Annexure I

**FOR OFFICE USE ONLY**

| | | | |
|---|---|---|---|
| Account No | | | ……. Manager |
| Branch | | | |
| Product Code | | | |
| CIF No. | | | ..... Date |
| Entered by | PF | Sig. | |
| Authorized by | PF | Sig. | |

The Manager
Bank of Ceylon
……..

Please open an individual account in the name of the minor as per the details provided below.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ | **LOCAL CURRENCY** | | **Ran Kekulu Smart** | ☐ | **FOREIGN CURRENCY** | | **PFC Minor** | | **PFC Minor Fixed Deposit** |
| | | | **Other**_ _ _ _ _ _ _ _ _ _ _. | | | ☐ USD ☐ GBP ☐ EUR ☐ AUD ☐ JPY ☐ ___ | | | |

| **PERSONAL INFORMATION OF THE MINOR (ACCOUNT HOLDER)** | | | |
|---|---|---|---|
| Name in Full (As per Birth Certificate) | Master/ Miss/ Rev | | |
| Name with initials | | Gender | ☐ Male ☐ Female |
| Date of Birth (A copy of Birth Certificate should be attached) | D D M M Y Y Y Y | Birth Certificate Number | |
| Name of School /Pre School (if applicable) | | School code (if applicable) | |
| | | Nationality | |
| National Identity Card/ Passport Number (If available)- A copy should be attached | ` | Residential Status | ☐ Sri Lanka ☐ Other (Specify)_____ |
| Permanent Address | | Mailing Address (if differes from permanent address) | |
| Contact Details | Mobile | Home | |
| | Email | | |

| **PERSONAL INFORMATION OF THE ACCOUNT OPENING PARENT/ GUARDIAN** | | | |
|---|---|---|---|
| Name in Full | Mr/ Mrs/ Miss/ Rev | | |
| Relationship to the Minor | | Nationality | |
| National Identity Card/ Passport Number (A copy should be attached) | | Date of Birth | D D M M Y Y Y Y |
| Address (Local) | | Occupation/ Business | |
| Contact Details | Mobile | Home | |
| | Email | | |
| **For foreign currency accounts only -** | | | |
| Foreign Address | | Employer's Name & Overseas Address | |
| Tele No. (Foreign) | | Mailing Address | ☐ Sri Lanka ☐ Foreign |

| **OTHER INFORMATION** | |
|---|---|
| Purpose of Opening the Account & Usage | ☐ Savings ☐ Remittances ☐ Upkeep of Family/ Person<br>☐ Other (Specify) _____ |
| Source of Funds | ☐ Sales & Business turnover ☐ Salary/Profot Income ☐ Family Remitances<br>☐ Investment Proceeds ☐ Other (Specify) |
| Anticipated Volumes per month (in LKR) | ☐ Less than 99,999 ☐ 100,000 – 499,999 ☐ 500,000 – 999,999 ☐ 1,000,000 – 1,999,999<br>☐ 2,000,000 – 2,999,999 ☐ 3,000,000 – 5,000.000 ☐ Above 5,000,000 |
| Expected Mode of Transactions | ☐ Cash ☐ Cheque ☐ Fund Transfers ☐ Inward Remittances |

## FATCA DECLARATION

| | | |
|---|---|---|
| Are you a US person under the Foreign Account Tax Compliance Act (FATCA) of the US? (If Yes, FATCA declaration has to be submitted along with this application form.) | Minor (Account Holder) ☐ Yes ☐ No | Parent/Guardian ☐ Yes ☐ No |

## ELECTRONIC CARD (For Local Currency Savings Account Only)- Optional

| | | |
|---|---|---|
| Electronic Card Required | Yes ☐ No ☐ | ☐ Un-embossed instant card (without name) ☐ Embossed Card (with Name) |
| Name of the Minor to be printed on the card | ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ | |

## STANDING ORDER INSTRUCTIONS (Mandatory for Ran Kekulu SMART Investment Account)

| | |
|---|---|
| Name with initials of Account Opening Farther /mother/guardian of minor | |

Please debit the account No……. in the name of …….. (Account should be in the name of farther /mother/guardian of minor who opens the Ran Kekulu Account) maintained at Bank of Ceylon …… branch, …… weekly/monthly/ quarterly/ half yearly/ yearly with *Rs./ US$/ Stg /….. (amount)…… and credit to the Minor's Account commencing from …… until further notice/ till …… (*strike off unnecessary words).

Terms & Conditions relevant to the Standing Order Instructions -

1.Bank reserves its right to determine the priority of this payment order against cheques presented or any other existing arrangement made in the Standing Order Debit Account.

2.This order remains effective notwithstanding the death or bankruptcy/liquidation until such death, bankruptcy/liquidation or revocation notice is being received by the Bank.

3. Any amendment or cancellation shall reach the Bank at least one week before the next successive payment due date.

Declaration of Account opening Father/Mother/Guardian who open the **Ran Kekulu SMART/Ran Kekulu SMART Investment/PFC minor/Other ……(Specify)(** strike off unnecessary words)

On each payment due date, please debit my/our current/savings Account to effect the above mentioned order. I/we understand that in view of Bank's undertaking to make these remittances, the Bank is relieved from all claims for loss which may arise through error, omission or delay and that the standing Order is liable for cancellation if funds are not available in my /our account.

I/we agree to be bound by the terms and conditions.

…… ……

Signature 1(Signature of parent/guardian who is opening account for minor) Signature 2

Note: If the account is joint all the parties should sign the Standing Order Instructions.

## NOMINATION- TO CONTINUE THE ACCOUNT ONLY

In the event of my death prior to above-named minor attaining majority, I do hereby nominate the following person to continue the account.

| | | | |
|---|---|---|---|
| Nominee's name in full | Mr./Mrs./Miss | | |
| Address | | | |
| NIC No | ☐☐☐☐☐☐☐☐☐☐☐☐ | Relationship to the minor | |
| Signature of the parent/ guardian | | Date | |

## `FIXED DEPOSITS (Foreign Currency Accounts Only)

***Delete whichever is inapplicable*

Amount (In figures):…… Currency …… Amount (In words) ……..…

Term: ……..**Months/Years from : …… Rate of Interest ……. % p.a.

Bank of Ceylon is authorized to effect automatic renewal for successive period of ……. **Months/Years with accrued interest at prevailing rate, terms and conditions.

…… ……

Signature of Parent/Guardian** Date

For Office Use : Receipt No: ☐☐☐☐☐☐☐☐

**Classification: Internal**

## CENTRAL BANK OF SRI LANKA - Declaration by the Applicant for Electronic Fund Transfer Cards

To : Director- Department of Foreign Exchange

I ……., declare that all the details given above by me on this form are true and correct. I hereby confirm that I am aware of the conditions imposed under the provision of the Foreign Exchange Act No.12 of 2017 (The Act) on Electronic Fund Transfer Cards (EFTCs) subject to which the card may be used for transactions in Foreign Exchange and I hereby `undertake to abide by the said conditions.

I further agree to provide any information on transactions carried out by me in foreign exchange on the card issued to me as Bank of Ceylon may require for the purpose of the Act.

I am aware that the Authorized Dealer (bank) is required to suspend availability of foreign exchange on EFTC if reasonable grounds exist to suspect that unauthorized foreign exchange transactions are being carried out on the EFTC issued to me and to report the matter to the Director - Department of Foreign Exchange.

I also affirm that I undertake to surrender the Ran Kekulu SMART card to Bank of Ceylon, if I migrate or leave Sri Lanka for employment abroad, as applicable.

…….. ……..

Signature of the Competent Minor/ Parent/ Guardian Date

I, as the Authorized Officer have carefully examined the information together with relevant documents given by the applicant and satisfied with the bona-fide of these information and documents. I undertake to exercise due diligence on the transactions carried out by the card holder on her/his EFTC in foreign exchange and to suspend the availability of foreign exchange on the EFTC if reasonable grounds exist to suspect that unauthorized foreign exchange transactions are being carried out on the EFTC in violation of the undertaking and to bring the matter to the notice of the Director-Department of Foreign exchange.

…… ……..

Signature of the Authorized Officer Date

## DECLARATION BY THE ACCOUNT HOLDER/PARENT/GUARDIAN

I declare that I have read and understood the rules and regulations governing this account and agree to be bound by such rules and regulations. In the event if I/Minor become a US person under the Foreign Account Tax Compliance Act (FATCA) of US, I do hereby undertake to inform the said fact to the bank immediately.

…… ……..

Signature of Applicant (Parent/ Guardian or Competent Minor) Date:

## ACKNOWLEDGEMENT

I hereby acknowledge the receipt of following:

Passbook (optional): ☐ Yes ☐ No Passbook No: ☐☐☐☐☐☐☐☐☐

Un embossed Card (optional): ☐ Yes ☐ No Card No: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Terms and Conditions Applicable for the account : ☐ Yes ☐ No

…… ……..

Signature of the Applicant (Parent/Guardian or Competent minor) Date

*For Office Use:* **System Updation Check List**

☐ Sanction screening for account opening father/mother/guardian

☐ Ran Kekulu SMART card request processed for Embossed Card

☐ Source of funds verified

☐ Smart Passbook activation

## TERMS AND CONDITIONS RELEVANT TO RAN KEKULU SMART SAVINGS/ RAN KEKULU SMART INVESTMENT/ PFC MINOR / PFC MINOR FIXED DEPOSIT ACCOUNT

**General –**

1. Ran Kekulu SMART Savings/Investments/ PFC Minor / PFC Minor Fixed deposit account should be an individual account, not a joint account.
2. The account should be opened in the name of the minor.
3. A competent minor (age 16 to 18) may open an account for himself/herself. For minors below 16 years of age, the account should be opened by the parent or guardian. Ran kekulu SMART Investment account shall be opened for minors in the age of 15 years and below and should be opened by the parent/guardian.
4. When the account holder reaches 18 years of age, the savings account will be converted to a Youth savings account/ PFC account depending on the ability of the account holder to satisfy the eligibility criteria relevant to these categories of accounts. A fresh mandate signed by the account holder to be submitted for activation.
5. Deposits to the Ran Kekulu SMART accounts may be made by any person.
6. It is a requirement to submit the birth certificate/NIC/ passport to withdraw funds.
7. No withdrawals/closure of account will be permitted until the minor reaches 18 years of age. Withdrawals/closure of account will however be allowed only at the sole discretion of the Bank for the purpose or reasons which benefit the minor such as education, medical treatments etc.
8. In the event of the account holder's demise the balance in the account will be paid to the legal heirs of the account holder in accordance with the laws of Sri Lanka.
9. The initial deposit, the minimum deposit thereafter, the rate of interest and the method of computation and crediting of interest shall be amended time to time in accordance with the rules and regulations of the Bank
10. Fees and charges in connection with the operation of the account and the Services would be levied at the rates as declared by the Bank from time to time. The said fees and charges and taxes imposed by the government applicable on the account deposits, if any shall be debited from the account where necessary.
11. The accounts are subject to the Directions and Guidelines issued by the Central Bank of Sri Lanka and the laws of the country as may be amended from time to time.
12. The Bank should be advised promptly in writing of any change of address/ personal information of the account holder/parent or guardian of the account holder. The Bank may communicate the details of the account from time to time to the address or the contact details provided to the Bank by the account opening parent/guardian. The Bank shall not be liable to disclose of account details to any third party due to the failure of the account opening parent/guardian to inform the Bank on changes of contact details.
13. The Bank has the right to restrict any mode of transactions of the account upon legal/regulatory grounds without informing the customer.
14. Changes, amendments and discontinuation of account features, fees, charges shall be notified by the Bank in advance within a reasonable time period through the Bank's Official Website, Mass Media or through personal notifications as decided by the Bank. Prevailing rate of interest applicable to the account and availability of Sri Lanka Deposit Insurance scheme is published through the Bank's officials website.

**Ran Kekulu Smart Savings/ Investment Account –**

1. The Insurance benefits offered for the local currency Ran Kekulu SMART account is valid until the account holder reaches 18 years of age.
2. The Bank shall amend/supplement/vary or suspend the gifts schemes and/or other special benefits attached to this savings account from time to time and the account holders shall abide by the Rules and Regulations so changed, amended or added. Such changes shall be made available in the bank's official website.
3. In order to receive the special benefits of the account (ex: insurance, gift scheme, scholarships etc.), the account holder should fulfill the required criteria published by the Bank from time to time such as the account balance/deposit, age limit etc.
4. Parent/guardian shall hold the Bank indemnified and save harmless against any loss, charge, suit, claim, expense or damage that the Bank may incur or suffer as a result of facilitating SMS alerts or SMART Passbook or any other facility provided by the Bank.
5. The Bank shall not be liable/responsible, for any loss, damage, charge or expense that may be caused, incurred or suffered by the use of SMS alert /Smart Passbook/any other facility provided by the Bank due to any of the following reasons or otherwise;
   a. Failure to notify the changes in mobile number
   b. Disclosure of PIN number/password to a third party
   c. Providing an incorrect mobile number to the Bank
   d. The malfunction/failure/interruption of the service/mobile device

**Ran Kekulu SMART Investment Account**

1. Standing Order facility is mandatory at the time of opening a Ran Kekulu SMART Investment account. The Standing Order should be continued until the age of 18 years of the minor.
2. Standing Orders not executed for three (3) consecutive transactions due to insufficient balance in the Standing Order Debit Account shall be cancelled as per the normal procedure.
3. Accounts not connected with a Standing Order (due to a Standing Order is not created or cancelled) shall be treated as irregular accounts and shall resulted in discontinuing the account under Ran Kekulu Investment Scheme. Such accounts shall be treated as Normal Ran Kekulu SMART savings account.
4. In the event the arrears Standing Order amount is deposited to the account and a new Standing Order is activated, the account can be re-converted to the Ran Kekulu SMART Investment Account.

**Electronic Card issued for Ran Kekulu Smart Savings Account –**

1. The "Ran Kekulu SMART" electronic card shall at all times remain the property of Bank of Ceylon and shall be returned to the Bank unconditionally and immediately upon the Bank's request.
2. The card is not transferrable and it is permitted to use by the account holder or parent/guardian of the account holder who opened the account.
3. This card is permitted to use only at BOC ATMs for balance inquiry, cash deposits and to generate mini statements of the Ran Kekulu SMART account and shall not be used for any other purposes
4. The card is restricted for withdrawals from ATMs/CRMs and is not permitted to carry out Point of Sales (POS) transactions and e-commerce transactions.
5. The account holder or parent/guardian of the account holder who opened the account shall keep the Personal Identification Number (PIN) strictly confidential and undertake not to reveal such number to any person at any time or under any circumstances.
6. The Ran Kekulu Smart Card is valid for period as mentioned in the card. In case of loss, stolen, damage or expiry of the existing card a new card shall be obtained by the account holder or parent/guardian of the account holder who opened the account.
7. The card facility continues until the account holder reaches 18 years of age or if the account holder or parent/guardian of the account holder who opened the account requests to cancel the facility.
8. The account holder or parent/guardian of the account holder shall accept full responsibility for all transactions processed or effected by the use of Ran Kekulu Smart Card howsoever effected.
9. The use of the card shall be subject to the Bank's prevailing rules, regulations and terms and conditions governing all services, facilities and transactions covered by the Ran Kekulu Smart Card or otherwise.
10. The Bank shall have the full discretion to cancel, withdraw or renew the Ran Kekulu Smart Card without any prior notice or any reasons given to the account holder or parent/guardian of the account holder.
11. A written request shall be submitted by the account holder or parent/guardian of the account holder in order to terminate/cancel the card facility.
12. All replacements and renewals of the Ran Kekulu Smart Card shall be subject to the terms and conditions which are in force.
13. The account holder or parents/guardian of the account holder shall accept the Bank's records and statements of all transactions arising from the use of the Ran Kekulu Smart Card as conclusive.
14. If Ran Kekulu SMART card stolen or lost the account opening parent/guardian/competent minor shall notify the Bank immediately and also give a written confirmation to the Bank. The Bank is not liable for any loss incurred by the use of the Ran Kekulu SMART card which is lost/stolen or used without the consent of account opening parent/guardian/competent minor.

**PFC Minor Savings/ Fixed Deposit Account –**

1. For foreign currency accounts, proof of foreign income of the parent or guardian should be furnished to the Bank.
2. Deposits to Foreign Currency Accounts should be in the form of convertible foreign currency by way of drafts, SWIFTS, electronic transfer or a transfer from PFC account.
3. The Bank at its sole discretion will decide to continue or suspend of the Insurance benefit offered for the PFC Minor children savings scheme.

**General**

1. Any complaint regarding a product or a service of the Bank could be made via Bank's website www.boc.lk/contact or directly contacting Customer Experience Management Unit on 0112204750/4751/4752 or by post to the Manager, Customer Experience Management Unit, Bank of Ceylon, 22nd Floor, "BOC Square", No.1, Bank of Ceylon Mawatha, Colombo 01.
2. All concerned parties shall be agreed the Bank's Privacy Statement. It shall be accessed via the Bank's website (www.boc.lk).
3. The account holder may obtain the customer charter of the Bank from the Bank's website (www.boc.lk).The account holder may obtain the customer charter of the Bank from the Bank's website (www.boc.lk).