

### Know Your Customer (KYC) Form – Individuals

Please tick (✓) appropriate boxes. (Requirement in terms of Financial Transactions Reporting Act No 06 of 2006)

#### For Office Use Only

Account No(s)			
Client Code		Branch	
Managers' Initial		Date	

#### Personal Details

Full name : Mr/Mrs/Miss/Dr/Rev (Please underline surname)			
National Identity Card No (NIC)			
<i>(Indicate valid Passport Number in the case of Foreign Nationals)</i>			
Date of Birth	D	D	M M Y Y Y Y
Nationality	<input type="checkbox"/> Sri Lankan <input type="checkbox"/> Resident <input type="checkbox"/> Non Resident - Country of Residence .....		
	<input type="checkbox"/> Sri Lankan with Dual Citizenship - Country ..... <input type="checkbox"/> Foreign National with dual citizenship / resident in or employed in Sri Lanka		
Country .....	VISA Expiry Dat	.....	

#### Contact Information

Permanent Address			
Mailing Address			
Foreign address (If applicable)			
Contact No	Res:	Mobile:	Office:      Fax:
E-mail			

#### Employment Information

Employment Status	Self employed	Part-time employed	Retired
	Full-time employed	Not currently employed	Others (Specify) .....
Occupation/ Position held			
Name of the Employer			
Address of the Employer			
Nature of Business	Manufacturing	Import/ Export	
	Finance/Insurance	Wholesale	
	Construction	Communications	
	Retail	Business Services	
	Transport	Real Estate	
	Restaurants	Public Services	
	Hotel/ Boarding house	Gem and Jewelry	
	Casino / Gambling house / Night Clubs	Others (Specify) .....	
	Personal & Household Services	.....	

#### Family Information

Marital Status	Married <input type="checkbox"/> Single <input type="checkbox"/> Other <input type="checkbox"/>
Name of Spouse	
Spouse's Occupation/ Position Held	
Spouse's Employer	
No. of Children (Dependant)	

#### Other Information

Ownership of wealth (If property is on rent/ lease, please indicate)	Residential property	Financial assets
	Business premises	Investments
	Motor Vehicles	Other (Specify)
Source of Wealth: Wealth generated from	Business/ Ownership	Inheritance
	Investments	Other (Specify) .....
	Profession/ Employment	.....
Other connected Business/ Professional activities and Interest		
Are you or any of your immediate family is a politically exposed person (PEP)? (Refer definition below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please specify		

If yes please specify

**FIU Definition**

**PEP's (Politically Exposed Persons)** - Individuals in Sri Lanka or abroad who are or have been entrusted with prominent public functions. E.g. Head of State or government, Senior politicians, Senior government, Judicial or military officials, senior executives of state owned corporations, important political party officials.

**Immediate Family Member** - Includes the spouse, children and their spouses or partners, parents, siblings and their spouses and grandchildren and their spouses.

**Expected Mode of Transactions**

Cash       Cheque       Electronic Fund Transfer       Other (Please Specify) .....

**Purpose for opening, maintaining and the account usage**

Savings       Utility Bill Payment       Loan Repayment  
 Investment Purpose       Business Transactions       Share Transactions  
 Employment/ Professional Income       Family Remittance       Other .....

Foreign Passport holders (Dual Citizens / Resident in or Employed in Sri Lanka)  
(Please give the reason for opening the account in Sri Lanka)

**Source of Funds Expected Source and nature of credits into the account (As appropriate)**

Family Remittances       Commission Income       Contract Proceeds       Sale/ Business Turnover  
 Investment Proceeds       Sale of property/assets       Gift       Salary/ Profit Income  
 Others (Please specify) .....

**Average Monthly Income**

Less than 50,000       100,001 to 250,000       500,001 to 1,000,000  
 50,001 to 100,000       250,001 to 500,000       More than 1,000,000

**Anticipated Volumes : Expected/Usual average volumes of deposits into the account in Rupees per month**

\* Expected / Usual average volumes of deposits into the account in rupees per month

Less than 100,000       500,001 to 1,000,000       5,000,001 to 10,000,000  
 100,001 to 500,000       1,000,001 to 5,000,000       More than 10,000,000

**Declaration of the Customer**

I confirm that the details given above are true and correct.

.....  
Signature

.....  
Date

**Mandatory Checks (For Office use Only)**

**1. Name, Date of Birth and Nationality Verification:** To be supported by one of the following.

National Identity Card       Passport (Unexpired)  
 Driving License       Marriage Certificate (Name Change)

**2. Address Verification:** Residential address to be supported by one of the following accepted documents  
(N.B - Mobile phone bills are not accepted)

National Identity Card       Bank Statement       Letter from a public authority  
 Tenancy agreement       Utility bill (Specify) .....       Income Tax Receipt/ Assessment Notice  
 Driving License       Employment Contract       Other (Specify) .....  
 Passport       Any Other Identification Document

(Photocopies of the above documents should be obtained and certified by the Company Officer as 'Original Seen')

**3. Does the customer appear in a Suspected Terrorist List (Sanction List – UNSCR 1373 / 1267) or any other Alert List:**

Yes       No      If yes (Specify): .....

Documents Reviewed by..... (Signature)      Emp No   
Authorized by..... (Signature)      Emp No

**System Entry**

.....  
Input by

.....  
Checked by

.....  
Activated by

.....  
Scanned by

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