

# SINGER FINANCE (LANKA) PLC – PQ 813

331, Union Place, Colombo 2

## Know Your Customer (KYC) Form Clubs/Societies/Charities/Associations/NGO/Trust

(Requirement in terms of Financial Transactions Reporting Act No 06 of 2006)

### Type of Business Account

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Club        | <input type="checkbox"/> School                  | <input type="checkbox"/> Non-Government Organization |
| <input type="checkbox"/> Society     | <input type="checkbox"/> Religious Place         | <input type="checkbox"/> Trust Account               |
| <input type="checkbox"/> Association | <input type="checkbox"/> Government Organization | <input type="checkbox"/> Others (Specify) .....      |

### Details of Entity

Name of Entity	
Registered Address	
Country of Incorporation	
Correspondence Address (if differs to the Registered Address)	
Nature and Purpose of Business (details of the objectives, scope, and area of activities of Club/ Society/ Charity/ Association/ NPO/ NGO etc.)	

### Purpose for opening the account and the usage

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Business Transactions | <input type="checkbox"/> Investment | <input type="checkbox"/> Other Special Purpose (Specify) ..... |
|--|-------------------------------------|--|

### Details of Office Bearers / Members of the Governing Body / Committee Members / Administrator(s) / Executor(s) / Trust(ies) / Beneficiary(ies)

<b>01</b>	
Name (Mr/Mrs/Ms/.....)	
Address	
NIC No	
Position Held	
<b>02</b>	
Name (Mr/Mrs/Ms/.....)	
Address	
NIC No	
Position Held	
<b>03</b>	
Name (Mr/Mrs/Ms/.....)	
Address	
NIC No	
Position Held	
<b>04</b>	
Name (Mr/Mrs/Ms/.....)	
Address	
NIC No	
Position Held	
<b>05</b>	
Name (Mr/Mrs/Ms/.....)	
Address	
NIC No	
Position Held	

Other connected Institutions/ Associations/ Organizations/ Professional Activities and Interest

**Anticipated volumes - Expected Average Volume of Deposits into the Account in Rupees per Month**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Less than Rs. 100,000   | <input type="checkbox"/> Rs.100,000-500,000      | <input type="checkbox"/> Rs.500,001-1,000,000   |
| <input type="checkbox"/> Rs. 1,000,001-2,000,000 | <input type="checkbox"/> Rs.2,000,001-3,000,000  | <input type="checkbox"/> Rs.3,000,001-5,000,000 |
| <input type="checkbox"/> Rs.5,000,001-7,000,000  | <input type="checkbox"/> Rs.7,000,001-10,000,000 | <input type="checkbox"/> Over 10,000,000        |

**Source of Funds Expected Source and Nature of Credits into the Account**

- |  |  |                                      |  |
|--|--|--------------------------------------|--|
| <input type="checkbox"/> Foreign Donations     | <input type="checkbox"/> Local Donations               | <input type="checkbox"/> Collections | <input type="checkbox"/> Membership Fees |
| <input type="checkbox"/> Return on Investments | <input type="checkbox"/> Others (Please specify) ..... |                                      |  |

**Expected Mode of Transactions**

- |                               |                                 |   |   |
|-------------------------------|---------------------------------|---|---|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Cheque | <input type="checkbox"/> Electronic Fund Transfer | <input type="checkbox"/> Other (Please Specify) ..... |
|-------------------------------|---------------------------------|---|---|

**Assets Owned by the Club/ Society/ Charity/ Association/ NPO/ NGO etc.**

- |  |                                      |   |   |   |
|--|--------------------------------------|---|---|---|
| <input type="checkbox"/> Property/Premises | <input type="checkbox"/> Investments | <input type="checkbox"/> Motor Vehicles | <input type="checkbox"/> Financial Assets | <input type="checkbox"/> Others (specify) ..... |
| <input type="checkbox"/> None              |                                      |   |   |   |

**Financial Information**

Are the Audited Financial Statements for last two years available?	Yes	No
<b>Description (Rs)</b>	<b>Current Year (Y/E .....</b>	<b>Previous Year (Y/E .....</b>
Annual Turnover		
Surplus		
Paid-up Capital and Accumulated Surplus		

**Documents required**

We forward herewith the following documents relevant to the account opening request (Tick '✓' as appropriate)	Enclosed	Not Applicable
Account opening mandate		
Board/ Committee resolution authorizing the account opening and name of authorized persons to give instructions for transactions		
Certified copy of the Registration Document		
Certified copy of the Constitution, Charter etc (In the case of Club/ Society/ Charity/ Association or NGO)		
Know Your Customer (KYC) Form (Entity)		
Individual Know Your Customer (KYC) Form of all members of Governing Bodies and Individuals who are authorized to operate the accounts		
Copies of NIC/ Identification document of members of governing bodies and individuals who are authorized to operate the account		
Minutes of the Annual General Meeting		
Court orders/ Gazette Notification		
Trust Deed and Certificate (In the case of Trust Account)		
Registration from the NGO Secretariat of the relevant Ministry and the written approval		
Latest Audited Accounts if available		
Authorized Signatory List		
Others (Please specify) .....		

We hereby certify that, we have read and understood the rules and regulations of the Company for the conduct of such accounts and comply with and be bound by the terms of the General Agreement, which forms an integral part of this application.

Name		Name	
Position		Position	
Signature on Rubber Stamp		Signature on Rubber Stamp	
Date	D D M M Y Y Y Y	Date	D D M M Y Y Y Y

**For Office use Only**

Authorized by:..... (Name) .....(Signature)