
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
- g. VAT certificates
- h. TIN certificates

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. Passport/Driving License copy of users

1.6. 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

- 1.7. Latest Grama Sewaka Certificate of each user
- 1.8. Company Billing Proof - A utility bill that shows the business name and physical address (Electricity, Water, Telephone Bill) etc

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
- c. VAT certificates
- d. TIN certificates

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. Passport/Driving License copy of users

2.6. 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

2.7. Latest Grama Sewaka Certificate of each user

2.8. Company Billing Proof - A utility bill that shows the business name and physical address (Electricity, Water, Telephone Bill) etc

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
- c. VAT certificates
- d. TIN certificates

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. Passport/Driving License copy of users

3.6. 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

3.7. Latest Grama Sewaka Certificate of each user

3.8. Company Billing Proof - A utility bill that shows the business name and physical address (Electricity, Water, Telephone Bill) etc