



MEMBERSHIP APPLICATION FORM

01. Name of Organization:								
02. Address:								
03. 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:						<input type="checkbox"/> Not Applicable		
04. Organization Core Capital / Net Assets Rs:								
05. Main Business Activity:								
Loan Products	Interest Rate %	Flat/Declining	Effective rate	Recovery method (month/week)	Tenure (months)	No. of Borrowers	Total Outstanding Value Rs.	% of product out of total portfolio
a)								
b)								
c)								
d)								
e)								
06. Non Financial Services								
07. i. No. of Employees:			ii. Organization's EPF Reg No:			iii. Tax No (TIN):		
08. Geographical Coverage								
District		No. of Branches	District		No. of Branches	District		No. of Branches
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:								
09. 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:			
10. Does the organization provide any insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No								
i. If Yes <input type="checkbox"/> Internal Insurance scheme <input type="checkbox"/> Partnership with an Insurance provider								
11. Loan Disbursement method				Number of loans				
<input type="checkbox"/> Individual								
<input type="checkbox"/> Group loans								
<input type="checkbox"/> Community Based Organizations								
<input type="checkbox"/> Other								



12 Names of Directors (Add list if necessary)			
i.	vi.	xi.	
ii.	vii.	xii.	
iii.	viii.	xiii.	
iv.	ix.	xiv.	
v.	x.	xv.	
13. Has the organization / directors being convicted of any wrongdoing by law? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Court hearing In progress If yes, please furnish details:			
14. Expectations from LMFPA membership:			
15. Do you comply with the LMFPA Code of Conduct? <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. i. Main Contact Person of the Organization:		ii. Designation:	
iii. Tel No:	iv. Email		
v. Mobile No:	vi. Website:		
Declaration 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 rd party for our organization credibility. We hereby abide by the terms and conditions stipulated for the membership.			
Signature	Organization Seal	Date	
17. References			
Name	Designation	Tel No:	Signature
Name of Organization			

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 Organizational 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 & NGO MFIs

3.1.1 Up to LKR 5M	LKR 2,500
3.1.2 Between LKR 5M & 15M	LKR 5,000
3.1.3 Between LKR 15M & 30M	LKR 7,500
3.1.4 Between LKR 30M & 50M	LKR 10,000
3.1.5 Between LKR 50M & 100M	LKR 15,000
3.1.6 Between LKR 100M & 200M	LKR 20,000
3.1.7 Between LKR 200M & 500M	LKR 30,000
3.1.8 Between LKR 500M & 1Bn	LKR 40,000
3.1.9 Above LKR 1Bn	LKR 50,000

3.2 Associate Member

3.2.1 Organizational 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