

Customer Profile Form (KYC)- For Personal Customers

(Requirement in terms of the Financial Transaction Reporting Act No.6 of 2006/ any other Foreign or Local Law)



For Bank Use Only

KYC Reviewed Dates

ACCOUNT NO	:	Date	Intl	Date	Intl
CIF NO	:				
BRANCH NO	:				
MANAGER'S INTL	:				

Section A – Basic information of the Individual including of those holding power of attorney.

✓ Tick the appropriate boxes

1. Customer Name :

2. Nature of Business :

3. Occupation/Employment/ Position Held :

4. Name & Address of Employer :

5. Status of the Residential Address :

Ownership of premises ☐ Owner (A) ☐ Lease/Rent (C) ☐ Friends/Relatives (E)
☐ Parent's (B) ☐ Official (D) ☐ Board/Lodging (F)

Permanent Address :

Foreign Address (if any) :

6. Citizenship :

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

7. In case of Foreign Passport Holders, give the purpose of opening the account in the foreign jurisdiction :

8. Purpose of Opening the Account :

☐ Business transactions ☐ Remittances ☐ Social & Charity work
☐ Employment/Professional income ☐ Bill payment/ Loan repayment ☐
☐ Savings ☐ Share transactions / Investment purposes

9. Source of Funds : [Expected source and nature of credits into the account]

☐ Salary/Profit/Professional Income ☐ Export Proceeds ☐ Sale of Property/Assets
☐ Sales and Business Turnover ☐ Donations/Charities (Local/Foreign) ☐ Gifts
☐ Rent Income ☐ Investment Proceeds ☐

10. Anticipated Volumes : [Expected/Usual average volumes of deposits into the account in Rs per month]

☐ Less than Rs.200,000 (or equivalent FC value) ☐ Rs.1,000,000 to Rs.3,000,000 (or equivalent FC value)
☐ Rs.200,000 to Rs.1,000,000 (or equivalent FC value) ☐ Over Rs.3,000,000 (or equivalent FC value)

11. Expected Mode of Transactions/ Delivery Channels :

☐ Cash ☐ Cheque ☐ Fund Transfers ☐ All mode of forms

12. Other Connected Businesses /Professional Activities (if applicable) :

Section B -Mandatory checks (For Bank Use Only)

1. Name, Date of birth and Nationality verification : To be supported by one of the following accepted documents.

☐ National Identity Card ☐ Valid Driving License
☐ Valid Passport ☐ Postal Identity Card/Birth Certificate (only for Minors)

2. Address verification: Residential address to be supported by one of the following accepted documents

(N.B.- Mobile Phone Bills/ Statements of other Banks are not accepted)

☐ National Identity Card ☐ Voting Card issued within one month ☐ Letter from a public Authority
☐ Tenancy/Lease Agreement (with billing proof of owner) ☐ Current Utility Bill (Electricity / Water/ Fixed Phone/ Pay TV) ☐ Income Tax Receipt/ Assessment Notice
☐ Valid Driving License ☐ Employment Contract ☐ A letter from Gramaniladhari (counter signed by Divisional Sec.)

3. 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

4. Customer Risk Factors :

☐ Foreign Citizen/Non-Resident customers/Off shore Customer ☐ Proprietor/Partner /Director in Business
☐ Trustee /Nominee /Power of Attorney/Administrators. ☐ Office Bearers of Club/Society/Association or Embassy Staff/Consultants
☐ Office Bearer of NGOs. ☐ Others

5. Obtained FATCA declaration :

☐ Yes ☐ Not Applicable

6. Copy of the valid Visa/Permit : [In case of accounts for Non-National customers]

☐ Attached ☐ Not Attached

7. Customer falls in to the category of Politically Exposed Persons (PEPs including family and close associates).

☐ Yes ☐ No

Authorized Signature

Emp No.....

Date.....