# General Instructions on Intellectual Property Rights Agreement Submission

Instructions for inserting information on the Agreement.

1. The company name, address, registration number should be written on the Agreement exactly as is in the company’s registered corporate documents.

1. All pages of the Agreement should be initialed by the signatory to the Agreement.

1. Company seal should reflect the company name and registration number of the company (address is optional) exactly as is in the company’s registration documents. Always use the same company seal in all documents. Do not use different company seals in documents. Personal seals are not acceptable.

1. Kindly be informed that you are required to sign the standard Agreement which is available as a download on the LankaPay website. Please note that the standard Agreement shall be signed as is without any changes.

1. Please use blue ink.

1. Once all information is written on the Agreement. Please share an electronic copy with LankaPay along with the corporate documents and checklist.

Note: Companies registered in the Registrar of Companies, please consult your company secretary for any further advice. Spellings in all your information when completing the Agreement, Board Resolution or Letter of Authority should be exactly as is in the company’s registered corporate documents.