <u>PART 1</u> <u>AFFIDAVIT</u>

Mrs/Mr....

HEREBY SOLOMNLY, SINCERELY AND TRULY MAKE OATH and state as follows:

- 1. My maiden name as per my birth certificate.
- 2. After my marriage I use my name as.
- 3. My other names .

I confirm and declare that the statement contained in this affidavit is true to the best of my knowledge and belief.

.....

Signature.

Sworn at On this

Before me,

.....

PART II WIDOWS / WIDOWERS DECLARAION

Ι	
(Full name)	
of	
(Address)	
do solemnly and sincerely declar	e that I was born on
	(Date of Birth)
that I married the late	
(F1	ull name &designation of husband/wife)
	onon with and I remained his legal wife/husband
	(Date of marriage)
until his/her death on	atand have not since legally or customary married
(Date of deat	th) (place of death)
and that my deceased husband /w	vife has left the following
	(Number of Children)
children, the issue of this marriag	<u>ze</u>

Name of child	Sex	Date of Birth	Date of marriage * #	If dead, Date of Death
			marriage * #	Date of Death
••••••	•••••	••••	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •
••••••	•••••	•••••	•••••	•••••
••••••	•••••	•••••	•••••	• • • • • • • • • • • • • • • • • • • •
••••••	•••••	•••••	••••	•••••
	•••••	•••••		•••••
•••••		•••••	•••••	•••••
•••••				
		•••••		•••••
				1
			<u> </u>	l

* If exact date is not known give year in which event occurred.

To be filled in only child is a female.

2. Whether had any previous marriages, if so,

- i. Marriages
- ii. Children
- iii. Guardians
 - A report should be attached

3. I make this solemn declaration conscientiously believing the same to be true.

Date :		(Signature of widow/widower)
Witne	255:-	
(1)	Signature	Name & Address
	Designation	
(2)	Signature	Name & Address
	Designation	

+ Delete which is not applicable.

LIFE CERTIFICATE

To Whom It May Concern:

.

Pension No.:	
Signature of pensioner:	
1	
	(Please print name)
Of	
	(Please print address)
	(Please state profession)
Hereby certify that	
	(Please state pensioner's name)
Of	
•••••	
Whose signature is affixed above	ve was alive on theday of 2009.

Date

signature

VIII

Letter of Consent

This letter of consent is to be submitted by pensioners resident abroad regarding method of drawing pension.

1	1.1 Full Name	:-	
	1.2 Neme used for pension	:-	
2	Pension or W&OP No.	:-	
3	3.1 Resident country & Address of pensioner	:-	
	3.2 Telephone Number	:-	
	3.3 e-mail address	:-	
4	Address in Sri Lanka (if any)	:-	
5	Bank Account Number (Account number at Peop		
	Bank of Ceylon – Metro	polita	n Branch)

Conditions

- 1. Savings account should be maintained as a single account.
- 2. ATM cards should not be used.
- 3. Subject to the conditions of Director General of Pensions.
- 4. Consent of the Director General of Pensions should be availed to release money in the account at a situation of paying money to heirs after death of pensioner.
- 5. This account will be used only for crediting pension. Other deposits to this account will not be accepted.
- 6. Instructions of Pension Circular 16/2009 should be followed to transfer money of this account to another account.

I declare consent with subject to above conditions to open a savings account at People's Bank, Quean's Branch or Bank of Ceylon, Metropolitan Branch, for pension purposes.

Signature

Witness

1. 2.

Recommendations of the Director General of Pensions:-

Signature & Official Stamp

IX

Transfer of pension of overseas pensioners to another account

Manager, People's Bank, Quean's Branch, Colombo, Sri Lanka. Manager, Bank of Ceylon, Metropolitan Branch, Colombo, Sri Lanka.

- 1. Name of Accountholder:-
- 2. Foreign Address:-
- 3. Telephone No .:-
- 4. e-mail address:-
- 5. Pension No.:-
- 6. Bank branch:-
- 7. Account No .:-

Date:

Signature



මහජන බැංකුව PEOPLE'S BANK

ඔබේ ගනුදෙනුකරු හඳුනාගනන (KYC) දළ සටහන ආකෘති පතුය (හනි පුද්ගල) Know Your Customer (KYC) Profile Form (Individual)

(2006 අංක 6 දරණ මූලප ගනුදෙනු වාර්තා කිරීමේ පනත අනුව අවශපතාවයකි) (Requirement in terms of Financial Transaction Reporting Act No.6 of 2006)

PF 0300A S/E Rev. Dec. 2007

දිනය/Date		නිළධාරී සේවා අංකය OFFICER'S S/No							
ගිණුම් අංකය/A/C No.		<u> </u>							
ශාඞා අංකය/BRANCH No.		MANAGER'S INTL							
(අ) කොටස - ඇටෝඊනි බලය දරන්නන් ඇතුළුව තනි පුද්ගලයන්ගේ මූලික තොරතුරු Section (A) - Basic information of the individual including of those with Power of Attorney									
අදාළ කොටුවල (🗸) ලකුණ යොදන්න (🗸) Tick the appropriate boxes									
1. ගනුදෙනුකරුගේ සම්පූර්ණ නම Full Name of the Customer									
ගනුදෙනුකරුගේ ලිපිනය Address of the Customer									
2. වනපාරයේ ස්වභාවය (ඇතොත් Nature of business (if any)		 වෘත්තිය/රැකියාව/තත්ත්වය Occupation/Employment/Status 							
4. දරණ තනතුර Position held		5. සේවා යෝජකයාගේ නම Name of employer							
6. පුරවැසිභාවය Citizenship Sri Lank	an ද්විත්ව පුරවැසිතාවය සතිත ශි Sri Lankan with dual citizer	ලාංකික විදේශ පුරවැසිතාවය සහිත ශු ලාංකික විදේශිකයෙකු Iship Sri Lankan with foreign citizenship Foreign national							
ජාතිය Nationality	විසා වර්ගය Type of Visa	කල් ඉකුත්වන දිනය Expiry date							
7. විදේශ ලිපිනය (ඇතොත්) Foreign Address (if any)									
(ආ) කොටස - අනිචාර්ය පරීක්ෂාව/Section (B) – Mandatory Checks අදාළ කොටුවල (~) ලකුණ යොදන්න (~) Tick the appropriate boxes									
1. නම, උපන්දීනය සහ ජාතිය තහවුරු කර ගැනිම/Name, Date of birth and Nationality verification									
එක් එක් චර්ගය සඳහා (පහස To be supported by one o	ා 1 සහ 2) පහත දැක්වෙන පිළිගත් ලිපි the following accepted documents	ලේඛන එකක් මගින් තතවුරු විය යුතුය for each category (1& 2 below)							
ජාතික හැඳුනුම්පත National Identity Card මාලවයස්කරුවන් සඳහා Birth Certificate for m	උප්පැන්න සහතිකය 🛛 🔿 විදේ	දා නිළ සේවා කාඩපත cial Armed Forces Service Card (ශ ගමන් බලපතුය sport							
2. ලිපිනය තහවුරු කර ගැනීම/A									
පදිංචි ලිපිනය පහත දැක්වෙන Residential address verifie	පිළිගත් ලිපි ලේඛන වකක් මගින් පරීක් d and supported by one of the follo	ෂා කර තනවුරු කරගත යුතුය wing accepted documents							
ාරික හැදුනුම්පත National Identity Card	රජයේ අධිකාරියකින් ලිපියක් Letter from a public authority	වෙනත් බැංකු පුකාශන Statement of other Banks							
(විස්තර දක්වන්න) Utility Bill (specify)	ന്നാശാ മട്ട രട്ടാൽ/ത്തിക്കോ പുറത്തിന്റെ പുറത്തിന്റെ പുറത്തിന്റെ പുറത്തിന്റെ പുറത്തിന്റെ പുറത്തിന്റെ പുറത്തിന്റ Income Tax Receipt/Assessm								
රියදුරු බලපතුය Driving License	edවා නියුක්ත ගිවිසුම Employment Contract	කුලි ගිවිසුම Tenancy Agreement							
	I.B. Under item 1 & 2, a copy sho	ວສ "මූල්පන දුටුවා" මූදාව සහිතව රඳවාගන යුතුය uld be held & stamped "Original Seen" //No Mobile phone bills are accepted							
	පරිගුය Status of the Residential Add								
තිම්කරු (ආ) Owner (A)	දෙමාපියන්ගේ (ආ) Parent's (B)	මදු/කුලි (ඇ) Lease/Rent (C) නිල (ඇ) Official (D)							
මිතුයින්/නැදැයින් (ඉ) Friends/Relatives (E)	බෝඩිම/නවාතැන්පොල (Board/Lodging (F)								
ස්ව්ර ලිපිනය/Permanent Ad	dress (ඇ-ඊ සම්බන්ධයෙන්/in the case	of C-F)							
	•								
4. ධනය සඳහා අයදුම්කරුගේ හි රා නේවාසික දේපළ	මිකම/Applicants' ownership of weal) මුලෘ වන්කම් 🦳 වනාපාරික පරිල								
Residential property) Financial assets 🕖 Business prer	nises Unvestments U Motor vehicles U Others (Specify)							
	(දේපළ කුලි/බදු මහ නම් කරුණාවෙන් සඳහන් කරන්න/if property is on rent/lease, please indicate)								

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	ැබෙන මාර්ග මොනවාද? Source of we		- ಎಸ್. (ನಿಸ್ಸಾನ ಎಸ್ಎಸ್ಸ್)
වනාපාරික හිමිකම Business ownership	cරාමය ආයෝජන Inheritance Investma	ents Daත්තිය/රැකියාව Profession/employment	වෙනත් (විස්තර දක්වන්න) Other (Specify)
. සම්බන්ධිත වෙනත් වනාපාර/වෘත්	තිය කටයුතු/ Other connected Busin	ess/Professional activities	
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ආදායම් බදු ලිපිගොනු අංකය Income Tax File No.			
7. හඳුන්වා දෙන ලද්දේ/Introduce	ed by	· · ·	
නම/Name	·		
ලිපිනය/Address			
ජාතික හැඳුනුම්පත් අංකය/NIC	No.		
ගිණුම් අංකය/Account No.			-
(ජංගම ගිණුම් සඳහාද අවදානම ප ද Mandatory for Current Ac	,නම කර ගත් පුවේශයක් මත ශාಖා කළ counts for all other accounts at the	මනාකරුගේ අතිමතය පරිඳි වෙනත් සියඑම ගිණ discretion of the Branch Manager on a ris	හුමි සඳහාද මෙය අනිවාර්යය. k based Approach)
ගනුදෙනුකර	ැගේ අත්සන	දිනය	
Customer	Signature	Date	
බැංකු නිළධාරීතැනගේ නම Name of Bank Officer			
බැංකු නිළධාරි Signature of	තැනගේ අත්සන of Bank Officer	දීනය Date	
_	<u> </u>	l තේ ලැයිස්තුවක ගණුදෙනුකරුගේ pected terrorist list or any other alert list?	මව් නැත Yes No
9. ගනුදෙනුකරු හෝ ඔහුගේ පවු Is the client or any member	ලේ කිසියම් සමීප සාමාජිකයකු දේශපාල r of his immediate family is a Politic	ත වශයෙන් අනාවෘතවූ පුද්ගලයන්ද? ally Exposed Persons (PEP)?	Yes No
	ක්වන්න/lf "YES" - Please Specify		· · · · · · · · · · · · · · · · ·
10. වෙනත් විස්තර/අදහස්/සටහන්	(ඇതോത്) / Other Details/Remarks/I	Notes (if any)	
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තනි පුද්ගල ගිණුමක් නම්. මා මියගියවිටද මා විසින් සිවිල් නඩු විධිවිඛාන ස	ංගුහයේ 544 වැනි වගන්තියට	අනුව නාමකයෙකු පත්	තර ඇත්නම්, ගිණුමේ	ම් ගේෂය ඔහුට/ර	අයට හිමිවනු ඇත.	. එසේ නාම්කයකු පත්	්කර නොමැත්නම	
ගිණුමේ ශේෂය මාගේ නිතතනුකුල උරුමකරුවන	ට තමවනු ඇත.							
දේ දොරින් එක් අලෙක මිලුගියවිට ගිණිමේ ගේ	ෂය ජීවත්වන ගිනුම් හිමිකරුට	ෙතෝ ගිණුම් හිමිකරුවා	න්ට හිම වනවා ඇත			ං බස 60 ක කාල(යක් තල තැන්පත්	
අප අත්රත් රියා අයයක් රියාන්තයක් නම්. බන යෝජන ඉතිරිකිරීමේ ගිණුම කියාත්මක කරවි බන යෝජන ඉතිරිකිරීමේ ගිණුම කියාත්මක කරවි	ම සම්බන්ධයෙන ඇති බැංකු වි	ාිති රිති වලට අනුකුල වි)මටත් නිති රිති වලි	න් බැදී සිටමටහ	, ඉතත තැනපත මු			
කිරීමටත්, මම/අපි කැමැත්ත පුසාශ කරමි/කරමු. தனிப்பட்ட 'கணக்காரின்.						ம். அவ்வாறு ஒரு நி	யமனதாரர் நியமனப்	i l
தனிப்பட்ட கணக்காயின். நான் முணமடைந்தால், சிவில் நடைமுறைக் கோன செய்யப்படாதிருந்தால் கணக்கு நிலுவை எனது சட்	வ பிரிவு 544 இன் பிரகாரம் ஒரு பாவமான வாரிக்காரர்களுக்கு :	, நியமனதாரர் நியமனம் ெ உரித்தாகும்.	சய்யப்பட்டிருந்தால் க	ணக்கு நலுவை -	96666 2 996			
			ணக்கு வைத்திருப்ப	வர்களுக்கு உரித்த	ாகும்.		•	
கூட்டுக் கணக்காக இகுந்தால். எம்மில் ஒருவர் மரணமடைந்தால் கணக்கு நிலுவை மகவீட்டு சேறிப்புக் கணக்காரின்.	டி உ யா வாழும் கணக்கு வைத்த			- อังสะตินับใน มันแใน 6	வைப்பக் தொகையை	60 மாத காலத்தில் வை	வப்புச் செய்வதற்கும்	۵
எம்பில் ஒருவா பரண்கள் நான் என்று நான் முதலீட்டு சேமிப்புக் கணக்கரபின். முதலீட்டுச் பேப்புக் கணக்கு தொடர்பான வங்கியின் நான் / நாங்கள் இணங்குகிறேன் / இணங்குகிறோம்.								-
ыя / Билья இана (South Count, If an individual Account, In case of my death, if a nominee has been a	ensisted by me in accorda	nce with the section 5	44, of the Civil Pro	ocedure Code, l	ne/she will be ent	itled to the balance	e in the Account	£.
If no such nominee is appointed, my legal	heirs will be entitled to the	palance in the Accour	it.					
If it's a Joint Account,	urviving account holder/h	olders will be entitled	l to the balance.					ľ
VCVC - V				les for the condi	uct of Investment	Savings Account. කියවා තේරුම්ගත් බ	ාව මෙයින් ස තති [;]	ක
								ھر
600 (தெற் பேச்சல்கை பில மல்பால்கள் கடன் எம்., 20 வேல்லே, 5 தேலேகிலை இல பேப்புக் கணக்கு தொடர்ரன வீதிகளையும், நியந்த கட்டுப்படுவதற்கு, நான் /நாம் இணங்குகின்(இண	தைகளையும் நான்/நாம் வாசித்துப் நூக்கதின்றோம் என்பதையும் இத்தா	ப புரிந்து கொண்டதாகவும் ஸ் அறிவிக்கின்றேன்/அறித	, கணக்கை ஆரம்பித் நிக்கின்றோம்.	ടെ പറ്റെறµഥ நടെ∟് പ്ര⇔ം ბიიიიიი	e displayed in the	Bank Premises an	d/or included	in
பேப்பூக் கனக்கு தொடப்பான விதிகளையும். நபத்த கட்டுப்பதைற்கு, நான் தாம் இணங்குகின்றேன்/இண I/We hereby certify that I/We have read the pass book agree to abide by them.	& understood the Rules & R	egulations of the Banl	k for the conduct o	or such Account	suspinyeanta	, Duille Province		
සම් සේකයෙක විසින් ඉතිරි කිරීමේ/ධනයෝජ	රන ගිණුමක් විවෘත කිරිමේදී ප	ාම අතිමතය පරිදී නාමි	කයෙකු නාමනය කර	රනු ලැබිය හැකිය	ð.			
කාමිකයෙක නාමනය කරන්නේ නිම ඊ). ඊ	ම් 1210 සමාධ්රාන කල සිත්ත.						. செய்வகாயின்	
බෞද්ධ හික්ෂුවකට නාමිකයෙකු තාමනය කල தனි நபர் ஒருவரால் சேமிப்பு / முதலீட்டுச் சேமிப்பு 4	கணக்கு ஆரம்பிக்கப்படும்போது -	அவர் தனது சுயவிருப்பின்	் பிரகாரம் நியமனதார	ர் ஒருவரை பெயர்	குறித்து நியமிக்கலா	ம. அவவாறு நயமமை) 93 03 21 21 21	
ு வல் வை 1510 உறியப்ப வேண்டும்.								
WHEN A SAVINGS ACCOUNT/INVESTMENT S	NO 1510							
IN SUCH EVENT HE/SHE SHOULD FILL FORM IN CASE OF A BUDDHIST BIKKHU HE IS NOT	ENTITLED TO NOMINATE A	PERSON AS HIS NOMIN	IEE.					
	2							
1. மனுடி ககையாளின்		ුනුකරුගේ අත්සන/බැංග Customer's S	ക്തെക്ഡാണിൽ തെക്യായ	ດຳເມບັກ	ගණුදෙනුකරුගේ අං Cusi	ற்றை/வாடிக்கையாளி tomer's Signature	ൽ അദിഷോവഥ	
	හා පමණක් මෙම කො	20 customers	ກ່ອ/unnune	ரதோர் கணக்கு	எனில். இப்பகுதிலை	ப பலீர்த்தி செய்யவும்	ò	
වාලවගත් ගිණුම් ස්ද	ເຫັງ ອອສາລາ ເອຍ ເພິ່ງ Fill th	is Section only fo	r the Minor Ac	count				
භාරකරු පිළිබඳ විස්තර/பாதுகாவலர் பற்	றிய விபரங்கள்/Details of	Guardian			1 Of Dire Die	-1)		
භාරකරු පිළිබඳ විස්තර/unනුයානානා up මුලකුරු සමහ නම (මහතා/මහත්මිය/මෙනවිය/.) / முதல் எழுத்துக்களுட	ன் பெயர் (திரு/திருமதி/செ	ໜ້າ∦) ·/ N	ame with Initia				
මුලකුරු වලින් කියවෙන නම්/ගුණ අගුදු්ළුස්සෙ	ால் குறிக்கப்படும் பெயர்கள்/Nam	es Denoted by Initia	ls					
ස්ටර ලිපිනය/நாந்தர முகவரி/Permanent Add	dress							
			╶┼╌┼╌┼╴┼		╺┼╾┼─┼		· + · + · +	
ජාතික හැඳුනුම්පත් අංකය/ණෙයායා. බුෲ/Natio	nal ID No. ගිණුම්කරුව	ඇති සම්බන්ධතාවය/යෙ	னக்கு வைத்திருப்பவர் ப	പ്രത്തും പ്രാപ്പ്രം	m Relationship to	o the Account Hold	ler	
උපත් දීනය/ ிறந்த திகதி/Date of Birth			Ó	෭කියාව හෝ වෘත්	තිය/දොඩුන් அல்லது	பதளி/Occupation	or Profession	
Cos cos Jupps paper June of Data								
පාසැලේ නම (ගිෂනයන් සඳහා පමණි)/යෑ කෙ		Name of School	(For Student Only	γ)	5000 /01	நடம்/Year	ශේනිය/தரம்/G	rade
		1 1 1 1	1 1 1					
ඉහත සඳහන් නමින් බාල වයස් (සිපු උද.			 වෘත කරන්න, ගිණ්	මි හිමියාගේ වය	ය සම්පූර්ණවීමෙන්	අනතුරුව ඔහුගේ/ර	ආයගේ ඉල්ලිම පොත් ලිණාවේ (පරිදි රූල
					අවස්ථාවට එළඹීමයි) පෙර/පසු මයගය (මුඩාවා ගානියියෙ යෙ	200
ම ගිණුම හිමධාගේ නිර්තින්තුකුල් උපැම්කික්රීයය	බයෙන් නිති හා රෙගුලාසි අනුව	ා කියා කිරීමටත් ඒවාගෙ	න් බැඳී සටමටත් අ				าก เมืองส์ เมติมมูดสอง	க்கா
பி வேற்குறிப்பிடப்பட்ட பராயமடையாதவர் பெயரில் (சிக உதான, இகரு உதான. சாதா	ரண, முதலட்டுச் சமைப்பு) கார்க் சென்னர் வலக்கி	பணக்கொகை செ	றைத் தயவு செய்து லத்தப்பட வேண்டு	ு ஆரம்பகளைம். தூ ம். பராயமடைவதற்கு	5 முன்னர்/ பின்னர் க	ணக்கு வைத்திரும	ப்பவர்
கோரிக்கை விடுக்கப்படும்போது, அவான ஆள்	ன் சட்டரீகியான உரித்தாளிக்கு கல	ணக்கின் நிதுவை செலுத்	தப்பட வேண்டும்.	ant and Donie	க கின்னேன்.			
				mentioned. Pay	ment should be in the Account Ho	nade to the Accour older's demise pric	or to/after attai	/ ner
request on his/her attaining majority	allel satisfying yourgal heit	s of the Account Hol	der.					
majority the balance in the account sho	operating rules & regulatio	ns of the People's Bar	nk Minor's Accou പെക്ക് ലക്ടോൽ	int. දක්වා ඇති වප	වස්ටා හා රෙගුලාව	ි මම/අපි කියවා ම	ත්රුම්ගත් බව අ	මෙයින්
ි මෙම ගිණුම පවතවාගෙන යාම සම්බාස්ග	ගැනීමට මම/අපි වකත වෙම/	වෙමු.	சசன் காகலும், கன	<u>க</u> ைக அரம்பித்த				
கேறை மைற் பின் கணக்கு தொடர்பான விதிகளையும் மேம்ப்புக் கணக்கு தொடர்பான விதிகளையும் நிழந்தனைகளுக்குக் கட்டுப்படுவதற்கு, நான்/நாய் 1/We hereby certify that 1/We have re 1/We hereby certify that 1/We have re	் இணங்குகின்றேன்/இணங்குகின் எd & understood the Rules	றாம் என்பதையும் இத்த & Regulations of the	ஸ் அறிவிக்கின்றேன்/ Bank for the cond	அறுவிக்கின்றோம். uct of such Acc	ounts displayed i	n the Bank Premise	s and/or includ	.ed ir
1/We hereby certify that 1/We have fee the pass book agree to abide by them.		-						
				ബറനുമൽ അ	ന്നു / ഗ്രഹംസംബം നിന്നു / ഗ്രഹംസംബം	ர் கையொப்பம்/Guar	dian's Signati	ıre
දීනය/திகதி/Date			Ant a rearrant		nio/Bank II	se Only		
Dioajo	වේ ළයෝජනය සඳහ		ன உபயோகத்	று வரு யாறற்பு	තොරතුරු ඇතුළත්	කරන ලද්දේ ා		
නිපයුම් සංකේතය	லது கூண்றும் க் கூற்றுக் குறியீடு	අහුමත කරන ලද්දේ } அதிகாரமளித்தவர்		·····	கலைலை எழுதல உட்படுத்தியவர் Input By	}		
தில் குறிர Product Code Stat	க் கூற்றுக் குறியீடு ement Code	Authorised By			····			

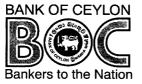
Designed & Printed at People's Bank Printing Section

	now Your (ement in terms of Fin	1994 - 143 1	-101	- P				
The Manager Bank of Ceylon			Bank u Date :	se Only				
\checkmark Please Tick the appropriate l	box / boxes			Code : 's Signa	ture with	Sig No :		
1. Account No :								
2. Name of the Account :								
					Status	of the Resider	ntial / Re	gistered Address
3. Residential / Registered Address					Owr	ner		Rent/ Lease
	(Please attach a	a come of the re	ant utility	<i>bill</i>	Offi	cial		Board/ Lodging
	certified by you to				Pare	nts		Others
4. Correspondence Address (if different to the item No.3)								
5. Foreign Address (If any)								
6. Nature of the Business /								
Profession / Vocation								
7. Business / office Address	Residence	Offi	20	Mo	bile	Fax	(E - Mail
8. Telephone Number(s)	Kishtenee				ione -			
9. Date of Birth / Registration	DD	MM		YYYY	Place	of Birth		
10. NIC No. / Pass Port No./					Date o	of Issue		
Registration No.		a copy of the l ument certified	-	tration	Date o	f Expiry		
11. Citizenship	Sri Lankan Sri Lankan w Sri Lankan w Sri Lankan w Foreign natic	ith foreign ci	-)	Nation Type o Expiry	of Visa		
12. Purpose of the AC Opened (Tick all relevant boxes)	Image: Portion national Image: Portion national Image: Portion national national Image: Portion national Image: Portion national national Image: Portion national Image: Portion national national national Image: Portion national national Image: Portion national nateo national national national national nat							
13. Source of funds (Tick all relevant boxes)	Domestic necessities Others (Specify) Expected source and nature of credits into the account Contract/ Investment proceeds Sales and business turnover Donations/ Charities (Local/ International) Family remittances Salary Commission income Others (Specify) Export proceeds Others (Specify)							
14. Tax File No.								
15. Anticipated Volumes : Expected / Usual Volumes of deposits in rupees / US\$ per month :	Less than 100,000/=(US\$ 1,000) 2,000,000 to 3,000,000 (US\$ 20,000 to 30,000) 100,000 to 500,000 (US\$ 1,000 to 5,000) 3,000,000 to 4,000,000 (US\$ 30,000 to 40,000) 500,000 to 1,000,000 (US\$ 5,000 to 10,000) 4,000,000 to 5,000,000 (US\$ 40,000 to 50,000) 1,000,000 to 2,000,000 (US\$ 10,000 to 20,000) Over 5,000,000 - (US\$ 50000 -)							
16. Spouses Name								
Signature of the CustomerDate :								

Form No: 70148 E Boc /SUPP / S 804120

•

•



Dear Customer,

Declaration to be made by customers under the Financial Transaction Reporting Act. No. 06 of 2006 (FTRA)

Under the provisions of the FTRA No. 06 of 2006 and the rules and regulations issued by Financial Intelligence Unit (FIU) of the Central Bank of Sri Lanka (CBSL) Anti money laundering and combating terrorist financing, all banks are required to obtain and update the Information of the existing Customers.

In order to comply with this requirement, all banks agreed for a common document to be forwarded to the Customers. Therefore we are sending herewith Know Your Customer (KYC) Profile, which is designed to obtain and update the information of your account.Kindly make arrangements to complete and forward the overleaf format to your branch accordingly.

Thank you.

Lalith Fernando Compliance Officer Anti Money Laundering Bank of Ceylon

	APPLICATIO personal/joint aco omestic/foreign cu	COUNT	Branch Code A/CNo CIF No. 1 CIF No. 2 Input by	r Office Use Only : :
Please open an Individual / Joint A Please tick 🔽 the appropriate cage	ccount as per details provided belo	w.	 Manager's Sigi	
	10 m ·			
Boc Prestige Plus 18			eposit *NRFC/R	Currency
7 - Day Call Deposit Others		Others		(* Delete whichever is inapplicable,
THE ACCOUNT/S NO./S, MAINTAIN	ED PRESENTLY OR PREVIOUSLY AT B	ANK OF CEYLON	<u></u>	· · · · · · · · · · · · · · · · · · ·
	avings A/C No. (i)		(ii)	
PERSONAL INFORMATION -	APPLICANT 1			APPLICANT 2
PERSONAL INFORMATION -		······································		
Title : Mr./Mrs./Miss/Dr/Rev Name in Full				
Name with Initials				
Any other Names (maiden name/others)				· · · · · · · · · · · · · · · · · · ·
Permanent Address in Sri Lanka with Postal Code				
Date Moved to Present Address				
Foreign Address (for foreign currency accounts)				
Occupation and Start Data				
Occupation and Start Date				
Employer's Name				
Official Address with Postal Code				
Official Tele. No.	-			
Monthly Income				
Previous Employment, if any.				
* NIC No.				
Tax Payer / Tax File No.	Yes/No		Yes/No	
Tel No. (Res.)				
Tel No. (Overseas)				
Fax No.				
E-mail Address				
Nationality				
Mailing Address	Permanent Official	Foreign	Permanent	Official Foreign
Date of Birth Marital Status	· · · · · · · · · · · · · · · · · · ·			
*Passport No.				
· · · · · · · · · · · · · · · · · · ·			····	······································
Mobile No. Signature/s * photocopy to be attached				
* photocopy to be attached				

D.RANASINGHE & SONS - BOC/SUPP/S 800653

- :

INTRODUCTION (FOR CURRENT ACCOUNTS / CHEQUE DEPC	DSIT SAVING ACCOUNTS ONLY)												
I am well acquainted with													
	ature/s was/were affixed in my presence. I certify that he/she/they is a /are suitable												
person/s to open and maintain a Current/Savings Accour	it with Bank of Ceylon.												
A/C No. :	Signature :												
Tele No.:	Name & Designation:												
For Office Use	Address :												
Verified by :													
Signature of the Officer :	Date :												
TIME DEPOSITS	Currency												
Cash / Cheque / Draft No	Subject to automatic renewal conditions *with/without interest at the												
Amount (figures)	prevailing rate.												
In words	All interest accruing due from time to time should be credited to												
	*Current / Savings / NRFC Account Noatat Branch. (or)												
Term days / months / years	Mailing address to dispatch the bank cheque for the interest												
Period From to													
• Rate of Interest% p.a. to be payable	For Office Use Receipt No												
Monthly / at maturity / at the time of withdrawal	(Delete whichever is inapplicable)												
AUTOMATED BANKING SERVICES													
Visa Electron (Debit)Card Yes No	BOC accounts to be linked												
BOC Net Yes No													
Internet Banking Yes No													
*Email Statement Yes No	BOC Credit Card (if any) No Mobile No. for SMS Banking												
SMS Banking Yes No													
Utility Payment Yes No –	→ Bill Nos. (1)to												
*For Current/NRFC Accounts only (For Automated Banking Services complete relevant applicatio	(2)toto												
*NOMINATION (EXCEPT CURRENT ACCOUNT)													
(*You may omit if you do not wish to nominate.) 1	2 3												
Full Name of Nominee													
Address of Nominee	4 · · · · ·												
ID Card No. / Passport No. If available.													
Payment %													
I / We do hereby nominate, the abovenamed as my/our r the provisions of Section 14 of Bank of Ceylon Ordinance nomination becomes invalid.	nominee/s to receive all monies lying in the account on my/our death subject to e. We are aware in the event of the death of any one of joint account holders the Witness: Name & Address :												
Signature 1 Date :													
Signature 2 Date :	Signature												
OPERATING INSTRUCTIONS													
 I / We agree to comply with and to be bound by the runderstood and acknowledge the receipt of a copy o For joint accounts Cheques / Withdrawals will be by *rela In the event of the death of a without reference to the re 	ules of the bank governing the conduct of this account which I/We have read and of the rules and conditions of the personal / joint accounts. e signed by *												
Signature 1	Signature 2												
Date	Date :												