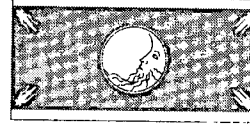




විශ්‍රාම වැටුප් දෙපාර්තමේන්තුව
ஓய்வூதியத் திணைக்களம்
DEPARTMENT OF PENSIONS



මහලක්ෂි කාර්යාලය, මාලිගාවත්ත, කොළඹ 10.

மாளிகாவத்தை செயலகம், மாளிகாவத்தை, கொழும்பு 10.

Maligawatte Secretariat, Maligawatte, Colombo 10.

අංකය } PN/ Circular/ 2009 දිනය } 06 04.2010
இல. } திகதி }
No. } Date }

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Pension Circular 16/ 2009 dated 25.09.2009 issued under above heading is repealed and this circular is substituted.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

Director General	Telephone 2431647	Fax 2342078	W&OP	Telephone 2332346	Fax 2432214	Policy	Telephone 2329580
Director	2432008	2342078	PSPF	2324375	2332347	Forces	2320439
Director (F)	2434974	2391403	L.G.U.	2342525	2342525	Computation	2434414
Internal Auditor	2329634	2329634	Registration	2329178	-	Payments	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 United 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.

- i. 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.

General instructions to Missions to making payments

- i. 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 www.pensions.gov.lk.
- 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, Queen's Branch) / Bank of Ceylon (Manager – Metropolitan Branch) as per the specimen.

- 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 temporarily nullify 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



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

viii) Details of Permanent Resident:

- a) Permanent Resident Card No : _____
b) Foreign Passport No : _____
c) The Date received of Permanent Resident : D D / M M / Y 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. 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)

I declare that Mr/Mrs.....
..... placed his/her signature before me this
..... day of at
.....

.....
Name :
.....
Signature of Attester :
(Authorized officer of the Mission) Designation :
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 : pensions@sltnet.lk; foreignpensions@gmail.com
Fax : +94 11 2 342078
Web : www.pensions.gov.lk
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 www.pensions.gov.lk 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

PART 1
AFFIDAVIT

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

I,
(Full name)

of
(Address)

do solemnly and sincerely declare that I was born on
(Date of Birth)

that I married the late
(Full name & designation of husband/wife)

..... on and I remained his legal wife/husband
(Date of marriage)

until his/her death on at and have not since legally or customary married
(Date of death) (place of death)

and that my deceased husband /wife has left the following
(Number of Children)

children, the issue of this marriage

Name of child	Sex	Date of Birth	Date of marriage * #	If dead, Date of Death
.....
.....
.....
.....
.....
.....
.....
.....

* 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)

Witness:-

(1) Signature Name & Address

Designation

(2) Signature Name & Address

Designation

+ Delete which is not applicable.

LIFE CERTIFICATE

To Whom It May Concern:

Full name of Pensioner:

.....

Pension No.:

Signature of pensioner:

I

(Please print name)

Of

(Please print address)

.....

(Please state profession)

Hereby certify that

(Please state pensioner's name)

.....

Of

.....

Whose signature is affixed above was alive on theday of 2009.

Date

signature

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 Name 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 People's Bank – Quean's Branch/
 Bank of Ceylon – Metropolitan 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

Transfer of pension of overseas pensioners to another account

Manager, People's Bank, Queen'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.:-

Kindly requested to transfer an amount of Rs.(by number),
Rupees..... (in words)
from the special account No. which I maintained
to draw the pension to the account No..... at
..... . A duly filled Life Certificate is submitted
herewith.

Date:

.....

Signature



මහජන බැංකුව
PEOPLE'S BANK

බැංකු ගනුදෙනුකරු හඳුනාගැනීමේ (KYC) දළ සටහන් ආකෘති පත්‍රය (තනි පුද්ගල)
Know Your Customer (KYC) Profile Form (Individual)

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

PF 0300A S/E Rev. Dec. 2007

දිනය/Date	
ගිණුම් අංකය/A/C No.	
ශාඛා අංකය/BRANCH No.	

නිලධාරී සේවා අංකය OFFICER'S S/No	
කළමනාකරුගේ කෙටිසහ MANAGER'S INTL	

(අ) කොටස - ඇවෑමට 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. ව්‍යාපාරයේ ස්වභාවය (ඇතොත්) Nature of business (if any)		3. වෘත්තිය/රැකියාව/තත්ත්වය Occupation/Employment/Status		
4. දරණ තනතුර Position held		5. සේවා යෝජකයාගේ නම Name of employer		
6. පුරවැසිභාවය Citizenship	<input type="checkbox"/> ශ්‍රී ලාංකික Sri Lankan	<input type="checkbox"/> ද්විත්ව පුරවැසිභාවය සහිත ශ්‍රී ලාංකික Sri Lankan with dual citizenship	<input type="checkbox"/> විදේශ පුරවැසිභාවය සහිත ශ්‍රී ලාංකික Sri Lankan with foreign citizenship	<input type="checkbox"/> විදේශිකයෙකු Foreign national
ජාතිය Nationality	විසා වර්ගය Type of Visa	කල් ඉකුත්වන දිනය Expiry date		
7. විදේශ ලිපිනය (ඇතොත්) Foreign Address (if any)				

(ආ) කොටස - අනිවාර්ය පරීක්ෂණ/Section (B) - Mandatory Checks
අදාළ කොටුවල (✓) ලකුණ යොදන්න (✓) Tick the appropriate boxes

1. නම, උපන්දිනය සහ ජාතිය තහවුරු කර ගැනීම/Name, Date of birth and Nationality verification
එක් එක් වර්ගය සඳහා (පහත 1 සහ 2) පහත දැක්වෙන පිළිගත් ලිපි ලේඛන එකක් මගින් තහවුරු විය යුතුය
To be supported by one of the following accepted documents for each category (1 & 2 below)

<input type="checkbox"/> ජාතික හැඳුනුම්පත National Identity Card	<input type="checkbox"/> නමුදු නිල සේවා කාඩ්පත Official Armed Forces Service Card	<input type="checkbox"/> වෙනත් (විස්තර දක්වන්න) Others (specify)
<input type="checkbox"/> බාලවයස්කරුවන් සඳහා උප්පැන්න සහතිකය Birth Certificate for minor	<input type="checkbox"/> විදේශ ගමන් බලපත්‍රය Passport	

2. ලිපිනය තහවුරු කර ගැනීම/Address verification
සඳුන්ව ලිපිනය පහත දැක්වෙන පිළිගත් ලිපි ලේඛන එකක් මගින් පරීක්ෂා කර තහවුරු කරගත යුතුය
Residential address verified and supported by one of the following accepted documents

<input type="checkbox"/> ජාතික හැඳුනුම්පත National Identity Card	<input type="checkbox"/> රජයේ අධිකාරියකින් ලිපියක් Letter from a public authority	<input type="checkbox"/> වෙනත් බැංකු ප්‍රකාශන Statement of other Banks
<input type="checkbox"/> පාරිභෝගික බිල්පත් (විස්තර දක්වන්න) Utility Bill (specify)	<input type="checkbox"/> ආදායම් බදු ලද පත්/තක්සේරු දැන්වීම් Income Tax Receipt/Assessment Notice	<input type="checkbox"/> විදේශ ගමන් බලපත්‍රය Passport
<input type="checkbox"/> රියදුරු බලපත්‍රය Driving License	<input type="checkbox"/> සේවා නියුක්ත ගිවිසුම Employment Contract	<input type="checkbox"/> කුලී ගිවිසුම Tenancy Agreement

* සැලකිය යුතුයි. 1 සහ 2. අයිතම සටහන් පිටපත් "මුල්පත දැවුණු" මුද්‍රාව සහිතව රඳවාගත යුතුය
* N.B. Under item 1 & 2, a copy should be held & stamped "Original Seen"
ජංගම දුරකථන බිල්පත් භාරගනු නොලැබේ/No Mobile phone bills are accepted

3. සඳුන්ව ලිපිනයෙහි තත්ත්වය : පරිශ්‍රය Status of the Residential Address: Premises

<input type="checkbox"/> නිමිකරු (අ) Owner (A)	<input type="checkbox"/> දෙමාපියන්ගේ (ආ) Parent's (B)	<input type="checkbox"/> බදු/කුලී (ඇ) Lease/Rent (C)	<input type="checkbox"/> නිල (ඈ) Official (D)
<input type="checkbox"/> මිතුරු/තැනැස් (ඉ) Friends/Relatives (E)	<input type="checkbox"/> බෝඩ්/තවාතැස්පොල (ඊ) Board/Lodging (F)		

ස්ථිර ලිපිනය/Permanent Address (ඇ-ඊ සම්බන්ධයෙන්/In the case of C-F)

4. ධනය සඳහා අයදුම්කරුගේ නිමිකම/Applicants' ownership of wealth

<input type="checkbox"/> ජෛවික දේපළ Residential property	<input type="checkbox"/> මුදල් වත්කම් Financial assets	<input type="checkbox"/> ව්‍යාපාරික පරිශ්‍රයන් Business premises	<input type="checkbox"/> ආයෝජන Investments	<input type="checkbox"/> මෝටර් රථ Motor vehicles	<input type="checkbox"/> වෙනත් (විස්තර දක්වන්න) Others (Specify)
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(දේපළ කුලී/බදු මත නම් කරනාවෙන් සඳහන් කරන්න/if property is on rent/lease, please indicate)

5. ධනය ලැබෙන මූලාශ්‍ර : ධනය ලැබෙන මාර්ග මොනවාද? Source of wealth: Wealth generated from

- ව්‍යාපාරික නිමිකම Business ownership
 උරුමය Inheritance
 ආයෝජන Investments
 වෘත්තිය/රැකියාව Profession/employment
 වෙනත් (විස්තර දක්වන්න) Other (Specify)

6. සම්බන්ධිත වෙනත් ව්‍යාපාර/වෘත්තීය කටයුතු/ Other connected Business/Professional activities

ආදායම් බදු ලිපියෙහි අංකය
Income Tax File No.

7. හඳුන්වා දෙන ලද්දේ/Introduced by

නම/Name

ලිපිනය/Address

ජාතික හැඳුනුම්පත් අංකය/NIC No.

ගිණුම් අංකය/Account No.

(ජංගම ගිණුම් සඳහාද අවදානම පදනම කර ගත් ප්‍රවේශයක් මත ගබඩා කළමනාකරුගේ අභිමතය පරිදි වෙනත් සියළුම ගිණුම් සඳහාද මෙය අනිවාර්යය.
Mandatory for Current Accounts for all other accounts at the discretion of the Branch Manager on a risk based Approach)

ගනුදෙනුකරුගේ අත්සන
Customer Signature

දිනය
Date

බැංකු නිලධාරීන්ගේ නම
Name of Bank Officer

බැංකු නිලධාරීන්ගේ අත්සන
Signature of Bank Officer

දිනය
Date

8. දන්නා සැක කටයුතු ත්‍රස්තවාදී ලැයිස්තුවක හෝ අවධානයට ලක්වූ වෙනත් ලැයිස්තුවක ගනුදෙනුකරුගේ නම සඳහන් වන්නේද? / Does the client appear in the known suspected terrorist list or any other alert list?

ඔව් Yes
 නැත No

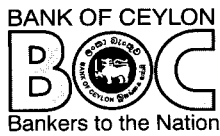
9. ගනුදෙනුකරු හෝ ඔහුගේ පවුලේ කිසියම් සමීප සාමාජිකයකු දේශපාලන වශයෙන් අනාවෘතවූ පුද්ගලයන්ද? / Is the client or any member of his immediate family is a Politically Exposed Persons (PEP)?

ඔව් Yes
 නැත No

ඔව් නම් කරුණාකර විස්තර දක්වන්න/If "YES" - Please Specify

10. වෙනත් විස්තර/අදහස්/සටහන් (ඇතොත්) / Other Details/Remarks/Notes (if any)

For Existing Customers



Know Your Customer (KYC) Profile

(Requirement in terms of Financial Transaction Reporting Act No 6 of 2006)

The Manager
Bank of Ceylon

Bank use Only
Date :
Branch Code :
Officer's Signature with Sig No :

Please Tick the appropriate box / boxes

1. Account No :						
2. Name of the Account :						
3. Residential / Registered Address <i>(Please attach a copy of the recent utility bill certified by you to prove the residential address.)</i>	Status of the Residential / Registered Address					
	<input type="checkbox"/> Owner	<input type="checkbox"/> Rent/ Lease	<input type="checkbox"/> Official	<input type="checkbox"/> Board/ Lodging	<input type="checkbox"/> Parents	<input type="checkbox"/> Others
4. Correspondence Address <i>(if different to the item No.3)</i>						
5. Foreign Address (If any)						
6. Nature of the Business / Profession / Vocation						
7. Business / office Address						
8. Telephone Number(s)	Residence	Office	Mobile	Fax	E - Mail	
9. Date of Birth / Registration	DD	MM	YYYY	Place of Birth		
10. NIC No. / Pass Port No./ Registration No. <i>(Please attach a copy of the NIC / Registration document certified by you.)</i>	Date of Issue					
	Date of Expiry					
11. Citizenship	<input type="checkbox"/> Sri Lankan <input type="checkbox"/> Sri Lankan with the dual citizenship <input type="checkbox"/> Sri Lankan with foreign citizenship <input type="checkbox"/> Foreign national					Nationality
						Type of Visa
						Expiry date
12. Purpose of the AC Opened <i>(Tick all relevant boxes)</i>	<input type="checkbox"/> Business transactions <input type="checkbox"/> Employment/ Professional income <input type="checkbox"/> Inward remittances <input type="checkbox"/> Upkeep of family / person <input type="checkbox"/> Domestic necessities					<input type="checkbox"/> Savings <input type="checkbox"/> Loan repayment <input type="checkbox"/> Share transactions <input type="checkbox"/> Investment purposes <input type="checkbox"/> Others (Specify)
	13. Source of funds <i>(Tick all relevant boxes)</i> Expected source and nature of credits into the account <input type="checkbox"/> Sales and business turnover <input type="checkbox"/> Family remittances <input type="checkbox"/> Commission income <input type="checkbox"/> Export proceeds					<input type="checkbox"/> Contract/ Investment proceeds <input type="checkbox"/> Donations/ Charities (Local/ International) <input type="checkbox"/> Salary <input type="checkbox"/> Others (Specify)
14. Tax File No.						
15. Anticipated Volumes : <i>Expected / Usual Volumes of deposits in rupees / US\$ per month :</i>	<input type="checkbox"/> Less than 100,000/=(US\$ 1,000) <input type="checkbox"/> 100,000 to 500,000 (US\$ 1,000 to 5,000) <input type="checkbox"/> 500,000 to 1,000,000 (US\$ 5,000 to 10,000) <input type="checkbox"/> 1,000,000 to 2,000,000 (US\$ 10,000 to 20,000)					<input type="checkbox"/> 2,000,000 to 3,000,000 (US\$ 20,000 to 30,000) <input type="checkbox"/> 3,000,000 to 4,000,000 (US\$ 30,000 to 40,000) <input type="checkbox"/> 4,000,000 to 5,000,000 (US\$ 40,000 to 50,000) <input type="checkbox"/> Over 5,000,000 - (US\$ 50000 -)
	16. Spouses Name					
• Signature of the Customer						
• Date :						

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.

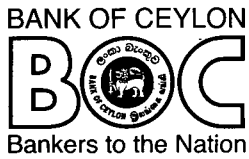
Thank you.

Lalith Fernando

Compliance Officer

Anti Money Laundering

Bank of Ceylon



APPLICATION

PERSONAL/JOINT ACCOUNT (DOMESTIC/FOREIGN CURRENCY)

For Office Use Only

Branch Code :
 A/CNo :
 CIF No. 1 :
 CIF No. 2 :
 Input by :
 Authorized by :

The Manager
Bank of Ceylon

Please open an Individual / Joint Account as per details provided below.
 Please tick the appropriate cage

.....
 Manager's Signature Date

DOMESTIC CURRENCY ACCOUNTS <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> KRG <input type="checkbox"/> Boc Prestige Plus <input type="checkbox"/> 18+ <input type="checkbox"/> Fixed Deposit <input type="checkbox"/> 7 - Day Call Deposit Others	FOREIGN CURRENCY ACCOUNTS <input type="checkbox"/> Savings Specify Currency <input type="checkbox"/> Fixed Deposit *NRFC/RFC/RNNFC/ Others (* Delete whichever is inapplicable)
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THE ACCOUNT/S NO./S, MAINTAINED PRESENTLY OR PREVIOUSLY AT BANK OF CEYLON

Current Savings A/C No. (i) (ii)

PERSONAL INFORMATION -	APPLICANT 1	APPLICANT 2
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 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	<input type="checkbox"/> Permanent <input type="checkbox"/> Official <input type="checkbox"/> Foreign	<input type="checkbox"/> Permanent <input type="checkbox"/> Official <input type="checkbox"/> Foreign
Date of Birth		
Marital Status		
* Passport No.		
Mobile No.		
Signature/s		

* photocopy to be attached

Form No: 70140 E

INTRODUCTION (FOR CURRENT ACCOUNTS / CHEQUE DEPOSIT SAVING ACCOUNTS ONLY)

I am well acquainted with whose signature/s appear overleaf and his/her/their signature/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 Account 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.
- Amount (figures)
In words
- Term days / months / years
Period From to
- Rate of Interest% p. a. to be payable
*Monthly / at maturity / at the time of withdrawal
- Subject to automatic renewal conditions *with/without interest at the prevailing rate.
- All interest accruing due from time to time should be credited to *Current / Savings / NRFC Account No. of Mr./Mrs./Miss at Branch. (or)
- Mailing address to dispatch the bank cheque for the interest
- For Office Use**
- Receipt No.
(* Delete whichever is inapplicable)

AUTOMATED BANKING SERVICES

Visa Electron (Debit)Card Yes No

BOC Net Yes No

Internet Banking Yes No

*Email Statement Yes No

SMS Banking Yes No

Utility Payment Yes No

BOC accounts to be linked

BOC Credit Card (if any) No.

Mobile No. for SMS Banking

→ Bill Nos. (1) to

(2) to

*For Current/NRFC Accounts only
(For Automated Banking Services complete relevant application forms)

***NOMINATION (EXCEPT CURRENT ACCOUNT)**

(*You may omit if you do not wish to nominate.)

	1	2	3
Full Name of Nominee			
Address of Nominee			
ID Card No. / Passport No. If available.			
Payment %			

I / We do hereby nominate, the abovenamed as my/our nominee/s to receive all monies lying in the account on my/our death subject to the provisions of Section 14 of Bank of Ceylon Ordinance. We are aware in the event of the death of any one of joint account holders the nomination becomes invalid.

Witness:

Name & Address :

Signature 1. Date :

Signature 2. Date : Signature

OPERATING INSTRUCTIONS

- I / We agree to comply with and to be bound by the rules of the bank governing the conduct of this account which I/We have read and understood and acknowledge the receipt of a copy of the rules and conditions of the personal / joint accounts.
- **For joint accounts** - Cheques / Withdrawals will be signed by *..... I / We hereby authorize you to act on instruction given by *..... relating to this account (*Insert both/either of us/anyone/all)
- In the event of the death of anyone of us the balance at credit of the account will be payable to the survivor without reference to the representatives of the deceased.
- **For foreign currency accounts** I / We agree to comply with and to be bound by the Exchange Control Regulations & Rules of the Bank governing the conduct of this account.

Signature 1

Signature 2

Date :

Date :