

Credit Card Centre
Marketing Division
22nd floor, Head Office,
Colombo 01.

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Dear Sir,

**Requirement of Documents for Franchising of Merchants for
Pvt Limited Liabilities Companies**

- 1) Duly signed Affiliation Form (the company seal should be affixed in the presence of two Directors of the company or delegated authority may sign the said form if provided in the Articles of Association of the company)
- 2) Merchant Agreement form should be sign by two Directors on company seal & two witness with Name with Initial, NIC No & signatures
- 3) Certified Copy of the Memorandum of Association/ Articles of Association
- 4) Certified copy of the Certificate of Incorporation under the Companies Act No.7 of 2007
- 5) Certified copy of the latest form pertaining to the details of change of Director/ Secretary and particulars of Directors/ Secretary (Form No 1 and Form No 20)
- 6) Board Resolution on Company Letter Head & should be sign by two Directors on company seal & Secretary sign on secretary seal.
- 7) KYC form.
- 8) Financial statements, Bank statements, Tax receipts for last two years.

Yours faithfully

Manager- Marketing
Card Centre