



**Customer Due diligence (CDD) Form – Clubs/ Societies/ Charities/ Associations/ NGO/ Trust and Miscellaneous**

**PEOPLE'S LEASING & FINANCE PLC**

..... **Branch**

As required under the Financial Institutions (Customer Due Diligence) Rules, No. 01 of 2016 issued by the Financial Intelligence Unit of Central Bank of Sri Lanka in terms of Section 02 of the Financial Transactions Reporting Act, No 06 of 2006.

For Office Use Only								
Date	D	D	M	M	Y	Y	Y	Y
Client Code								

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	

Purpose of opening account and the usage
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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 <u>Expected Source and Nature of Credits into the Account</u>			
<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) .....		

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	
Description (Rs)	Current Year (Y/E .....	Previous Year (Y/E .....	
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		





