

Step 1

How to Sign the Agreement & Submit the Application

How to Sign the Digital Certificate Subscriber Agreement with LankaClear

1. Request information, quotation/pricing on certificates and tokens

LankaClear Contact Information

Phone : 011 2356999 / 011 2356900

Email : helpdesk@lankaclear.com

This is your single point of contact for any query related to Digital Certificates.

Based on your organization type (private limited/limited company, sole proprietary/partnership company, foreign company), or for Sri Lankan nationals documents required are as follows:

2. Corporate documents required for signing agreements from companies registered at the Registrar Of Companies in Sri Lanka:

Following must be certified as true copies by Registrar of Companies. Copies of these must be certified as true copies by the Company Secretary or an Attorney-at-Law

- a. Certificate of Incorporation (Business Registration Certificate)
- b. Form 1, 40 or other equivalent as applicable
- c. Form 20 if applicable only
- d. Form 13 or other equivalent (if applicable only)
- e. Articles of Association
- f. Board resolution (through the company secretary) authorizing the signatory to sign the Agreement according to LCPL format or certified copy of Power of Attorney empowering the signatory/ies to sign the Agreement

3. Corporate documents required for signing agreements from sole proprietary/partnership companies in Sri Lanka

Following must be certified true copies by an Attorney-at-Law:

- a. Certificate of registration of the company
- b. Copy of the NIC or Passport or Driving License of the sole proprietor or partners
- c. Power-of-Attorney or Statement of Signatures according to LCPL format authorizing the signatory to sign the Agreement (For partnership companies only)

4. Corporate documents required for signing agreements from foreign companies

Following must be certified true copies by an Attorney-at-Law or Company Secretary

- a. Business Registration Certificate
- b. Director confirmation Form
- c. Address confirmation Form
- d. Power-of-Attorney or Board resolution or letter of authority according to LCPL format authorizing the signatory to sign the Agreement (through the company secretary or an Attorney-at-Law)

5. Documents required for signing agreements from Banks

Following must be certified true copies by an Attorney-at-Law:

- a. License from the Central Bank

6. Documents required for signing agreements from Government Institutions

- a. Authority of Establishment, ex Act of Parliament, etc.
- b. Letter of authority according to LCPL format authorizing the signatory to sign the Agreement

Documents required for signing agreements for Individuals

Following must be certified true copies by an Attorney-at-Law:

- a. Copy of the NIC or Passport or Driving License

Customers can submit scanned copies of corporate documents and the duly signed agreement online via our Helpdesk email helpdesk@lankaclear.com.

Download Board Resolution & Statement of Signatures / LankaSign Digital Certificate Subscriber Agreement template from our Downloads section:

<https://www.lankaclear.com/knowledge-center/lankasign/#downloads>

Fill the relevant sections according to your organization type.

When printing the LankaSign Digital Certificate Subscriber Agreement, please ensure that it is printed on both sides of the paper (duplex printing). Other conditions/requirements regarding the corporate documents and their due certification remain unchanged.

Ensure that all signatures and true copy sealing are in [blue ink](#).

The duly executed agreement will be emailed to you via the same email address you have maintained to correspond with LankaClear.

How to Submit Digital Certificate Application to LankaClear

1. Submit Duly Filled Mandatory Documents and Make the Payment

Below documents must be submitted to each user expecting to obtain digital certificate. Payment can be made via Direct Debit or bank transfer as per details provided in invoice or as obtained by LankaClear Helpdesk.

NIC or Passport or Driving License

Digital Certificate Application Form

After the certificate expiry, the digital certificate needs to be renewed by submitting the Digital Certificate Application Form. Security token is a 'one off' purchase.

If there are any changes in the information provided, the organization must provide updated documents to LankaClear.

If you require a digital certificate for Sri Lanka Customs document submission purposes, please submit the following documents.

One time	Company Billing Proof
	Certified Copy of VAT Certificate
	Certified Copy of TIN Certificate
Each User	NIC
	Passport or Driving License
	Grama Sevaka Certificate
	Digital Certificate Application Form

NIC must be certified true copy by an Attorney-at-Law or Commissioner for Oaths only.

Download Digital Certificate Application Form & Statement of Signatures Form from our Downloads section:

<https://www.lankaclear.com/knowledge-center/lankasign/#downloads>

The form can be filled using Fill & Sign feature of Adobe (Tools → Fill & Sign).

Customers can submit scanned copies of new applications online via our Helpdesk email helpdesk@lankaclear.com.