



FOR OFFICE USE ONLY
DATE :
A/C NO :
CIF NO :
MANAGER'S INTL:.....

The Manager
Commercial Bank of Ceylon PLC

APPLICATION TO OPEN A SAVINGS ACCOUNT

Please open a Savings Account in my/our name/s. I/We agree to comply with and be bound by the [rules and regulations](#) applicable for the conduct of such account. The account will be operated by myself / ourselves / either of us or (please specify)

Please issue me a Passbook / send a statement of account every 3 months / 6 months / 12 months.
Note:

- Interest will be calculated on the daily balance and credited monthly at the rate determined by the Bank at its discretion. Rate of interest is subject to change without prior notice to the customers.
- Interest will not be credited if the balance in the account is less than the [minimum balance](#)* stipulated by the Bank.
- Cheques / Drafts to the credit of this Account, to be drawn favouring Manager, Commercial Bank of Ceylon PLC.
- The Account will only be opened at the sole discretion of the Bank subject to conditions governing Savings Accounts.

PLEASE FILL IN BLOCK CAPITALS

Applicant 1:
 MR./MRS./MS./REV./DR. : INITIALS..... SURNAME.....
 NAMES DENOTED BY INITIALS
 ADDRESS
 Statements to be mailed to : (to be completed only if the address is different to the above)

 E-Mail Address:.....
 Date of Birth : NIC / Passport No : (Please attach a photocopy)
 Phone No : Profession :
 I am / am not an Income Tax Payer. Income Tax File No :
 Any existing Accounts with Commercial Bank. (Give A/C No/s) :

Date : Signature (as on Passport) :

Applicant 2:
 MR./MRS./MS./REV./DR. : INITIALS..... SURNAME.....
 NAMES DENOTED BY INITIALS
 ADDRESS
 E-Mail Address:.....
 Date of Birth : NIC / Passport No : (Please attach a photocopy)
 Phone No : Profession :
 I am / am not an Income Tax Payer. Income Tax File No :
 Any existing Accounts with Commercial Bank. (Give A/C No/s) :

Date : Signature (as on Passport) :

FOR OFFICE USE ONLY:
 INPUT BY : CHECKED BY :

RULES FOR SAVINGS ACCOUNTS

1. Business relating to Savings Accounts will be conducted by the Bank during normal business hours.
2. The minimum deposit required to open an account varies from branch to branch. This information could be obtained on request. There are no limitations on subsequent deposits.
3. Accounts which carry less than the required **minimum balance** may be closed by the Bank.
4. Cheques / Drafts which are not drawn favouring the Bank and money orders etc., will be accepted to the credit of savings accounts only at the discretion of the Bank.
5. Interest will be calculated on the daily balance and credited monthly.
6. Each Pass Book Savings Account holder will be issued with a Pass Book, the safety of which will be the account holder's responsibility. The Bank must be notified without delay if the Pass Book is lost, stolen or misplaced.
7. The amounts deposited and withdrawn will be recorded in the Pass Book by the Bank. Account holders should examine Pass Books carefully before leaving the Bank and satisfy themselves that the entries made therein are correct. Any discrepancy must be notified to the Bank immediately.
8. Pass Book should be presented at least once in every six months to have all transactions recorded therein. Transactions beyond three years will not be available for recording in the passbook.
9. The Bank reserves the right to mail, at its discretion, statement of transactions not recorded in the Pass Book.
10. With regard to Statement Savings Accounts, a statement of transactions will be issued once in every 3 / 6 / 12 months as decided at the time the account was opened. Account Holders should verify the correctness of transactions recorded in the statement and the Bank should be notified of any discrepancy without delay.
11. Withdrawals can be made by the Account Holder from the ATM or at the Bank counter upon the production of the Pass Book and a correctly completed withdrawal form. When making over-the-counter withdrawals, Statement Savings Account holders should produce their ATM card together with the correctly completed withdrawal form.
12. Any payments made by the Bank upon a correctly completed withdrawal form together with the Pass Book shall have the same effect as if made to the Account holder personally.
13. The Bank reserves to itself the right to alter or add to these rules at any time.

* Minimum balance may vary depending on the type of account and the location of the branch. This information could be obtained on request