

# Checklist

## Corporate Documents submission for Non-Disclosure Agreement

### Details of Ownership

Please select the Type of Business Registration, then click the right-side boxes for acknowledging the documents submitted.

**Companies Registered at the Registrar of Companies in Sri Lanka**

*Note: - The following must be certified by the registrar of companies. Copies of these must be certified as true copies by the Company secretary or an attorney at Law.*

1. Certificate of Incorporation
2. Form 1, 40 or other equivalent as applicable
3. Form 20 (if applicable only)
4. Form 13 or other equivalent (if applicable only)
5. Form 15 for the last financial year
6. Articles of Association
7. Board resolution/ Extract or any other method according to the Company's Articles of Association authorizing the signatory to sign the Agreement (speak to your company secretary) or certified copy of Power of Attorney empowering the signatory/ies to sign the Agreement.


**Sole proprietary / partnership companies registered in Sri Lanka**

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

1. Certificate of registration of the company
2. Copy of the NIC or Passport or Driving License of the sole proprietor or partners
3. Power of Attorney or a letter of authority (similar to a Board Resolution) authorizing the signatory to sign the Agreement (For partnership companies only)


**Foreign companies**

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

1. Certificate of Incorporation
2. Director confirmation Form
3. Address confirmation Form
4. Power of Attorney or Board resolution or letter of authority authorizing the signatory to sign the Agreement (through the company secretary or an Attorney at Law )
