SOCIETIES, CLUBS AND ASSOCIATIONS

APPLICATION TO OPEN A SOCIETY, CLUB & ASSOCIATION ACCOUNT

The Committee of the (*) 

request you to open a CURRENT/ SAVINGS/ FIXED DEPOSIT/ CALL DEPOSIT Account in the name of (*) 

in pursuance of this request, I hand you here with

(*) Insert name of Society, Club of Association

1. Copy of the Rules certified by the President & Secretary
2. Certified copy of a Resolution of the committee (format given overleaf)
3. Certified copies of the Minutes of the meeting at which the preset office-bearers were elected.
4. Specimen signatures.

Name
Address
Phone No (Office) Fax No (Office)
Registration No Purpose of the organisation (Please Specify)
Date of Registration (DD/MM/YYYY) Existing account Nos (if any)
e-mail

Authorised Signatories

1. Name Designation Signature CIF No- (For office use only)
2. 
3. 
4. 
5. 

FOR FIXED / CALL DEPOSIT ACCOUNTS ONLY

a. Amount (in figures) (in words)

b. Period Month(s) / Year(s) c. Source of funds cash / cheque / A/C No.

d. Please renew the deposit exclusive / inclusive of interest for similar terms until further notice

e. Please credit / remit interest at maturity / monthly to account no.

Recieved Certificate No. President/ Treasurer/ Secretary

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The resolution referred to in item 2 above

We hereby certify that the following resolution of the (*) ................................................................. was passed at a meeting of the (**) .................. held on the .......................... and has been duly recorded in the Minute Book.

Resolved: That

(a) a banking account for the (*) .................. be opened with the Commercial Bank of Ceylon PLC, and that the Bank be and is hereby authorised to act on instruction given by (***) ................................ relating to this account.
(b) all changed that may take place from time to in the authorised signatories be promptly advice to the Bank in writing under the hands of Chairman and Secretaty and
(c) the Society/ Club/ Association agree to comply with and be bound by the Rules of the Bank governing the conduct of such account.

(*) Insert name of Society, Club of Association
(**) insert "Committee" or as applicable
(***) Give designation and combination of signatories