

ANNEXURE TO MERCHANT APPLICATION

Please attach the required documents as per appropriate business and legal status and sign the agreement as per the instructions given below.

Individuals	
Copy of any relevant document to certify profession, trading certificate or any other certificate proving the nature of business.	
Copy of identification and address verification documents.	
Copy of Statement of Beneficiary Account	
Signing Instructions Application & Agreement should be signed by the individual	
Proprietorship / Partnership Accounts	
Copy of the business registration document	
Copy of identification and address verification documents of proprietor / partners	
Copy of Statement of Beneficiary Account	
Signing Instructions Application & Agreement should be signed by the proprietor / partners on the business rubber stamp	
Corporations / Limited Liability Company	
Copy of Form 2A - Certificate of Incorporation	
Board Resolution authorising the acceptance of payment cards and enter into a Merchant Relationship in a company letterhead OR minutes certified by Company Secretary.	
Articles of Association	
Copy of Form 1 - Registration of a company under the Companies Act 2007	
Copy of Form 15 - Annual Return of a Company	
NIC / Passport copies of all Directors	
If Applicable;	
Copy of Form 4 - Change of Registered name	
Copy of Form 20 - Change of Directors / Secretary and Particulars of Directors / Secretary under the Companies Act	
Copy of Form 40 - Registration of an existing company	
Copy of Form 44 - Full address of the registered or principal office of a company incorporated outside Sri Lanka and its principal place of business established in Sri Lanka under the Companies Act	
Copy of Form 45 - List and particulars of the Directors of a company incorporated outside Sri Lanka with a place of business established in Sri Lanka under the Companies Act	
Copy of the Board of Investment Agreement if a Board of Investment approved company	
Copy of the Export Development Board (EDB) approval letter if EDB approved company	
Copy of the certificate to commence business if a public quoted company	
Copy of Statement of Beneficiary Account	
ID Copies of the Authorised Signatories	
Signing Instructions Application & the Agreement should be signed as per the authorised signatories mentioned in the Articles of Association	
Clubs, Societies, Charities, Associations and Non-Governmental Organisations	
Copy of the registration document / Constitution Charter / Meeting Minutes	
Board Resolution authorising the acceptance of payment cards and enter into a Merchant Relationship	
Copy of Statement of Beneficiary Account	
ID Copies of the Authorised Signatories	
Signing Instructions Application & the Agreement should be signed as per the authorised signatories mentioned in the Constitution Charter	

*Any applicable licence to be attached as per the nature of business