



## MEMBERSHIP APPLICATION FORM

<b>01.</b> Name of Organization:							
<b>02.</b> Address:							
<b>03.</b> i. Legal Status <input type="checkbox"/> Bank <input type="checkbox"/> Cooperative <input type="checkbox"/> NBFi <input type="checkbox"/> NGO <input type="checkbox"/> Private Co <input type="checkbox"/> Public Co <input type="checkbox"/> Guarantee Co <input type="checkbox"/> Other .....							
ii. Organization Reg No:		iii. Date of Registration:			iv. Year of commencement of operations:		
v. Microfinance License/Registration No (if any) :							<input type="checkbox"/> Not Applicable
<b>04.</b> Organization Core Capital / Net Assets Rs:							
<b>05.</b> Main Business Activity: as at ..... (DD/MM/YYYY)							
i. Loan Products (please provide information on a separate sheet if necessary)	Interest Rate per annum %	Flat / Declining	Recovery Method Daily/ Weekly/ Monthly	Duration (months)	No. of Loans	No. of Borrowers	Current Portfolio Rs.
a)							
b)							
c)							
d)							
e)							
<b>06.</b> Non-Financial Services							
<b>07.</b> i. No. of Employees:		ii. Organization's EPF Reg No:			iii. Tax No (TIN);		
<b>08.</b> Geographical Coverage							
	<i>District</i>	<i>No. of Branches</i>		<i>District</i>	<i>No. of Branches</i>		<i>District</i>
							<i>No. of Branches</i>
i	Colombo		x	Badulla		xix	Puttalam
ii	Gampaha		xi	Monaragala		xx	Kurunegala
iii	Kalutara		xii	Anuradhapura		xxi	Matale
iv	Galle		xiii	Polonnaruwa		xxii	Kandy
v	Matara		xiv	Vavuniya		xxiii	Nuwara Eliya
vi	Hambantota		xv	Mannar		xxiv	Kegalle
vii	Trincomalee		xvi	Mullathivu		xxv	Ratnapura
viii	Batticaloa		xvii	Kilinochchi			
ix	Ampara		xviii	Jaffna			
xxvi Total No. of Branches:							
<b>09.</b> i. Savings <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted				ii. Value of Deposits Rs:			
iii. Total No. of Depositors:				iv. Deposit Security Fund Rs:			



<b>10. Loan Disbursement method</b>	<b>Number of loans</b>		
<input type="checkbox"/> Individual			
<input type="checkbox"/> Group loans			
<input type="checkbox"/> Community Based Organizations			
<input type="checkbox"/> Other			
<b>11 Names of Directors (Add list if necessary)</b>			
i.	vi.	xi.	
ii.	vii.	xii.	
iii.	viii.	xiii.	
iv.	ix.	xiv.	
v.	x.	xv.	
<b>12. Has the organization / directors being convicted of any wrongdoing by law?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Court hearing In progress			
If yes, please furnish details:			
<b>13. Expectations from LMFPFA membership:</b>			
<b>14. Do you comply with the LMFPFA Code of Conduct?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>15. i. Main Contact Person of the Organization:</b>		<b>ii. Designation:</b>	
<b>iii. Tel No:</b>	<b>iv. Fax No:</b>	<b>v. Mobile No:</b>	
<b>vi. Email:</b>		<b>vii. Website:</b>	
<b>Declaration</b> I/We have read, understood and agree to the primary objectives and obligations of the Lanka Micro Finance Practitioner's Association and we consent to refer any 3 <sup>rd</sup> party for our organization credibility. We hereby abide by the terms and conditions stipulated for the membership.			
<b>Signature</b>	<b>Organization Seal</b>	<b>Date</b>	
<b>16. References</b>			
<b>Name</b>	<b>Designation</b>	<b>Tel No:</b>	<b>Signature</b>
<b>Name of Organization</b>			

## Terms and Conditions

### 1.0 In addition to the application form, please submit the following documents:

- (a) A copy of the organization's certificate of Registration as a Charity/Non-Profit./NGO etc..
- (b) A copy of the organization's microfinance license/registration certificate
- (c) A copy of the Articles of Association of the organization
- (d) Profiles of the Directors of the organization
- (e) Copy of the Organizational Structure
- (f) Copy of the organizations most recent audited financial statements'
- (g) Signed copy of the LMFPA Code of Conduct
- (h) Application processing fee of LKR 5,000/-

1.1 Upon receiving the above documents, LMFPA will send a representative to the prospective member organization to evaluate before approving its membership. The cost of evaluation is to be borne by the prospective member.

### 2.0 MEMBERSHIP CATEGORIES

#### 2.1 *Ordinary Member*

- 2.1.1 Microfinance Institution registered under Companies Act No. 7 of 2007, Co-operative Societies Law No. 5 of 1972, Society Ordinance No. 16 of 1891, or Voluntary Social Service Organizations Act No. 31 of 1980
- 2.1.2 Minimum of 75% active borrowers from the total borrowers of 1,000 and over
- 2.1.3 Core business being Microfinance
- 2.1.4 At least one year in Microfinance operations

#### 2.2 *Associate Member*

- 2.2.1 Banks and other financial institutions
- 2.2.2 Technical Service providers
- 2.2.3 Funding Agencies
- 2.2.4 Any organization that doesn't qualify as an Ordinary Member whose core business is related to Microfinance

### 3.0 MEMBERSHIP FEES

A onetime fee of LKR 50,000 shall be made payable at the point of registration (For NGOs LKR 10,000). Thereafter Annual Membership Fees can be in pro rata basis but should be paid in full at the beginning of the Term of Membership. The Annual Membership fees are calculated based on the member organization's outstanding loan portfolio.

#### 3.1 *Ordinary Member*

3.1.1 Up to LKR 50M	LKR 10,000
3.1.2 Between LKR 50M to LKR 100M	LKR 15,000
3.1.3 Between LKR 100M to LKR 200M	LKR 20,000
3.1.4 Between LKR 200M to LKR 500M	LKR 30,000
3.1.5 Between LKR 500M to LKR 1Bn	LKR 40,000
3.1.6 Above LKR 1Bn	LKR 50,000

#### 3.2 *Associate Member*

3.2.1 Technical service providers	LKR 15,000
3.2.2 Banks, Financial Institutions, Funding Agencies and Donors	LKR 50,000

#### **4.0 PAYMENT OF MEMBERSHIP FEES**

Membership fees can be paid either through cash or crossed cheque in favour of “Lanka Microfinance Practitioners’ Association”. If payment is made directly to the Association’s bank account a copy of the deposit slip shall be submitted to the Association via email (pdf format), fax or post mail. For your guidance, the LMFPA Secretariat will send a billing statement one month before the due date of your Term of Membership.

#### **5.0 ACCOUNT DETAILS**

Account: Lanka Microfinance Practitioners’ Association  
Acct No.: 1190023870  
Bank: Commercial Bank of Ceylon PLC

#### **6.0 SUBMISSION OF MEMBER PROFILE DATA**

6.1 All LMFPA MFI Members are obliged to take part in the annual Data collection survey conducted by LMFPA and provide required information sent by LMFPA.

6.2 The information will be processed by LMFPA for their annual member profile publishing and Website posting for potential investors’ reference and hopefully match LMFPA MFI Members to interested parties.

#### **7.0 SERVICES PROVIDED FOR MEMBERS**

- 7.1 Technical Assistance such as Trainings, workshops, Exposure visits, scholarships etc (depending on the need and availability of resources)
- 7.2 Lobbying for the common interests of the members and policy changes in the sector
- 7.3 Information sharing & transparency
- 7.4 Infrastructure Development for Meso Level (Eg: Accounting standards, MIS etc)
- 7.5 Liaison with local and foreign stakeholders in the sector, international networks and organizations for local sector development
- 7.6 Publication and visibility for members through electronic and print media
- 7.7 Facilitation for financial intermediation

#### **8.0 TERMINATION OF MEMBERSHIP**

8.1 In the event that a LMFPA Member wishes to express its intention to discontinue their membership with LMFPA Network, a formal letter of notification for termination of membership should be sent to the LMFPA Coordinator as soon as possible.

8.2 Failure to do so will still make the entity to be accountable to pay the Annual Membership Fee even for the preceding years as they will still be recognized officially as part of the Network.

8.3 Members may be removed from the LMFPA Network by the Board of Management if:

- 8.3.1 They are not adequately participating in LMFPA Network activities (including, but not limited to reporting as required on microfinance activities);
- 8.3.2 They have not paid their annual fee for the last two years
- 8.3.3 The member organization no longer meets LMFPA Network membership criteria
- 8.3.4 The governance of the organization bringing disrepute to the microfinance sector

8.4 Former LMFPA members who had voluntarily terminated their membership can rejoin by paying a rejoining fee of Rs. 25,000 and an Associate membership fee of Rs. 50,000 for the first year.