

17	சீடா பதிவு விபரங்கள் (பதிப்பட்டு எல்லாப்பக்கங்களும் இணைக்கப்படவேண்டும்) CIDA REGISTRATION DETAILS (ALL ENDORSED PAGES OF CIDA RECORD BOOK)	
18	தேசிய அடையாள அட்டை பிரதிகள் (உரிமையாளர்,பங்குதாரர்,இயக்குனர் மற்றும் அலுவலர்) COPY OF NATIONAL IDENTITY CARDS (OWNER/PARTNER/DIRECTOR/OFFICER)	
19	கடந்த 3 ஆண்டுகளுக்கான இலாப நட்ட கணக்கு மற்றும் ஐந்தொகை C4 முற்றும் C5 க்கு மேல் வருமானம் செலவுகள் மட்டும் LAST 3 YEAR AUDITED AND BALANCE SHEET FOR CIDA GRADES C4 AND ABOVE. C5 AND BELOW ONLY INCOME AND EXPENDITURE.	
20	கடந்த 3 ஆண்டுகளுக்கான வருமான வரி செலுத்துதல்கள் மற்றும் வரி வருமானங்கள் INCOME TAX PAYMENT RECEIPTS FOR THE LAST 3 YEARS OR CLEARANCE LETTER FROM IRD i) உள்நாட்டு வருவாயால் வழங்கப்பட்ட வரி அனுமதிச் சான்றிதழ் <input type="checkbox"/> TAX CLEARANCE CERTIFICATES ISSUED BY IRD ii) வரி செலுத்துதல்கள் <input type="checkbox"/> TAX PAYMENT RECEIPTS	
21	மதிப்பு கூட்டு வரி பதிவு செய்திருந்தால் பதிவுச் சான்றிதழ், மதிப்பு கூட்டு வரி செலுத்துதல்கள் மற்றும் கடந்த 4 காலாண்டுகளுக்கான வருமானம் IF REGISTERED FOR VAT, CERTIFICATE, PAYMENTS AND RETURNS FOR THE LAST 4 QUARTERS OR CLEARANCE LETTER i) உள்நாட்டு வருவாயால் வழங்கப்பட்ட வரி அனுமதிச் சான்றிதழ்கள் <input type="checkbox"/> VAT CLEARANCE CERTIFICATES ISSUED BY IRD (VAT + SVAT) ii) மதிப்பு கூட்டு வரி வருமானம் <input type="checkbox"/> VAT RETURNS iii) மதிப்பு கூட்டு வரி செலுத்துதல்கள் <input type="checkbox"/> VAT PAYMENT RECEIPTS	4
22	வங்கிக் கணக்குகளின் தற்போதைய நிலை (நிலையான வைப்பு FDD, வங்கி மேலதிக பற்று OD இப்போது அனுபவிக்கின்ற வங்கி மேலதிக பற்று வசதிகள் போன்றவை)இருப்பு அதிகப்பட்ச சீடா மதிப்பில் 10% ஆக இருக்க வேண்டும் (துணை ஆவணங்களை இணைக்கவும் CURRENT STATUS OF THE BANK ACCOUNTS /FACILITIES (FDD, OD FACILITIES AND BALANCE). C5 AND BELOW THE BANK BALANCE SHOULD BE 10% OF THE HIGHEST CIDA CAPACITY) ATTACH DOCUMENTS. <u>CGF/004/BALET</u>	

23	கையிலில் உள்ள ஒப்பந்தம் PROJECTS IN HAND. பிரதிகளுடன் கீழே உள்ள வடிவமைப்பை பயன்படுத்தி தகவல்களை இணைக்கவும். ATTACH INFORMATION USING BELOW FORMAT WITH COPIES.			
தொடர் இல. S.NO	வேலை வழங்குனர் EMPLOYER	வேலைத்திட்டம் CONTRACT / PROJECT	ஒப்பந்த பெறுமதி (ரூ) CONTRACT VALUE (RS)	நிதியியல் முன்னேற்றம் FINANCIAL PROGRESS

24	கடந்த 2 ஆண்டுகளில் மற்றைய நிதி நிறுவனங்களிடமிருந்து பெற்ற பிணைமுறிகள். பிரதி இணைக்கவும். BONDS AND GUARANTEES TAKEN DURING LAST 2 YEARS FROM OTHERS. பிரதிகளுடன் கீழே உள்ள வடிவமைப்பை பயன்படுத்தி தகவல்களை இணைக்கவும். ATTACH INFORMATION USING BELOW FORMAT WITH COPIES.								
தொடர் இல. S.NO	பெற்றுக் கொண்ட இடம் TAKE FROM	ஒப்பந்தம் CONTRACT / PROJECT	வேலை வழங்குனர் CLIENT/ EMPLOYER	வகை TYPE BB/PB/APG/ MB/RB	பெறுமதி (ரூ) VALUE (RS)	செல்லுபடியாகும் காலம் VALIDITY PERIOD	பிற்குறிப்பு REMARKS (IF ANY)		
						இருந்து From	வரை To		
						ஆண்டு YEAR	மாதம் MONTH	ஆண்டு YEAR	மாதம் MONTH

25	கடந்த 5 ஆண்டுகளில் செயற்பாடுகள் தொடங்கப்பட்ட திகதியிலிருந்து முடிக்கப்பட்ட வேலைத்திட்டங்கள் (வேலை செய்து முடித்தமைக்கான சான்றிதழ்கள் இணைக்கவும்) PROJECTS COMPLETED DURING THE LAST 5 YEARS OR FROM THE DATE OF COMMENCEMENT OF ACTIVITIES (ATTACH COMPLETION CERTIFICATES)	
----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

26	அங்கிகாரம் அளிக்கப்பட்ட நபர் AUTHORIZED PERSON		
பெயர் NAME	பதவி DESIGNATION	கையொப்பம் SIGNATURE	தொடர்பு கொள்ள வேண்டிய இலக்கம் CONTACT NUMBER
			நிறுவன முத்திரை COMPANY SEAL
	தே.அ.அ இல. NIC NO.		

அலுவலக பாவனைக்கு மட்டும் OFFICE USE ONLY

Documents Checked by	on	Documents Scanned by	on
வட பிராந்திய அலுவலகம் Northern Regional Office இல.17, கமநலசேவை ஒழுங்கை, நல்லூர் யாழ்ப்பாணம், No.17, Agrarian Services Lane, Nallur, Jaffna தொலைபேசி Tel: 070-1585881/021-2222081 #மேயில் e-mail: northern@cgf.gov.lk	தென் பிராந்திய அலுவலகம் Southern Regional Office இல.15, காலி மாநகரசபை முன்பாள கட்டிடம், "ரல்போட் நகரம்,காலி. No.15, Galle Municipal Council City View Building, Talbot Town, Galle தொலைபேசி Tel: 070-1585882/091-2234683 #மேயில் e-mail: southern@cgf.gov.lk	மத்திய பிராந்திய அலுவலகம் Central Regional Office 1ம் மாடி,இல.1059, அண்டலம்பே,பெரதேனியா Level 1, No.1059, Gatambe, Peradeniya தொலைபேசி Tel: 070-1585883/ 081-2052256 #மேயில் e-mail: central@cgf.gov.lk	

இணைக்கப்பட்டது ENCLOSED

தொடர்புடைய ஆவணம் RESPECTIVE DOCUMENTS. இல/NO 16, 17, 18,19,20,21,22, 25

ஒழுங்கமைக்கப்பட்ட படிவம் Prepared format. இல/NO 23,24

This document is a precautionary arrangement in the event the Sole Proprietor/Director is in dispose fulfilling the obligation of the company and must be forwarded at any time when any changes occur to the legal status/change of owner/Director and other statutory information, etc.

*This text is only for the **SOLE PROPRIETORSHIP/SOLE DIRECTOR** Use Company letterhead.*

CGF/001-1/PD-SOL&SD-LTD-E 24R1

NOMINATION / RESOLUTION NO: _____

(Delete where necessary words)

I _____ (full name) _____
 (NIC) the ¹Sole Proprietor/²Sole Director of the _____
 _____ (Company name as per Business Registration) of _____
 _____ (Registered address)
 under Registered No _____ duly registered at _____
 Provincial Council /²Registrar of Companies under the Laws of Sri Lanka and actively participate in the
 business sector of Construction Industry to win and undertake construction contracts.

I, as the ¹Sole Proprietor/²Sole Director of the Limited Liability Company ¹nominate/²resolve to nominate
 Mr/Ms/Mrs _____ (full name)
 _____ (NIC) of _____
 (address), a person capable & confident to me, if I am immobilized due to any illness resulting/leading to a
 total/permanent disability/inability temporally or permanently or cause of my death which obstructs to
 perform my business or/and ongoing construction activities and unable to deal & transact, to represent on
 behalf of the company, to fulfill terms undertaken, to mitigate RISK, to successfully complete projects and
 meeting any obligations or for any losses to CGF from bonds & guarantees given to my company without
 any objection, prove the necessity or to specify the situation.

²This nomination is solely at my discretion/Resolution was passed and witnessed by the Company Secretary
 at the Board Meeting held on _____ day of _____ 20____ at _____.

This delegation of authority is valid until any changes being made and notify by me to CGF as the Sole
 Proprietorship¹/Sole Director² and after acknowledge by CGF.

Consent of Nominee:

I irrevocably undertake to fulfill the obligations mentioned above to the utmost satisfaction of the CGF, to
 abide by and to comply with the rules and regulations of the CGF prevailing at the time.

SOLE PROPRIETOR ¹ / SOLE DIRECTOR ²		NOMINATED PERSON	
Full Name	:	Full Name	:
NIC No <i>(COPY ATTACH)</i>	:	NIC No <i>(COPY ATTACH)</i>	:
Passport No	:	Passport No	:
Sample Signature	:	Sample Signature	:
Relationship to the Sole Proprietor ¹ / Sole Director ² :			

Company Secretary's Certification as a true copy.

Name : _____ Signature : _____
 NIC No : _____ Seal : _____
 Passport No : _____ Contact no. : _____

Signed in my presence and Signatures are attested.

Attorney-at-law Name : _____
 BASL No : _____ SC Enrolment NO : _____
 Contact No : _____ Seal : _____
 Signature : _____
 Date : _____

Encl/ Attach Form 01

¹ Sole Proprietor
² Sole Director of Limited Liability

[This page intentionally left blank]

Sample letter to obtain bank reconfirmation of current status of the customer accounts/facilities.
(To be typed on the Bank letterhead please)

CGF/004/BALET 24R1

Date:

Construction Guarantee Fund
"Savsiripaya",
123, Wijerama Mawatha
Colombo 07

Dear Sir,

CONFIRMATION OF THE CUSTOMER ACCOUNTS/FACILITIES AND THE CURRENT STATUS

This is to confirm that the following named our customer with registered office given here maintain following Current/Savings Accounts, deposits with our bank approved the under mentioned facilities.

Customer Name :
Company Name :
Registered Address :

AVAILABLE CREDIT FACILITIES AS AT TODAY

Against FD	: Total Rs. (M)	Balance Rs.	as at
Assets Base (Mortgage)	: Total Rs. (M)	Balance Rs.	as at
For Short Term loans	: Total Rs. (M)	Balance Rs.	as at
For Long Term loans	: Total Rs. (M)	Balance Rs.	as at
T. Overdraft (TOD)	: Total Rs. (M)	Balance Rs.	as at
P. Overdraft (POD)	: Total Rs. (M)	Balance Rs.	as at
Any other financial facilities available	:		

This letter has been issued at the request of our customer please.

Thank You.

Yours faithfully,

.....
Authorized Signatory of the Bank and staff code

Name :
Designation :
Bank :

Bank Seal

[This page intentionally left blank]

අද දින වන විට අත ඇති වැඩ හා ඉදිරිපත් කල හා ඉදිරිපත් කිරීමට යෝජිත ලංසු තොරතුරු (පසුගිය වසර 02 තුළ)
WORK IN HAND - AS AT TODAY AND PROJECTS ALREADY BID AND BIDDING UNDER PROCESS (During last 02 years)

A අද දින වන විට අත ඇති වැඩ

CIDA වාර්තා පොතේ "වැඩ විස්තරය" යටතේ වැඩ ආරම්භය හා නිමකිරීමේ තොරතුරු සඳහන් පිටු අමුණන්න (පිටපත)

WORK IN HAND - AS AT TODAY

Please attach pages (copies) of CIDA Record Book for "Record of Work" as filled at the time of commencement & completion

අ. අ. S N	ව්‍යාපෘතිය Project	කාර්යසාධන/ අත්තිකාරම් ඇපකර ලබාගත් ආයතනය Source of Performance/ Advance Guarantee	සේවා යෝජකයා Employer	ව්‍යාපෘති වටිනාකම රු.(ම) Contract Value Rs(M)	අද දිනට ප්‍රගතිය Progress as at today		වර්තමාන තත්වය (පහත සටහන බලන්න*) Present Status (See note below*)	නිම කිරීමට බලාපොරොත්තු දිනය Expected date of Completion	වෙනත් කරුණු Remarks
					භෞතික % Physical %	මූල්‍යමය රු.(ම) Financial Rs(M)			

B ඉදිරිපත් කල හා ඉදිරිපත් කිරීමට යෝජිත ලංසු සහ ප්‍රධානය කිරීමට යෝජිත හා සුදුසුකම් ලත් ලංසු තොරතුරු

PROJECTS ALREADY BID & BIDDING UNDER PROCESS AND PROPOSED TO AWARD & ELIGIBLE BIDS

අ.අ. S N	ව්‍යාපෘතිය Project	ලංසු ඇපකර ලබාගත් ආයතනය Source of Bid Bond	සේව්‍යෝජක Employer	ව්‍යාපෘති වටිනාකම රු.(ම) Contract Value Rs(M)	වර්තමාන තත්වය (පහත සටහන බලන්න*) Present Status (See note below*)	වැඩ ආරම්භ කල හැකි වකවානුව (මාසය) Commencement will be (Month)	වෙනත් කරුණු Remarks

සටහන: ඉල්ලා සිටියහොත් බිල්පත් ගෙවීම් සාරාංශ ඉදිරිපත් කල යුතුයි .

Note : If requested, please be ready to forward summary of Bill Payments

.....
දිනය Date

.....
කොන්ත්‍රාත්වරයාගේ අත්සන Signature of the Contractor

සටහන /NOTE

වර්තමාන තත්වය: 1.ප්‍රදානය කිරීමට අපේක්ෂිත 2.සුදුසුකම් නොලත් 3.සුදුසුකම් ලත් 4.ප්‍රදානය කරන ලද 5.ක්‍රියාත්මක වෙමින් පවතී 6.සේව්‍යෝජකයා විසින් අවසන් කරන ලදී 7.අන්‍යෝන්‍ය වශයෙන් අවසන් කරන ලද 8.වැඩ අත්හිටුවීම 9.සම්පූර්ණයි 10.සම්පූර්ණ කර භාර දෙන ලදී 11.සම්පූර්ණ කල සහ DLP කාලය

Present status: 1.Pending for award 2.Not qualified 3.Qualified 4.Awarded 5.Ongoing 6.Terminated by Employer 7.Mutually Terminated 8.Suspention of work 9.Completed 10.Completed & handed over 11.Completed & DLP period

[This page intentionally left blank]