

## SCHEDULE I

### APPLICATION FOR LICENCE TO ENGAGE IN BUSINESS IN AND FROM THE AREA OF AUTHORITY OF THE COLOMBO PORT CITY

#### INSTRUCTIONS:

- (1) Until an electronic system is available to lodge the application, the completed application form together with the documents specified and the documentary evidence relating to the proposed business should be submitted along with the application fee to:  
The Director-General of the Colombo Port City Economic Commission.
- (2) Applicants should also submit a soft copy of the completed application form and supporting documents (including proof of payment of the application fee) via email to [applications@portcity.gov.lk](mailto:applications@portcity.gov.lk) for preliminary review by the officers of the Colombo Port City Economic Commission.
- (3) Once the electronic system is available, the application may be lodged in accordance with the instructions provided in the electronic system.
- (4) The application fee may be paid in the manner that the Commission may publish from time to time.
- (5) Any application which has been submitted but does not comply with the requirements set out in the **Colombo Port City Economic Commission Act No. 11 of 2021** or the **Authorised Persons (Registration, Licensing, Authorisation and other Approvals) Regulations** or which are incomplete/completed unsatisfactorily as determined by the Colombo Port City Economic Commission, at its sole discretion, may be returned.
- (6) The form and supporting documents serve as a general and preliminary requirement to obtain the required registrations, licences, authorisations and other approvals to engage in business in and from the Area of Authority of the Colombo Port City and the Colombo Port City Economic Commission reserves the right to request any further information and documents as may be required with regard to the application.
- (7) The documents submitted pursuant to the application may be certified true copies. A copy must be certified as a true copy by the authority or institution which has issued the original document. Where the documents are not in English, please provide an English-translated version of the documents, duly certified.
- (8) This application belongs to Colombo Port City Economic Commission, no modification or tampering with the format or its contents is permitted.
- (9) The Colombo Port City Economic Commission reserves the right to withdraw any Approval in Principle that may be granted by the Colombo Port City Economic Commission if it finds any misrepresentation of facts stated in the application.



**COLOMBO PORT CITY  
ECONOMIC COMMISSION**

**PART I: PROFILE OF APPLICANT**

Important: All fields are mandatory and should not be left blank

|                                 |   |                                |  |
|---------------------------------|---|--------------------------------|--|
| <b>a.</b>                       | <b>Name of Applicant:</b>   |                                |  |
| <b>b.</b>                       | <b>Address of Applicant:</b><br>(If Applicant is a company, the registered office of the company) in the country of residency, citizenship, incorporation, registration or formation. |                                |  |
| <b>c.</b>                       | <b>Country of citizenship, residency, incorporation, registration or formation of Applicant:</b>  |                                |  |
| <b>d.</b>                       | <b>Contact Details of Applicant:</b>  | <b>Telephone:</b>              |  |
|                                 |   | <b>Email:</b>                  |  |
| <b>e.</b>                       | <b>Legal Personality of Applicant:</b><br>(Please tick <input checked="" type="checkbox"/> the appropriate box)   | <b>For local applicants:</b>   |  |
|                                 |   | • Natural Person               |  |
|                                 |   | • General Partnership          |  |
|                                 |   | • Company                      |  |
|                                 |   | <b>For foreign applicants:</b> |  |
|                                 |   | • Natural Person               |  |
|                                 |   | • General Partnership          |  |
|                                 |   | • Limited Partnership          |  |
| • Limited Liability Partnership |   |                                |  |
| • Company                       |   |                                |  |
| • Foundation                    |   |                                |  |

**PART II : PROFILE OF THE BUSINESS**

Important: All fields are mandatory and should not be left blank

|                                   |                         |                               |  |
|-----------------------------------|-------------------------|-------------------------------|--|
| <b>a.</b>                         | <b>Business Sector:</b> | • Infrastructure              |  |
|                                   |                         | • Construction                |  |
|                                   |                         | • Hotel                       |  |
|                                   |                         | • Bar                         |  |
|                                   |                         | • Restaurant                  |  |
|                                   |                         | • Gaming                      |  |
|                                   |                         | • Education                   |  |
|                                   |                         | • Healthcare                  |  |
|                                   |                         | • Logistics                   |  |
|                                   |                         | • Retail trade and services   |  |
|                                   |                         | • Wholesale trade and service |  |
|                                   |                         | • Utilities                   |  |
|                                   |                         | • Sports and Leisure          |  |
|                                   |                         | • Entertainment               |  |
|                                   |                         | • Banking                     |  |
| • Non-banking financial business  |                         |                               |  |
| • Information Technology          |                         |                               |  |
| • Advisory service                |                         |                               |  |
| • General business                |                         |                               |  |
| • Other ( <i>please specify</i> ) |                         |                               |  |



**COLOMBO PORT CITY  
ECONOMIC COMMISSION**

|    |  |  |  |   |                       |
|----|--|--|--|---|-----------------------|
| b. | <b>Description of the business activities:</b>   |  |  |   |                       |
| c. | <b>Location of proposed office:</b><br><br><i>Note: The proposed office would be the office for the purpose of regulation 12</i>   | <b>Within the Area of Authority of the Colombo Port City:</b>  |  |   |                       |
|    |  | <b>Please specify full address:</b>  |  |   |                       |
| d. | <b>Proposed investment, mode of funding and source of funds:</b>   | <b>Foreign direct investment (FCY)</b> <ul style="list-style-type: none"> <li>• Currency:</li> <li>• Quantum:</li> <li>• Mode of funding (debt or equity):</li> <li>• Source:</li> </ul> |  |   |                       |
|    |  | <b>Other investments (LKR)</b> <ul style="list-style-type: none"> <li>• Currency:</li> <li>• Quantum:</li> <li>• Mode of funding (debt or equity):</li> <li>• Source:</li> </ul>         |  |   |                       |
| e. | <b>Shareholders/members/partners/ Founders:</b><br><br>(Where the Authorised Person has more than ten (10) shareholders/ members/partners/ founders, details of ten (10) largest shareholders/members/partners/founders in terms of ownership in the Authorised Person shall be sufficient)<br><br><i>(Each of member/partner/founder is required to complete <b>Part III</b> and/or <b>Part IV</b>. This requirement does not apply where the applicant is a company)</i> | <b>Name</b>  | <b>Country of residency, citizenship, incorporation, registration or formation and Address</b> | <b>Incorporation or registration No./ Passport No.</b><br>(Foreign Nationals)/<br><b>NIC No.</b><br>(Sri Lankan citizens) | <b>% of ownership</b> |
|    |  |  |  |   |                       |
|    |  |  |  |   |                       |
|    |  |  |  |   |                       |
|    |  |  |  |   |                       |
|    |  |  |  |   |                       |
|    |  |  |  |   |                       |
|    |  |  |  |   |                       |



**COLOMBO PORT CITY  
ECONOMIC COMMISSION**

|           |  |  |                                |  |                            |
|-----------|--|--|--------------------------------|--|----------------------------|
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
| <b>f.</b> | <b>Members of the Board of Director(s)/ key management body:</b><br><br><i>(Each member of the Board of Directors and key management team should fill <b>Part V</b>)</i>                                     | <b>Name</b>                                    | <b>Nationality and Address</b> | <b>Passport No.</b><br>(Foreign Nationals)/<br><b>NIC No.</b><br>(Sri Lankan citizens) | <b>Position to be Held</b> |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
|           |  |  |                                |  |                            |
| <b>g.</b> | <b>Details of authorised signatory and contact person:</b>   | <b>Authorised Signatory:</b>                   |                                |  |                            |
|           |  | <b>Contact Person:</b>                         |                                |  |                            |
| <b>h.</b> | <b>Supervisory Authority in the country of incorporation / registration / formation:</b><br><i>(if applicable)</i> (in the case of offshore banking, details of the home state financial services regulator) | <b>Name and</b>                                |                                |  |                            |
|           |  | <b>Address of regulator:</b>                   |                                |  |                            |
|           |  | <b>Name and</b>                                |                                |  |                            |
|           |  | <b>designation of Official with oversight:</b> |                                |  |                            |
|           |  | <b>Telephone and</b>                           |                                |  |                            |
|           |  | <b>Email of such Official:</b>                 |                                |  |                            |



COLOMBO PORT CITY  
ECONOMIC COMMISSION

|    |   |   |  |
|----|---|---|--|
| i. | <b>Any other information relevant for consideration of the application:</b> |   |  |
| j. | <b>Past records/convictions:</b>  | <b>Please confirm the following statements by placing a tick <input checked="" type="checkbox"/> in the box</b>   |  |
|    |   | 1. There is no finding of any regulatory or supervisory authority, professional association, any Commission of Inquiry, tribunal, or other body established by law in Sri Lanka or abroad, to the effect that the applicant has committed or was related to the commission of any act which involves fraud, deceit, dishonesty or any other improper conduct. |  |
|    |   | 2. The applicant is not subject to any investigation or inquiry in Sri Lanka or elsewhere by any regulatory authority, or supervisory authority, professional association, any Commission of Inquiry, tribunal, or other body established by law in Sri Lanka or abroad.  |  |
|    |   | 3. The applicant has not committed or connected with the commission of, any act which involves fraud, deceit, dishonesty, or any other improper conduct   |  |
|    |   | 4. The applicant has not been convicted by any Court in Sri Lanka or abroad in respect of a crime committed in connection with financial management or of any offence involving moral turpitude.  |  |
|    |   | 5. The applicant is not an undischarged insolvent, nor have they been declared bankrupt in Sri Lanka or abroad.   |  |
|    |   | 6. The applicant has not failed to satisfy any judgment or order of any court whether in Sri Lanka or elsewhere, or to repay a debt.  |  |
|    |   | 7. The applicant has not been declared by a competent court in Sri Lanka or abroad, to be of unsound mind.  |  |

**PART III : PROFILE OF CORPORATE PARTNERS/MEMBERS/FOUNDERS**

*Important: All fields are mandatory and should not be left blank*

|    |              |  |
|----|--------------|--|
| a. | <b>Name:</b> |  |
|----|--------------|--|



**COLOMBO PORT CITY  
ECONOMIC COMMISSION**

|           |   |                       |                     |   |                               |
|-----------|---|-----------------------|---------------------|---|-------------------------------|
| <b>b.</b> | <b>Company Address:</b>   |                       |                     |   |                               |
| <b>c.</b> | <b>Nature and Type of Business:</b>   |                       |                     |   |                               |
| <b>d.</b> | <b>Incorporation/ Registration Number:</b>  |                       |                     |   |                               |
| <b>e.</b> | <b>Date and Place of Incorporation/ Registration:</b>   |                       |                     |   |                               |
| <b>f.</b> | <b>Date, Type of Licence and Licence Number:</b><br><i>(if applicable)</i>  |                       |                     |   |                               |
| <b>g.</b> | <b>Supervisory Authority in the country of incorporation/ registration:</b><br><i>(if applicable)</i>   | <b>Name:</b>          |                     |   |                               |
|           |   | <b>Address:</b>       |                     |   |                               |
|           |   | <b>Telephone:</b>     |                     |   |                               |
|           |   | <b>Email:</b>         |                     |   |                               |
| <b>h.</b> | <b>Capital and Reserves:</b><br><i>(Please specify currency and amount for the latest three (3) years)</i><br><br><i>*Note: Required only if the ownership interest in the Authorised Person is 5% or more</i>  | <b>Year</b>           | <b>Capital</b>      | <b>Retained Profits/ Accumulated Losses</b> | <b>Other Reserves</b>         |
|           |   |                       |                     |   |                               |
|           |   |                       |                     |   |                               |
|           |   |                       |                     |   |                               |
| <b>i.</b> | <b>Financial Performance:</b><br><i>(please specify currency and amount for the latest three (3) years and provide the Audited Financial Statements and Reports, including Balance Sheet, Profit and Loss Account and (if there is a requirement by applicable law to have an</i> | <b>Financial Year</b> | <b>Total Assets</b> | <b>Total Liabilities</b>                    | <b>Profit/Loss Before Tax</b> |
|           |   |                       |                     |   |                               |



**COLOMBO PORT CITY  
ECONOMIC COMMISSION**

|           |   |                               |  |   |  |
|-----------|---|-------------------------------|--|---|--|
|           | <i>auditor audit its accounts and reports) the Auditor's statement, for the last three (3) years)</i> |                               |  |   |  |
|           | <i>*Note: Required only if the ownership interest in the Authorised Person is 5% or more</i>          |                               |  |   |  |
| <b>j.</b> | <b>Shareholder(s) holding 5% or more of the shares of the company:</b>                                | <b>Name of Shareholder(s)</b> | <b>Country of residency, citizenship, incorporation, registration or formation</b> | <b>Percentage of Shareholding(s)</b>                                |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
| <b>k.</b> | <b>Board of Director(s):</b>  | <b>Name of Director(s)</b>    | <b>Nationality</b>   | <b>Nature of Appointment</b><br><i>(executive or non-executive)</i> |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |
|           |   |                               |  |   |  |



COLOMBO PORT CITY  
ECONOMIC COMMISSION

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### PART IV: PROFILE OF INDIVIDUAL PARTNERS/MEMBERS/FOUNDERS

*Important: All fields are mandatory and should not be left blank*

|           |  |  |                        |                            |
|-----------|--|--|------------------------|----------------------------|
| <b>a.</b> | <b>Title:</b><br>(Mr, Mrs, Dr, Miss)   |  |                        |                            |
| <b>b.</b> | <b>Name:</b><br>(as per NIC/passport)  |  |                        |                            |
| <b>c.</b> | <b>Date and Place of Birth:</b>  |  |                        |                            |
| <b>d.</b> | <b>Gender:</b>   | <b>Male:</b>   |                        |                            |
|           |  | <b>Female:</b>   |                        |                            |
|           |  | <b>Other:</b>  |                        |                            |
| <b>e.</b> | <b>Nationality:</b>  |  |                        |                            |
| <b>f.</b> | <b>NIC Details:</b><br>(for Sri Lankans)   | <b>NIC No.:</b>  |                        |                            |
|           |  | <b>Passport No.:</b>   |                        |                            |
|           |  | <b>Expiry Date:</b>  |                        |                            |
|           |  | <b>Country of Issue:</b>   |                        |                            |
|           |  | <b>Issuing Authority:</b>  |                        |                            |
| <b>g.</b> | <b>Passport Details</b><br>(for Non-Sri Lankans)   | <b>Length of proposed residence in Sri Lanka</b> (if any):             |                        |                            |
|           |  | Any work permit applied prior to or together with this application:    |                        | Yes      No                |
|           |  |  |                        |                            |
|           |  | <i>(If YES, please provide certified true copy of the work permit)</i> |                        |                            |
| <b>h.</b> | <b>Financial Net worth</b><br>(latest three (3) months bank statements duly certified by the Bank or net worth statement prepared and certified by a qualified Accountant) | <b>a) Net Worth Statement Certified by Qualified Accountant; or</b>    |                        |                            |
|           |  | <b>Currency and Amount</b>   |                        |                            |
|           |  | <b>Total Assets</b>  |                        |                            |
|           |  | <b>Total Liabilities</b>   |                        |                            |
|           |  | <b>b) Bank Statement/Online Bank Statement Certified by the Bank</b>   |                        |                            |
|           |  | <b>Name of Bank</b>  | <b>Type of Account</b> | <b>Statement Date</b>      |
|           |  |  |                        | <b>Currency and Amount</b> |
|           |  |  |                        |                            |
|           | <small>*Note: Required only if the ownership interest in the Authorised Person is</small>  |  |                        |                            |





COLOMBO PORT CITY  
ECONOMIC COMMISSION

|           |  |  |  |  |  |
|-----------|--|--|--|--|--|
|           | 5% or more   |  |  |  |  |
|           |  |  |  |  |  |
| <b>i.</b> | <b>Curriculum Vitae of Individual Shareholder/partner/member/founder</b><br><i>*Note: Required only if the ownership interest in the Authorised Person is more than 5%</i> |  |  |  |  |

**SECTION A: Tertiary / Highest Education**

| Type of Qualification/Certification | Name of School/College/<br>University/ Others | Year Qualification<br>was Obtained |
|-------------------------------------|---|------------------------------------|
|                                     |   |                                    |

**SECTION B: Professional Qualification(s)**

| Type of Qualification/Certification | Name of<br>Institution | Year Qualification<br>was Obtained |
|-------------------------------------|------------------------|------------------------------------|
|                                     |                        |                                    |
|                                     |                        |                                    |
|                                     |                        |                                    |

**SECTION C: Membership of Professional Body(s)**

| Type and Details of Membership | Name of<br>Institution | Year Membership was<br>Obtained |
|--------------------------------|------------------------|---------------------------------|
|                                |                        |                                 |
|                                |                        |                                 |
|                                |                        |                                 |

**SECTION D: Past and Current Work Experience(s)**

| Date:<br>(dd/mm/yyyy) |    | Name of<br>Employer: | Designation: | Key<br>Responsibilities: |
|-----------------------|----|----------------------|--------------|--------------------------|
| From                  | To |                      |              |                          |
|                       |    |                      |              |                          |
|                       |    |                      |              |                          |
|                       |    |                      |              |                          |

**SECTION E: Directorship held in other company(s)**

| Name of<br>Company: | Place of<br>Incorporation: | Date of<br>Appointment:<br>(dd/mm/yyyy) | Nature of<br>Appointment:<br>(executive or non executive) |
|---------------------|----------------------------|---|---|
|                     |                            |   |   |
|                     |                            |   |   |
|                     |                            |   |   |
|                     |                            |   |   |



COLOMBO PORT CITY  
ECONOMIC COMMISSION

**PART V: PROFILE OF MEMBER(S) OF MANAGEMENT BODY OF AUTHORISED PERSON**

Important: All fields are mandatory and should not be left blank

|   |   |   |            |           |  |
|---|---|---|------------|-----------|--|
| <b>a.</b>   | <b>Position to be Held:</b>   |   |            |           |  |
| <b>b.</b>   | <b>Title:</b><br>(Mr/Mrs/Dr/Miss)   |   |            |           |  |
| <b>c.</b>   | <b>Name:</b><br>(as per NIC/passport)   |   |            |           |  |
| <b>d.</b>   | <b>Date and Place of Birth:</b>   |   |            |           |  |
| <b>e.</b>   | <b>Gender:</b>  | <b>Male:</b>  |            |           |  |
|   |   | <b>Female:</b>  |            |           |  |
|   |   | <b>Other:</b>   |            |           |  |
| <b>f.</b>   | <b>Nationality:</b>   |   |            |           |  |
| <b>g.</b>   | <b>NIC Details:</b><br>(for Sri Lankans)  | <b>NIC No.</b>  |            |           |  |
| <b>h.</b>   | <b>Passport Details:</b><br>(for Non-Sri Lankans)   | <b>Passport No.</b>   |            |           |  |
|   |   | <b>Expiry Date:</b>   |            |           |  |
|   |   | <b>Country of Issue:</b>  |            |           |  |
|   |   | <b>Issuing Authority:</b>   |            |           |  |
|   |   | <b>Length of residence in Sri Lanka (if any):</b>   |            |           |  |
|   |   | <b>Any work permit applied prior to or together with this application:</b>  | <b>YES</b> | <b>NO</b> |  |
|   |   | <i>(If YES, Please provide certified true copy of the work permit (if any))</i>   |            |           |  |
| <b>i.</b>   | <b>Past records/convictions:</b>  |   |            |           |  |
| <b>*Note: Required only if the ownership interest in the Authorised Person is 5% or more.</b> | <b>Please confirm the following statements by placing a tick <input checked="" type="checkbox"/> in the box</b> |   |            |           |  |
|   | <b>1.</b>   | There is no finding of any regulatory or supervisory authority, professional association, any Commission of Inquiry, tribunal or other body established by law in Sri Lanka or abroad, to the effect that the relevant person has committed or has been connected with the commission of, any act which involves fraud, deceit, dishonesty or any other improper conduct. |            |           |  |
|   | <b>2.</b>   | The relevant person is not subject to any investigation or inquiry in Sri Lanka or elsewhere by any regulatory authority, or supervisory authority, professional association, any Commission of Inquiry, tribunal or other body established by law in Sri Lanka or abroad.  |            |           |  |
|   | <b>3.</b>   | The relevant person has not committed or been connected with the commission of, any act which involves fraud, deceit, dishonesty or any other improper conduct.   |            |           |  |
|   | <b>4.</b>   | The relevant person has not been convicted by any Court in Sri Lanka or abroad in respect of a crime committed in connection with financial management or of any offence involving moral turpitude.   |            |           |  |



COLOMBO PORT CITY  
ECONOMIC COMMISSION

|  |  |  |
|--|--|--|
|  | 5. The relevant person is not an undischarged insolvent nor has been declared bankrupt in Sri Lanka or abroad.   |  |
|  | 6. The relevant person has not failed, to satisfy any judgment or order of any court whether in Sri Lanka or elsewhere, or to repay a debt.  |  |
|  | 7. The relevant person has not been declared by a competent court in Sri Lanka or abroad, to be of unsound mind.   |  |
|  | 8. The relevant person has not been removed or suspended by an order of a regulatory or supervisory authority from serving as a director, Chief Executive Officer or other officer in any bank or financial institution or corporate body, in Sri Lanka or abroad.   |  |
|  | 9. The relevant person has not been a director, Chief Executive Officer or held any other position of authority in any entity, company or institution – (i) of which the material license obtained for the purpose of carrying on business has been suspended; or (ii) which has been wound up or is being wound up, or which is being compulsorily liquidated; whether in Sri Lanka or elsewhere. |  |

## PART VI: DETAILS OF PROPOSED BUSINESS

*Important: The Applicant to submit a proposal/document/statement including the information requested below*

### SECTION A: Please provide a Business Plan which shall include the following information

|    |   |
|----|---|
| a. | <b>Objective of Establishment:</b>  |
| b. | <b>Type of Products/Services:</b><br><i>(for offshore banking please identify the services under section 46 of the Act):</i>  |
| c. | <b>Target Market:</b>   |
| d. | <b>Business Operational and Strategic Plan:</b><br><i>(a credible and viable business plan including but not limited to the following that sets out the approach to implement the proposed business objectives or operations)</i> |
| e. | <b>Internal policies and controls that commensurate with the business profile or risks:</b>   |



COLOMBO PORT CITY  
ECONOMIC COMMISSION

| f. | Manpower Planning:  | Category                     | Local                     | Non-Local | Total | Expected Remuneration |
|----|---|------------------------------|---------------------------|-----------|-------|-----------------------|
|    |   | a)                           | Managerial & Professional |           |       |                       |
| b) | Technical & Supervisory   |                              |                           |           |       |                       |
| c) | Operation Workers <ul style="list-style-type: none"><li>• Skilled</li><li>• Unskilled</li></ul> |                              |                           |           |       |                       |
| d) | Clerical & General Workers  |                              |                           |           |       |                       |
|    |   | <b>Total (a)+(b)+(c)+(d)</b> |                           |           |       |                       |

**SECTION B: Financials**

Certified copies of the audited financial statements and reports, including a balance sheet, profit and loss account and (if the applicant is required by applicable law to have an auditor audit its accounts and reports) the auditor's statement, for the last three (3) years, where available.



COLOMBO PORT CITY  
ECONOMIC COMMISSION

## PART VII: SUPPORTING DOCUMENTS

| <b>SECTION A: General</b>  |  | <b>Please place a tick<br/><input checked="" type="checkbox"/> as attached</b> |
|--|--|--|
| <ul style="list-style-type: none"><li>• Certificate of Incorporation for the corporate Shareholder/Partner/Member/ Founder with an ownership interest of 5% or more in the Authorised Person certified by the issuing authority. This document is required only if the body corporate is not a company incorporated in Sri Lanka.</li></ul>  |  |  |
| <ul style="list-style-type: none"><li>• Certified copies of the passport of the individual Shareholder/Partner/Member/ Founder with an ownership interest of 5% or more in the Authorised Person.</li></ul>  |  |  |
| <ul style="list-style-type: none"><li>• Certified copy of the passport of each member of the Board of Directors / key management team.</li></ul>   |  |  |
| <ul style="list-style-type: none"><li>• The document appointing the authorised signatory.</li></ul>  |  |  |
| <b>SECTION B: If applicant is a company</b>  |  | <b>Please place a tick<br/><input checked="" type="checkbox"/> as attached</b> |
| <ul style="list-style-type: none"><li>• Duly completed registration form for offshore company under relevant regulations for Offshore Company registration.</li></ul>  |  |  |
| <ul style="list-style-type: none"><li>• A copy of any relevant charter, statute or memorandum and (as relevant) articles of association of the company or other instrument constituting or defining the constitution of the company, and where such instrument is not in English, a translation of the instrument to English, certified by an authority regulating companies or the company secretary or similar officer of the company.</li></ul> |  |  |
| <ul style="list-style-type: none"><li>• A copy of the certificate of incorporation in the country of incorporation, certified by the issuing authority within thirty (30) days prior to the submission of the application.</li></ul>   |  |  |
| <ul style="list-style-type: none"><li>• A statement issued by the company and signed by each director of the company, that there are no legal impediments in the country of incorporation of such company, for it to be registered to carry on business as an offshore company or to engage in the business of an offshore company.</li></ul>  |  |  |