

KNOW YOUR CLIENT (KYC) FORM - INDIVIDUAL

Individual Applicant ☐ Joint Applicant ☐ Guardian ☐ 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													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"/>					
	Country of Residence													
If Non Residents	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"/>									
If Dual Citizen or Foreign National														
	Country 01						Country 02							
	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)				
	Unemployed <input type="checkbox"/>				Retired <input type="checkbox"/>								
If Employed													
Name of Employer													
Address of Employer													
Position Held													
Self Employed/Owner													
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"/>					
	Definition of a PEP i. An individual who is or has been entrusted domestically or by a foreign country with prominent public functions. 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. iii. An individual who is closely connected to a PEP, either socially or professionally.					

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

☐ National Identity Card

☐ Telephone Bill / Electricity Bill/ Water Bill

☐ Bank / Credit Card Statement

☐ Gramasevaka certificate certified by the Divisional Secretariat

☐ Any other (Please specify)

Signature of the authorized officer

Documents collected by

DD / MM / YYYY

Date

Signature of the authorized officer

Verified and system updated by

DD / MM / YYYY

Date

Signature of the authorized officer

Approved by

DD / MM / YYYY

Date