

**KNOW YOUR CLIENT (KYC) FORM - INDIVIDUAL**

Individual Applicant <input type="checkbox"/>	Joint Applicant <input type="checkbox"/>	Guardian <input type="checkbox"/>	If joint account, all joint holders need to complete separate KYC form If minor account, the guardian needs to complete this form & input guardian's details		
1. Full Name of Applicant/Guardian (Mr/Mrs/Miss/Dr/Rev/ Other.....)					
2. National Identity Card /Passport No	<input type="text"/>	Date of Issue (NIC)	DD /MM / YYYY		
		Date of Expiry (For Passport Only)	DD /MM / YYYY		
3. Date of Birth	DD /MM / YYYY	4. Birth Certificate No (For minor accounts only)			
5. Citizenship Details/ Nationality	Sri Lankan <input type="checkbox"/>	Dual Citizen <input type="checkbox"/>	Foreign National <input type="checkbox"/>		
<b>If Non Residents</b>	Country of Residence				
	Reason for opening the account in Sri Lanka				
	Do you Invest & Repatriate money through Inward Investment Account (IIA)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Country 01	Country 02	
<b>If Dual Citizen or Foreign National</b>	Name of the country				
	Passport No				
	VISA/Passport Expiry date				

**RESIDENCE DETAILS**

6. Permanent Address					
	District			Country (If Non Resident)	
7. Correspondence Address <input type="checkbox"/> Same as permanent Address					
	District			Country (if Non Resident)	
8. Status of Resident Address	Owner <input type="checkbox"/>	With Parents/Family <input type="checkbox"/>	Lease/Rent <input type="checkbox"/>		
	Friends/ Relatives <input type="checkbox"/>	Board/Lodging <input type="checkbox"/>	Official <input type="checkbox"/>		

**CONTACT DETAILS & EMPLOYMENT DETAILS**

9. Mobile Number			Land Phone Number		
Email Address	(Correspondence will be sent to this email in the future)				
10. Employment status	Employed <input type="checkbox"/>	Business/Self Employed <input type="checkbox"/>	Other (Please specify) <input type="text"/>		
	Unemployed <input type="checkbox"/>	Retired <input type="checkbox"/>			
<b>If Employed</b>					
Name of Employer					
Address of Employer					
Position Held					
<b>Self Employed/Owner</b>					
Name of the Business					
Nature of Business					
Office Telephone			Office Email Address		

## INCOME DETAILS

11. Annual Income (LKR) (expected income per year)	Less than Rs 1,000,000	<input type="checkbox"/>	Rs 1,000,000 to Rs 2,000,000	<input type="checkbox"/>		
	Rs 2,000,000 to Rs 3,000,000	<input type="checkbox"/>	Rs 3,000,000 to Rs 5,000,000	<input type="checkbox"/>		
	Rs 5,000,000 to Rs 10,000,000	<input type="checkbox"/>	More than Rs 10,000,000	<input type="checkbox"/>		
12. Sources of Funds	Investment Proceeds	<input type="checkbox"/>	Business/ Self Employment	<input type="checkbox"/>	Gift	<input type="checkbox"/>
	Sale of Asset/Property	<input type="checkbox"/>	Professional/Employment	<input type="checkbox"/>	Pension	<input type="checkbox"/>
	Inheritance/Family Remittance	<input type="checkbox"/>	Commission Income	<input type="checkbox"/>	Donation/Charities (Local/Foreign)	<input type="checkbox"/>
	Other (Please specify)					
13. Are you or any other member in your immediate family a Politically Exposed Person (PEP)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
	<b>Definition of a PEP</b> <ul style="list-style-type: none"> <li>i. An individual who is or has been entrusted domestically or by a foreign country with prominent public functions.</li> <li>ii. Immediate family members: An individual who is related to a PEP either directly (related by blood) or through marriage or similar (civil) forms of partnership.</li> <li>iii. An individual who is closely connected to a PEP, either socially or professionally.</li> </ul>					

I hereby confirm the information provided are true and correct according to my knowledge.

**Signature of Applicant/Guardian**

**Date**

**DD /MM / YYYY**

## DOCUMENTS REQUIRED FOR KYC VERIFICATION

1. A copy of the National Identity Card /a copy of Valid Passport
2. A valid utility bill (within three months of issue) if the permanent address differs from the address stated in the NIC
3. A Visa copy if the Applicant is a Foreign National
4. Dual citizenship certificate (if applicable)

## OFFICE USE ONLY

### Documents Provided for KYC Verification

#### Identification Documents

National Identity Card     Passport (for foreign individuals)     Driving License

#### Proof of Residency

<input type="checkbox"/> National Identity Card	<input type="checkbox"/> Telephone Bill / Electricity Bill/ Water Bill
<input type="checkbox"/> Bank / Credit Card Statement	<input type="checkbox"/> Gramasevaka certificate certified by the Divisional Secretariat
<input type="checkbox"/> Any other (Please specify)	

Signature of the authorized officer

**DD /MM / YYYY**

**Date**

**Documents collected by**

Signature of the authorized officer

**DD /MM / YYYY**

**Date**

**Verified and system updated by**

**DD /MM / YYYY**

**Date**

Signature of the authorized officer

**Approved by**