

General Circular No 2024/13

31st July 2024

DECLARATION TO BE MADE WHEN LENDING TO / OR ACCPTIMG DEPOSITS FROM POLITCALLY EXPOSED PERSONS (PEPs)

(*Loans / Lease / Gold Loans / SAVINGS / Fixed Deposits)*

**Policy and Procedures Manual relating to the conduct of business relationships with PEPs, which had been approved by the Board of Directors, was circulated to the Branch Managers on 15th November 2023.**

**PEPs are considered as “High Risk” customers and should be categorized accordingly in our system by Branch Managers as per the aforesaid manual to facilitate regulatory reporting requirements relating to KYC / CDD/ STR. Therefore, obtaining the profession / occupation of the customers is an important aspect to determine the said Risk Categorization (Please refer attachment to the declaration format)**

**In order to ensure and document that we do not provide preferential treatment to PEPs Branch Managers are required to complete that attached Document as an internal procedure and file the duly completed format as follows:-**

1. **If the business transaction involves opening of a savings or term depots account file the duly completed format with the account opening Mandate**
2. **If the business transaction involves a lending operation file the duly completed format with the securities, having recorded on the checklist**

**For any clarification please contact Head of Compliance**

**Sugned Signed**

**Head of Compliance CEO/ Executive Director**

FORMAT

DECLARATION TO BE MADE WHEN LENDING TO / OR ACCPTIMG DEPOSITS FROM POLITCALLY EXPOSED PERSONS (PEPs)

(*Loans / Lease / Gold Loans / SAVINGS / Fixed Deposits)*

Date

1. Nature of the Business Relationship

|  |  |  |
| --- | --- | --- |
| **Branch** |  | |
| 1. **Name of Borrower / Depositor** |  | |
| 1. **Nature of Credit Facility** | **Loan / Lease/ Gold Loan** | |
| 1. **Amount of facility** | **Rs** | **A/ C No** |
| 1. **Nature of Deposit** | **Savings / Fixed Deposit** | |
| 1. **Balance in (d) above** | **Rs** | **A/ c No** |
| **POSITION / OCCUPATION / PROFESSION OF THE ABOVE NAMED** | | |

1. Declaration

**As per the list overleaf the above stated Borrower / depositor is considered as a PEP under item No…………………….. (Please refer attachment which is an essential part of this format.)**

**We declare that when establishing the business relationship described under 1 above we have not granted any preferential treatment with regard to applicable rates of interest recovery of / fees/ charges violating, either the related rates of interest / fees/ charges structure and collateral requirements of our company or any regulatory or statutory requirement,**

|  |  |
| --- | --- |
| ***For Credit & all Deposit Relationships***  **Branch Manager Date** | ***For Credit Facilities only***  **Senior Manager Credit (CCD) Date** |
| ***For Lease Facilities only***  **Head of Leasing) Date** | |
| ***For Savings & Term Deposits only***  **DGM (Business Development & FM) Date** | ***For all lending operations only***  **DGM (Credit) Date** |
| **Reviewed BY**  **CEO/ Executive Director Date** | |

**Note**

**This Declaration duly completed should be placed in the securities files or in the mandate file as applicable.**

**ATTACHMENT REFFERRED TO IN THE DECLARATION FORMAT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Politically Exposed Person (PEP) Check List** | | | **Check Box (X)** | |
| **DOMESTIC PEPS** | | |  | |
| **A.** | **1** | The President |  | |
| **2** | The Prime Minister |  | |
| **3** | The Speaker and the Deputy Speaker of the Parliament |  | |
| **4** | Cabinet Ministers, Non-Cabinet Ministers, State Ministers, Deputy Ministers |  | |
| **5** | Members of Parliament |  | |
| **6** | Leaders of Political Parties |  | |
|  |  |  |  |  |
| **B** | **7** | Governors of Provinces |  |  |
| **8** | Chief Ministers of Provinces |  |  |
| **9** | Mayor, Chairman of Municipal Councils |  |  |
| **10** | Chairman of Provincial Councils |  |  |
| **11** | Members of Municipal Councils/ Provincial Councils / Local Government Bodies |  |  |
| **12** | Commissioners/ Secretaries to Municipal Councils/ Provincial Councils / Local  Government Bodies |  | |
|  |  |  |  |  |
| **C** | **13** | Chief Justice |  |  |
| **14** | Attorney General |  |  |
| **15** | Judges of Supreme Court |  |  |
| **16** | Judges of the Court of Appeal |  |  |
| **17** | Solicitor General of the Attorney General’s Department |  |  |
| **18** | Judges of High Courts/Provincial High Courts |  |  |
| **19** | Judges of District Courts |  |  |
| **20** | Judges of Magistrate Courts |  |  |
| **21** | Registrar of Supreme Court |  |  |
| **22** | Registrar of the Court of Appeal |  |  |
| **23** | Registrars of Judges of High Courts/Provincial High Courts |  |  |
| **24** | Registrars of District Courts |  |  |
| **25** | Registrars of Magistrate Courts |  |  |
|  |  |  |  |  |
| **D** | **26** | Ambassadors /High Commissioners |  |  |
|  | **27** | Consul-General/ Deputy Head of Mission/Charge d'affaires/Honorary Consul |  |  |
|  | **28** | Ministers plenipotentiary and Envoys Extraordinary |  |  |
|  | **29** | Representatives of UN agencies and Heads of other international organizations |  |  |
|  |  |  |  |  |
| **E** | **30** | Secretary/ Senior Additional Secretaries/ Additional Secretaries to the President |  |  |
| **31** | Secretary/ Senior Additional Secretaries/ Additional Secretaries to the Prime Minister |  |  |
| **32** | Secretary /Senior Additional Secretaries/ Additional Secretaries to the Cabinet of Ministers, Non-Cabinet Ministers, State Ministers, Deputy Ministers |  | |
| **33** | Deputy Secretary to the Treasury |  |  |
| **34** | Secretary/ Senior Additional Secretaries /Additional Secretaries/ Deputy Secretaries to Ministries |  |  |
| **35** | Members of the Monetary Board |  |  |
| **36** | Governor / Deputy Governors / Assistant Governors and Heads and Additional Heads of Department of the Central Bank of Sri Lanka |  | |
| **37** | Advisors to the President/ Prime Minister / Ministers/ Ministries |  |  |
| **38** | Chief of staff of presidential secretariat |  |  |
| **39** | Auditor General |  |  |
| **40** | Secretary General of Parliament |  |  |
| **41** | District Secretaries/ Government Agent and Secretaries |  |  |
| **42** | Heads and Senior Officials of Government Departments |  |  |
| **43** | Chairmen and Senior Officials of State Enterprises |  |  |
| **44** | Chairmen and Senior Officials of State Corporations / Statutory Boards/ Authorities/ Public Corporations |  | |
|  |  |  |  |  |
| **F** | **45** | Field Marshall / Admiral of the Fleet/ Marshal of the Air Force |  |  |
| **46** | Chief of Defence Staff |  |  |
| **47** | General of Sri Lanka Army/Admiral of Sri Lanka Navy/ Air Chief Marshal of Sri Lanka Air Force |  | |
| **48** | Officers in the Rank of Lieutenant Colonel and above of Sri Lanka Army |  |  |
| **49** | Officers in the Rank of Commander and above of Sri Lanka Navy |  |  |
| **50** | Officers in the Rank of Wing Commander and above of Sri Lanka Air Force |  |  |
| **51** | Inspector General of Police |  |  |
| **52** | Police officers above the rank of Asst. Superintendent of Police |  |  |
|  |  |  |  |  |
| **G** | **53** | Chairman/ members and senior officers of the Public Service Commission |  |  |
| **54** | Chairman/ members and senior officers of the National Police Commission |  |  |
| **55** | Chairman/ members and senior officers of the Human Right Commission |  |  |
| **56** | Chairman/ members and senior officers of the Commission to Investigation Allegations of Bribery or Corruption |  | |
| **57** | Chairman/ members and senior officers of the Finance Commission |  |  |
| **58** | Chairman/ members and senior officers of the Election Commission |  |  |
| **59** | Members of Constitutional Council |  |  |
| **60** | Chairman/ members and senior officers of the Audi Service Commission |  |  |
| **61** | Chairman/ members and senior officers of the Delimitation Commission |  |  |
| **62** | Chairman/ members and senior officers of the National Procurement Commission |  |  |
| **63** | Members of Cabinet appointed committees |  |  |
|  |  |  |  |  |
| H | 64 | Chairman, Members and senior officers of University Grant Commission |  | |
| 65 | Chairman, members of University Councils |  | |
| 66 | Chancellor |  | |
| 67 | Vice Chancellor |  | |
| 68 | Registrar of universities |  | |
|  |  |  |  |  |
| **FOREIGN PEPS** | | |  | |
| I | 69 | Officials of international organizations who hold or have held, in the course of the last 5 years, management positions in such organizations (directors, heads of the boards or their deputies) |  | |
| 70 | Officials of international organization who perform or performed any other management functions on the highest level, particularly in international and intergovernmental organizations, |  | |
| 71 | Members of international parliamentary assemblies, |  | |
| 72 | Judges and management officials of international courts |  | |