

General Circular 2024/02

6th Match 2024

CREATING SAVINGS AND FIXED DEPOSIT ACCOUNTS

IN THE SYSTEM

**Attention of all staff members is drawn to the “Savings & Term Deposits Policy and Procedures Manual Version III Paragraph No 3 on the subject “ Opening of Savings and Fixed Deposit Accounts (Required Information and Documents” which is based on CBSL directives.**

**Branch Managers are required to ensure strict compliance with the aforesaid conditions when opening accounts. Accordingly, an account should not be opened in the system without collecting the required information and documents under any circumstance.**

**Internal Auditor is required to ensure compliance with the above stated requirements and if any violations are observer such occurrences should be reported to the Board Audit Committee, as an act of misconduct warranting disciplinary action.**

**Please bring the contents of this circular to the notice of your staff members and ensure compliance.**

**Signed Signed**

**Deputy General Manager CEO/ Executive Director**

**(Business Development**

**& Fund Mobilization)**