

DOCUMENTS REQUIRED FOR NEW AND EXISTING APPLICANTS

Local Institutions:

1. **A copy of the certificate of incorporation of the company.** If the company has changed its name, a copy of the certificate of name change issued by the Registrar of Companies is required.
2. **A copy of the Articles of Association of the company.**
CDS OPERATIONAL GUIDELINES AND PROCEDURES FEBRUARY 2011 5
3. **An extract of the resolution passed by the Board of Directors to open the CDS account.** In the alternative, the company may provide a certification in the relevant section in the account opening form. (CDS Form 2).
4. **A letter, issued within the 3-month period preceding the date of the application to the CDS issued by the Company Secretary indicating the names, addresses, NIC or passport numbers and occupations of all existing directors.**
5. **A letter, issued within the 3-month period preceding the date of the application to the CDS from the Company Secretary confirming the top ten shareholders (names and addresses)**

* For companies listed on the Colombo Stock Exchange, a directors list and a shareholders list is not applicable.
6. **CDS Form 2** completed by the company in accordance with the provisions of the Articles of Association of the company and /or The Companies Act (No.7 of 2007) of Sri Lanka.
7. **CDS Form 2(A)** completed by the company in accordance with the provisions of the Articles of Association of the company and /or the New Companies Act (No.7 of 2007) of Sri Lanka.
8. **National Identity Card copies of two Directors along with KYC form**
9. **A separate Board Resolution required by authorizing the person(s) to give instructions to the CDS.**

Note: If a person other than a Director of the company signs the CDS application form on behalf of the applicant company,

- A copy of the power of attorney/ board resolution authorizing such person to sign on behalf of the company.

- A copy of national identity card/passport of such person should be submitted.