

APPLICATION TO OPEN A SOCIETY, CLUB AND ASSOCIATION ACCOUNT



The Manager
Commercial Bank of Ceylon PLC

(Branch Name)

FOR OFFICE USE ONLY

Date (DD/MM/YYYY) :

Account No :

Currency :

Branch No :

Officer No :

Manager's Intl:

The Committee of the (*)

request you to open a CURRENT/ SAVINGS/ FIXED DEPOSIT/ CALL DEPOSIT Account in the name of (*)

in pursuance of this request, I hand you here with

(*) Insert name of Society, Club or Association

1. Copy of the Rules certified by the President & Secretary
2. Certified copy of a Resolution of the committee (format given overleaf)
3. Certified copies of the Minutes of the meeting at which the preset office-bearers were elected.
4. Specimen signatures.

[illegible]

Name

Address

Phone No (Office)

Fax No (Office)

Registration No

Purpose of the organisation (Please Specify)

Date of Registration (DD/MM/YYYY)

Existing account Nos (if any)

E-mail

Office Bearers

Full Name

Designation

Signature

CIF No- (For office use only)

1.

2.

3.

4.

5.

FOR FIXED / CALL DEPOSIT ACCOUNTS ONLY

a. Amount (in figures)

(in words)

b. Period

Month(s) / Year(s)

c. Source of funds cash / cheque / A/C No.

d. Please renew the deposit exclusive / inclusive of interest for similar terms until further notice

e. Please credit / remit interest at maturity / monthly to account no.

Received Certificate No.

Signature (President/ Treasurer/ Secretary)

For office use only

KYC docs obtained

Initial		EMP No.		Initial		EMP No.		Initial		EMP No.	
Input by				Checked by				Scanned by			

The resolution referred to in item 2 above

We hereby certify that the following resolution of the (*)was passed at a meeting of the (**)held on the and has been duly recorded in the Minute Book.

Resolved : That

- (a) A banking account for the (*) be opened with the Commercial Bank of Ceylon PLC, and that the Bank be and is hereby authorised to act on instruction given by (***) relating to this account.
- (b) All changes that may take place from time to time in the authorised signatories be promptly advised to the Bank in writing under the hands of Chairman and Secretary and
- (c) The Society/ Club/ Association agree to comply with and be bound by the Rules of the Bank governing the conduct of such account.

(*) Insert name of Society, Club or Association

(**) insert "Committee" or as applicable

(***) Give designation and combination of signatories