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

1. Certificate of incorporation
2. Form 1, 40 or other equivalent as applicable
3. Form 20 if applicable
4. Form 13 or other equivalent (If applicable only)
5. Latest Form 15 - optional
6. Articles of association
7. VAT certificates
8. TIN certificates
   1. Company Board resolution or an extract (format provided)
9. Authorized Officer’s specimen signature must be placed in the document
10. Document should be dated
11. Print on a Company Letterhead
    1. 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. Certified NIC/Passport/Driving license copy of user- must be certified true copy by an **Attorney-at-Law or Commissioner for Oaths** only
  2. Passport/Driving License copy of users
  3. CA01 Application Form – (format provided)

1. All fields must be filled
2. Authorized officer whose name appears on the board resolution/SOS should approve the application
3. Approving officer and applicant can be the same person
   1. Latest Grama Sewaka Certificate of each user
   2. 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
  1. Documents need to be certified by an **Attorney-At-Law**

1. Certificate of Registration
2. NIC certified copies of partners
3. VAT certificates
4. TIN certificates
   1. Statement of Signature – (format provided)
5. Authorized Officer’s specimen signature must be placed in the document
6. Document should be dated
7. Print on a Company Letterhead
   1. 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)**

* 1. Certified NIC/Passport/Driving license copy of user- must be certified true copy by an **Attorney-at-Law or Commissioner for Oaths** only
  2. Passport/Driving License copy of users
  3. CA01 Application Form – (format provided)

1. All fields must be filled
2. Authorized officer whose name appears on the statement of signature should approve the application
3. Approving officer and applicant can be the same person
   1. Latest Grama Sewaka Certificate of each user
   2. 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
  1. Documents need to be certified by an **Attorney-At-Law**

1. Certificate of Registration
2. NIC certified copies of Proprietor
3. VAT certificates
4. TIN certificates
   1. Statement of Signature – (format provided)
5. Authorized Officer’s specimen signature must be placed in the document
6. Document should be dated
7. Print on a Company Letterhead
   1. Main Agreement - (format provided)

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

* 1. Certified NIC/Passport/Driving license copy of user- must be certified true copy by an **Attorney-at-Law or Commissioner for Oaths** only
  2. Passport/Driving License copy of users
  3. CA01 Application Form – (format provided)

1. All fields must be filled
2. Authorized officer whose name appears on the statement of signature should approve the application
3. Approving officer and applicant can be the same person
   1. Latest Grama Sewaka Certificate of each user
   2. Company Billing Proof - A utility bill that shows the business name and physical address (Electricity, Water, Telephone Bill) etc