

## Step 1

### How to Sign the Digital Certificate Subscriber Agreement with LankaClear

**1. Request information, quotation/pricing on certificates and tokens**

**LankaClear Contact Information**

Phone : 011 2356999 / 011 2356900

Email : [helpdesk@lankaclear.com](mailto:helpdesk@lankaclear.com)

This is your single point of contact for any query related to Digital Certificates.

Based on your organization type (company, sole proprietary/partnership company, foreign company), or for Sri Lankan nationals documentation requirements are as follows:

**2. Corporate documents required for signing agreements from companies in Sri Lanka:**

Following must be certified copies by Registrar of Companies and true copies by the Company Secretary or an Attorney-at-Law

- a. Certificate of Incorporation (Business Registration Certificate))
- b. Form 1, 40 or other equivalent as applicable
- c. Form 20 if applicable only
- d. Form 13 or other equivalent (if applicable only)
- e. Articles of Association
- f. Board resolution (through the company secretary) authorizing the signatories to sign the Agreement or certified copy of Power of Attorney empowering the signatories to sign the Agreement

**3. Corporate documents required for signing agreements from sole proprietary/partnership companies in Sri Lanka**

Following must be certified true copies by an Attorney-at-Law:

- a. Certificate of registration of the company
- b. Copy of the NIC/ Passport/Driving License

**4. Corporate documents required for signing agreements from foreign companies:** Following must be certified true copies by an Attorney-at-Law or Company Secretary

- a. Business Registration Certificate
- b. Director confirmation Form
- c. Address confirmation Form
- d. Signatories and/or board resolution (through the company secretary)
- e. Names and address to be inserted in the notice clause of the Agreement

**5. Documents required for signing agreements for Sri Lankan nationals** certified true copies by an Attorney-at-Law:

- a. Copy of the NIC/ Passport/Driving License

Hard copies of corporate documents were accepted at LankaClear office at *Level 18, Bank of Ceylon Head Office, "BOC Square", No. 01, Bank of Ceylon Mw, Colombo 01*. Now the customers can submit scanned copies of corporate documents and the duly signed agreement online via our Helpdesk email [helpdesk@lankaclear.com](mailto:helpdesk@lankaclear.com).

Download Board Resolution & Statement of Signatures / LankaSign Digital Certificate Subscriber Agreement template from our Downloads section:  
<https://www.lankaclear.com/knowledge-center/lankasign/#downloads>

When printing the LankaSign Digital Certificate Subscriber Agreement, please ensure that it is printed on both sides of the paper (duplex printing). Other conditions/requirements regarding the corporate documents and their due certification remain unchanged.

Ensure that all signatures and true copy sealing are in blue ink.

The duly executed agreement will be emailed to you via the same email address you have maintained to correspond with LankaClear.