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Note : Please do not change the formats or any other content in LankaPay documents

## 1.0. FOR ROC REGISTERED COMPANIES

- ✓ Check whether the below requested documents are fully completed before submitting
- ✓ Certify the documents to register with the Digital Certification facility

### 1.1. Documents need to be certified by an Attorney-At-Law, Company Secretary or obtained from Registrar of Companies

- a. Certificate of incorporation
- b. Form 1, 40 or other equivalent as applicable
- c. Form 20 if applicable
- d. Form 13 or other equivalent (If applicable only)
- e. Latest Form 15 - optional
- f. Articles of association

### 1.2. Company Board resolution or an extract (format provided)

- a. Authorized Officer's specimen signature must be placed in the document
- b. Document should be dated
- c. Print on a Company Letterhead

### 1.3. Main Agreement - (format provided)

(Authorized officer whose name appears on the board resolution should sign the agreement with initials on all pages along with the Company seal)

### 1.4. Certified NIC/Passport/Driving license copy of user- must be certified true copy by an Attorney-at-Law or Commissioner for Oaths only

### 1.5. CA01 Application Form – (format provided)

- a. All fields must be filled
- b. Authorized officer whose name appears on the board resolution/SOS should approve the application
- c. Approving officer and applicant can be the same person

## 2.0. FOR PARTNERSHIP

- ✓ Check whether the below requested documents are fully completed before submitting
- ✓ Certify the documents to register with the Digital Certification facility

### 2.1. Documents need to be certified by an Attorney-At-Law

- a. Certificate of Registration
- b. NIC certified copies of partners

### 2.2. Statement of Signature – (format provided)

- a. Authorized Officer's specimen signature must be placed in the document
- b. Document should be dated
- c. Print on a Company Letterhead

### 2.3. Main Agreement - (format provided)

(Authorized officer whose name appears on the Statement of Signature should sign the agreement with initials on all pages along with the Company seal)

### 2.4. Certified NIC/Passport/Driving license copy of user- must be certified true copy by an Attorney-at-Law or Commissioner for Oaths only

### 2.5. CA01 Application Form – (format provided)

- a. All fields must be filled
- b. Authorized officer whose name appears on the statement of signature should approve the application
- c. Approving officer and applicant can be the same person

### 3.0. FOR SOLE PROPRIETORSHIP

- ✓ Check whether the below requested documents are fully completed before submitting
- ✓ Certify the documents to register with the Digital Certification facility

#### 3.1. Documents need to be certified by an Attorney-At-Law

- a. Certificate of Registration
- b. NIC certified copies of Proprietor

#### 3.2. Statement of Signature – (format provided)

- a. Authorized Officer's specimen signature must be placed in the document
- b. Document should be dated
- c. Print on a Company Letterhead

#### 3.3. Main Agreement - (format provided)

(Statement of Signature should sign the agreement with initials on all pages along with the Company seal)

#### 3.4. Certified NIC/Passport/Driving license copy of user- must be certified true copy by an Attorney-at-Law or Commissioner for Oaths only

#### 3.5. CA01 Application Form – (format provided)

- a. All fields must be filled
- b. Authorized officer whose name appears on the statement of signature should approve the application
- c. Approving officer and applicant can be the same person