

APPLICATION TO OPEN A SOCIETY, CLUB AND ASSOCIATION ACCOUNT



The Manager
Commercial Bank of Ceylon PLC

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 of 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.

(CIF No for office use only)

Name			
Address			
Phone No (Office)		Fax No (Office)	
Registration No		Purpose of the organisation (Please Specify)	
Date of Registration (DD/MM/YYYY)	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> / <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> / <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	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 of Association

(**) insert "Committee" or as applicable

(***) Give designation and combination of signatories