



KNOW YOUR CUSTOMER (KYC) CHECK LIST

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

Client Information	
Full Name Mr. / Mrs./ Miss/ Rev/ Other (Please underline the title)	
NIC/ PP No.	

(In the case of a Foreign National, indicate the Passport Number)

Date of Birth (DDMMYYYY)											
Nationality	Sri Lankan										
	Resident										
	Non - Resident - Country of Residence										
	Sri Lankan with Dual Citizenship - Country.....										
	Foreign National with dual citizenship / resident in or employed in Sri Lanka										
	Country:										
	Visa Expiry Date:										

Contact Information				
Permanent Address				
Mailing Address				
Foreign Address (If applicable)				
Contact No.	Mobile:		Residence:	
	Office:		Fax:	
E-Mail				

Employment Information	
Employment Status	Employed
	Unemployed
	Self - employed
	Student
	Retired
Designation	
Name of the Employer	
Address of the Employer	
Nature of Business	

Family Information	
Marital Status	
Name of Spouse	
NIC/ PP No.	
Spouse's Occupation	
Spouse's Employer	
No. of Children (Dependent)	

Other Information			
Ownership of Wealth (If property is on rent lease, please indicate)		Residual Property	Financial Assets
		Business Premises	Investments
		Motor Vehicles	Other (Specify)
Other Connected Business / Professional Relationships & Interests			
Source of Wealth		Business Ownership	Inheritance
		Investments	Donation
		Profession Employment	Other (Specify)
Are you or any of your immediate family or closed associate is a politically exposed person (PEP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	FIU Definition - PEP's (Politically Exposed Persons) - Individuals in Sri Lanka or abroad who are or have been entrusted with prominent public functions. E.g. Head of State or government, Senior politicians, Judicial or military officials, Senior executives of state-owned corporations, important political party officials, Immediate Family Member – Includes the spouse, children and their spouses or partners, parents, siblings and their spouses and grandchildren and their spouses.		
If Yes, please specify			

FATCA Declaration	
I am a subject of the USA taxes within the scope of Foreign Account Tax Compliance Act (FATCA)	
Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes", Taxpayer Identification Number (TIN)
*Submit FATCA declaration	
I agree to inform the Company, if I become a "US person" in future.	

Expected Mode of Transactions
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Other..... (tick v all that is applicable)

Purpose for Opening, Maintaining of the Account and the Account Usage	
<input type="checkbox"/> Savings	<input type="checkbox"/> Loan Repayment
<input type="checkbox"/> Utility Bill Payment	<input type="checkbox"/> Share Transactions
<input type="checkbox"/> Employment / Professional Income	<input type="checkbox"/> Business Transactions
<input type="checkbox"/> Investment Purpose	<input type="checkbox"/> Family Remittance
<input type="checkbox"/> Other (Specify)	

Source of Funds Expected Source and Nature of Credits into the Account (As appropriate)	
<input type="checkbox"/> Family Remittance	<input type="checkbox"/> Contract Proceeds
<input type="checkbox"/> Commission Income	<input type="checkbox"/> Sale of property/ assets
<input type="checkbox"/> Sale/ Business Turnover	<input type="checkbox"/> Investment Proceeds
<input type="checkbox"/> Salary/ Profit Income	<input type="checkbox"/> Gift
<input type="checkbox"/> Other (Specify)	

Average Monthly Income			
<input type="checkbox"/> No turnover	<input type="checkbox"/> Less than LKR 50,000	<input type="checkbox"/> Between LKR 50,000 to LKR 100,000	<input type="checkbox"/> Between LKR 100,000 to LKR 300,000
<input type="checkbox"/> Between LKR 300,000 to LKR 500,000	<input type="checkbox"/> Between LKR 500,000 to LKR 1,000,000	<input type="checkbox"/> Over LKR 1,000,000	

Anticipated Volume: Expected/Usual Average Volumes of Deposit into the Account in Rupees per Month		
<input type="checkbox"/> Less than LKR 100,000	<input type="checkbox"/> Between LKR 500,000 to LKR 1,000,000	<input type="checkbox"/> Between LKR 5,000,000 to LKR 10,000,000
<input type="checkbox"/> Between LKR 100,000 to LKR 500,000	<input type="checkbox"/> Between LKR 1,000,000 to LKR 5,000,000	<input type="checkbox"/> More than LKR 10,000,000

Declaration of the Customer	
I confirm that the above given details are true and correct.	
..... Signature Date

Mandatory Checks (For Office Use Only)										
<p>1. Name, Date of Birth and Nationality Verification: To be supported by one of the following.</p> <table> <tr> <td><input type="checkbox"/> National Identity Card</td> <td><input type="checkbox"/> Passport (Unexpired)</td> </tr> <tr> <td><input type="checkbox"/> Driving License</td> <td><input type="checkbox"/> Marriage Certificate (Name Change)</td> </tr> <tr> <td><input type="checkbox"/> Birth Certificate (for Minor)</td> <td><input type="checkbox"/> Other (Specify).....</td> </tr> </table>		<input type="checkbox"/> National Identity Card	<input type="checkbox"/> Passport (Unexpired)	<input type="checkbox"/> Driving License	<input type="checkbox"/> Marriage Certificate (Name Change)	<input type="checkbox"/> Birth Certificate (for Minor)	<input type="checkbox"/> Other (Specify).....			
<input type="checkbox"/> National Identity Card	<input type="checkbox"/> Passport (Unexpired)									
<input type="checkbox"/> Driving License	<input type="checkbox"/> Marriage Certificate (Name Change)									
<input type="checkbox"/> Birth Certificate (for Minor)	<input type="checkbox"/> Other (Specify).....									
<p>2. Address verification: Residential address to be supported by one of the following. (N.B. - Mobile Phone bills are not accepted)</p> <table> <tr> <td><input type="checkbox"/> National Identity Card</td> <td><input type="checkbox"/> Bank Statement</td> <td><input type="checkbox"/> Letter from a public authority</td> </tr> <tr> <td><input type="checkbox"/> Tenancy agreement</td> <td><input type="checkbox"/> Utility Bill (Specify)</td> <td><input type="checkbox"/> Income tax receipt</td> </tr> <tr> <td><input type="checkbox"/> Driving License</td> <td><input type="checkbox"/> Other (Specify).....</td> <td></td> </tr> </table> <p><i>(Photocopies of the above documents should be obtained and certified by the Company Officer as 'Original Seen')</i></p> <p>Utility bills must be fixed line, electricity and water bills are allowed, not over 3 months old.</p>		<input type="checkbox"/> National Identity Card	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Letter from a public authority	<input type="checkbox"/> Tenancy agreement	<input type="checkbox"/> Utility Bill (Specify)	<input type="checkbox"/> Income tax receipt	<input type="checkbox"/> Driving License	<input type="checkbox"/> Other (Specify).....	
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<p>3. Does the customer appear in a Suspected Terrorist List (Sanction List - UNSCR 1373 / 1267) or any other alert list: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes (Specify)</p>										
<p>4. If customer is opening an account at a branch that is away from their permanent address. Please mention the reason:</p> <p>.....</p> <p>.....</p>										
<p>5. Risk category (specified by the system)</p> <p>.....</p>										

Document Reviewed by.....	Emp No. <input type="text"/>
Authorized by.....	Emp No. <input type="text"/>