

## LEDGER SHAREHOLDER MASTER FILE CHANGES

Date of Application

Name of the company

Folio No.  NIC No./Passport No

NAME (IN FULL) OF THE LEDGER SHAREHOLDER

I/We hereby request the Registrars to consider the following details and make the necessary changes regarding my/our details in the aforementioned company ledger/s.

**A. ☐ CHANGE OF NAME /TITLE (Title/Surname/Initials/Other Names should be changed as follows)**

TITLE 

MR	MRS	MISS	REV	VEN	OTHER
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LAST NAME

INITIALS

NAMES DENOTED BY INITIALS

ANNEXURES: Certified copy of the ☐ NIC/Passport ☐ Marriage Certificate

☐ Affidavit supporting the Name discrepancy ☐ Company Name change certificate

☐ Other ..... (Please specify the document)

**B. ☐ CHANGE OF CORRESPONDENCE ADDRESS (Correspondence Address should be changed as follows)**

ANNEXURES: Certified copy of the ☐ NIC/ Passport

Original copy of the ☐ Water Bill ☐ Electricity Bill ☐ Telephone Bill ☐ Bank Statement

[Submit one document from the proof of residency options listed above]

☐ Other .....(Please specify the document)

**C. ☐ CHANGE OF NATIONAL IDENTITY CARD NO/PASSPORT NO. (NIC No./Passport No. should be changed as follows)**

NEW NIC NO/ PASSPORT NO

ANNEXURES: Certified copy of the ☐ NIC ☐ Passport ☐ Other ..... (Please specify the document)

☐ Affidavit supporting the NIC./ Passport discrepancy

☐ Confirmation letter provided by the Department for Registration of Persons

D. ☐ CHANGE OF DIVIDEND INSTRUCTIONS (Bank details should be changed as follows)NEW BANK ACCOUNT DETAILS : ☐ SAVINGS ACCOUNT ☐ CURRENT ACCOUNT

BANK CODE AND NAME

BANK CODE

BANK NAME

BRANCH CODE AND NAME

BRANCH CODE

BRANCH NAME

BANK ACCOUNT NO.

BANK ACCOUNT NO

ANNEXURES: Certified copy of the ☐ NIC/ Passport☐ Cover page of the Bank passbook  
certified by the bank branch☐ A letter issued by the relevant Bank  
confirming the details☐ Other.....  
(Please specify the document)

[Submit one document from the proof of bank details options listed above]

E. ☐ CHANGE OF STATUSDeath Status ☐ YES

ANNEXURES: Certified copy of the

☐ Death Certificate☐ NIC/Passport of the deceased☐ NIC/ Passport of the beneficiary/(s)☐ Birth certificate of the beneficiary/(s)☐ Other.....(Please specify the document)

Please note that your share balance(s) has/have been recorded in the company ledger(s) and you may lodge the shares held in the ledger (s), into your CDS Account. Kindly send us the Original Share Certificate(s) initially issued by the company(s) mentioning the CDS Account No.to make the necessary arrangements to deposit existing shares into your CDS Account.

☐ Original Share certificates in possession  
(Please attach the Original Share certificates)☐ Do not Possess Original Share certificates

CDS Acc No.

I/We hereby confirm that the information given above are true and correct and the Registrars shall be absolved from any liability for loss/damage occurred due to any incorrect/false information/document provided by me/us.

Signature of the Applicant/ (s)

1).....

2).....

3).....

This form should be submitted together with the Signature Verification Form, certified by an Attorney at Law. [Attached]

**FOR OFFICE USE ONLY -TO BE COMPLETED BY THE AUTHORIZED OFFICER (s)**

We confirm the correspondence information has/have been updated in the ledgers of the company/(s) as per the instructions and information provided by the Ledger shareholder/(s).

MASTER FILE UPDATED BY:

DATE :

MASTER FILE CHANGE APPROVED BY:

DATE :

☐ ADDITIONAL DOCUMENTS REQUIRED☐ REQUESTED

DATE :

## **INSTRUCTIONS TO FILL THE FORM**

This application should be filled in English Block Letters for the purposes of computerizing records.

Date of Application should be filled in the given format : DD/MM/YYYY

Name of the company in which the shareholder (s) hold shares, Folio No of the shareholder (s), National Identity Card No. / Passport No. of the shareholder (s) and the Full Name of the shareholder (s) should be duly filled.

### **SECTION A - CHANGE OF NAME /TITLE (Title/Surname/Initials/Other Names)**

New name to be updated in the company ledger(s) should be duly stated in the form.

To support the name change request, certified copies (certified as set out below) listed in the Annexures of Section A, which confirm the relevant name change, must be included in the form. These documents should also be submitted together with the completed form.

### **SECTION B - CHANGE OF CORRESPONDENCE ADDRESS**

New correspondence address [Postal Address] should be duly stated in the form.

The form should clearly indicate documentary proof supporting the new correspondence address (Postal Address).

The documentary proof supporting the new correspondence address should be dated within the last three months and the original copy must be submitted along with the form. Please provide one document from the proof of residency options listed.

### **SECTION C- CHANGE OF NATIONAL IDENTITY CARD NO/PASSPORT NO.**

The change in NIC No./Passport No. should be indicated in the form.

The certified copies (certified as outlined below) listed in the Annexures of Section B as proof of the NIC No./Passport No. change should be indicated and submitted along with the form.

In the event of an NIC number change from an existing number to a new one, the letter issued by the Registrar of Persons should be provided.

### **SECTION D - CHANGE OF DIVIDEND INSTRUCTIONS**

To update or add bank details to the company ledger(s), the bank information must be provided accurately. Additionally, a certified copy of the National Identity Card or Passport, along with one document verifying the bank details listed in Section D, should be submitted with the form.

### **SECTION E- CHANGE OF STATUS**

The death status should be indicated in the form.

The relevant documents confirming the relationship between the deceased and the notifying person, along with the certified supporting documents (certified as outlined below) listed in the Annexures of Section E, should be submitted.

**GENERAL**

Your share balances have been recorded in the respective company ledger (s) & share certificates won't be issued in terms of the Directive issued by the Securities & Exchange Commission of Sri Lanka made under circular No. 08/2010 dated 22nd November 2010 and Circular No. 13/2010 issued by the Central Depository Systems (Pvt.) Limited dated 30th November 2010.

If you possess the original share certificates initially issued by the company, this should be stated in the form. The original share certificates must be submitted along with the form to be deposited into your CDS Account. If you have already opened a CDS Account, please provide your CDS Account number in the designated space.

If original share certificates are either lost, misplaced, or destroyed, state the same in the form to notify you about the loss share certificate procedure and the deposit of shares.

Duly completed forms should be signed by the Shareholder (s)

If a third party is signing the document under a Power of Attorney, a true copy of such document should be attached.

For institutions, signatures and company seals (where applicable) should be placed as stated in the company's Articles of Association together with the capacity of the signatories.

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**CERTIFICATION:**

All supporting documents to be submitted to the Registrars should be certified or attested or authenticated by persons mentioned under (a). Such certification should state that the document certified is a true copy.

(a) Certification of supporting documents: [Resident shareholders]

- 1.Registrar General of Companies or the Company Secretary (applicable in respect of Corporate Bodies), or
- 2.Attorney-at-Law or
- 3.Commissioner of Oaths or
- 4.Notary Public or
- 5.Justice of Peace

(b) Certification of supporting documents:[Non- resident shareholders]

- 1.By a Solicitor, Attorney-at-Law, Notary Public, practicing in the country where the applicant resides, and it should be authenticated by the Sri Lankan Consular office/ Embassy and subsequently authenticated by the Sri Lankan Consular office/ Embassy,[Applicable for documents created/issued by an authority in a foreign country.] or
- 2.By a Sri Lankan diplomatic officer or Sri Lankan consular officer in the country where the documents were originally issued, or
- 3.By a Solicitor, Attorney-at-Law, Notary Public, of the Sri Lankan Consular office/ Embassy in the country where the applicant resides [Applicable for documents created/issued by an authority in Sri Lanka.]

Signature Verification Form should be certified or attested only by an Attorney at Law/ Commissioner of Oaths/Notary Public.

**Note 1:** The person certifying should place the signature, full name, address, contact telephone numbers and the official seal.

**Note 2:** If you wish to update multiple details in the company ledger (s), please submit one form that includes all the updates.

You may submit a single copy of the required annexure(s) if it applies to all the changes requested.