

**KNOW YOUR CUSTOMER (KYC) PROFILE FORM- FOR PERSONAL CUSTOMERS**  
 (Requirement in terms of the Financial Transaction Reporting Act No 06 of 2006 and other Foreign or Local Law)

**SECTION - A (BASIC INFORMATION OF THE INDIVIDUAL INCLUDING OF THOSE HOLDING POWER OF ATTORNEY)**  
 (Please Tick "✓" the appropriate boxes)

**I. Name in Full** (Mr/Mrs/Miss/.....)

**II. NIC No.**  **III. PP No.**  **IV. Date of Birth**

**V. Permanent Address**  **VI. Postal Address**

**VII Duration of Stay at Present Address**  Months/Years

**VIII. Status of the Residential Address**

Own  Lease/Rent  Friend's/Relative's  Parent's

Official  Board/Lodging  Others....

**IX. Occupation/Employment/Position**

**X. Name and Address of Employer**

**XI. If Self-Employed, Nature of Business**

**XII. Business Registration Number**

**CITIZENSHIP**

<input type="checkbox"/> Sri Lankan (A)	<input type="checkbox"/> Resident in Sri Lanka	For (B), (C) and (D)		
<input type="checkbox"/> Sri Lankan with dual citizenship (B)	<input type="checkbox"/> Non Resident	Country of Birth	Nationality	
<input type="checkbox"/> Foreign National with dual citizenship (C)	Country of Residence	Type of Visa	<input type="checkbox"/> Permanent Residence	<input type="checkbox"/> Green Card
<input type="checkbox"/> Foreign National (D)	-----		<input type="checkbox"/> Temporary Residence	<input type="checkbox"/> _____ (Specify)
		Expiry Date		

Any Tax liability in USA  Yes  No

In Case of Foreign Passport Holders, Please mention the purpose of opening the account in the foreign jurisdiction.

**PURPOSE OF OPENING THE ACCOUNT**

Business Transactions  Employment / Profession Income  Savings

Bill Payment/Loan Repayment  Share Transactions / Investment Purposes  Remittances

Social & Charity Work  Other

**SOURCE OF FUNDS** (Expected source and nature of credits into the account)

Salary/Profit/Professional Income  Export Proceeds  Sales and Business Turnover

Donations/Charities (Local/Foreign)  Rent Income  Investment Proceeds

Sale of Property/Assets  Gifts  Other.....

**EXPECTED MONTHLY TURNOVERS**

- Less than Rs.200,000   
  Rs.200,000 to Rs.1,000,000   
  Rs.1,000,000 to Rs.3,000,000  
 Over Rs.3,000,000

**EXPECTED MODE OF TRANSACTIONS**

- Cash   
  Cheque   
  Fund Transfer   
  All mode of forms

**OTHER CONNECTED BUSINESS/PROFESSIONAL ACTIVITIES** (if applicable)**SECTION B: MANDATORY CHECKS (FOR OFFICE USE ONLY)****I. Name, Date of Birth & Nationality Verification: To be supported by one of the following documents**

- National Identity Card   
  Valid Passport  
 Postal Identity Card / Birth Certificate (only for minors)   
  Valid Driving Licence  
 Other (specify) \_\_\_\_\_

**II. Address Verification: Residential address to be verified & supported by one of the following accepted documents (Mobile Phone bill / Statements of other banks are not accepted)**

- National Identity Card   
  Tenancy Agreement/ Lease Agreement (Biling proof of owner)   
  Employment Contract  
 Letter from Grama Niladhari (counter signed by Div. Sec.)   
  Valid Driving License   
  Income Tax Receipt /Assessment Notice  
 Letter from Public Authority   
  Current Utility Bills (Specify)   
  Voting Card issued within one month

(Photocopies of the above documents should be obtained and certified by the company officer as original seen)

**III. Geographical Area**

Customer is residing within a reasonable distance to the branch ?  Yes  No

If not the reason for opening an account at the branch \_\_\_\_\_

**IV. Copy of the Valid Visa/Permit**

[In case of accounts for non national customers]

Attached  Not Attached

**V. Is the Client or any Member of his Immediate Family a Politically Exposed Persons (PEP)**

Yes  No

If "YES" Please specify : \_\_\_\_\_

**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, Senior Government, Justicial or Military Officials, Senior Executives of State Owned Corporations, important Political Party Officials.

**Immediate Family Member** - Includes the Spouse, children and their spouses or parents, parents, sibilings and their spouses and grandchildren and their spouses.

**VI. Does the customer appear in a UNSCR sanction list or any other alerts list**

Yes  No

If "YES" Please specify : \_\_\_\_\_

I confirm that the details given above are true and correct and I authorize you to make any inquiries as you deem necessary for any assessment or confirmation of the above Particulars/ identifications from Department for Registration of Persons (DRP) or any other sources

Customer's Signature

Date

**(OFFICE USE ONLY)****Product Type**

Lease	FD	Savings	Gold Loan	Mortgage
Transaction Ref No.	Date		CIF No	Customer Grading
Transaction amount	Rs.		(Only for Fixed Deposit Customers)	
Transaction mode :	Cheque		Cash	

**Information Checked and Confirmed**

Introducer (Staff)	Staff No.	Signature	Authorized by Unit Head	
Client Manager			Staff No.	
Branch Manager				

**Risk Unit**

Risk Rating	Date	Next Review Date	System Entered by	Staff No.	Signature
			Checked By		