

How to fill Account Opening Forms

1. Download the forms by visiting our website or click on https://www.capitaltrust.lk/open_acc.php
2. All printouts should be in standard A4 size
3. Refer sample of Filled Account Opening Form (see 1.1 of Open a CDS Account)
4. Complete **Capital TRUST Securities (Pvt) Ltd CLIENT ACCOUNT OPENING FORM (FOR INDIVIDUALS)** and sign Acknowledgement with two witnesses.
5. Complete the **"KNOW YOUR CUSTOMER PROFILE (KYC)"**. In the event there is a Joint Holder, complete the section of Joint Holder with relevant information- Form 1 (A-1)
6. Complete and sign **Application for Opening of Securities Account (For Individuals) in CDS – Form 1.**
7. Complete **DECLARATION FORM** of CDS- Form 1 (A-2)
8. Sign **AUTHORITY TO HOLD SALES PROCEED** letter (you do not need to mention your CDS Account number here.
9. Complete and sign **ONLINE TRADING REGISTRATION FORM**
10. Following documents will also be required-
 - 10.1 Copy of **NIC/valid passport** (a clear copy of both side of the NIC or detailed front and back pages of the passport should be taken on one side of A4 sheet)
 - 10.2 **Proof of address** (a clear copy of a utility bill such as Water bill / Electricity bill / Telephone bill or Bank Account Statement / Credit Card Statement within 3 months or clear copy of Rent Agreement / Address certification of Grama Niladhari with original)
 - 10.3 Copy of **Bank Statement** / Pass Book related to the given Bank Account number for Dividend Disposal Instructions.(Preferably with Online Banking facilities)

Please note that partly filled forms or unclear photo copies will not be accepted STRICTLY.