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இலங்கை மத்திய வங்கி  
CENTRAL BANK OF SRI LANKA

# User Guideline for International Transactions Reporting System (ITRS) – Unique Identification Number (UIN) System

Version 1.1

## Document Details

Document Name	User Guideline for International Transaction Reporting System (ITRS) – Unique Identification Number (UIN) System
File Name	User Guideline for UIN configuration_v1.1.docx
Description	This document describes the UIN generating system.
Clients	Reporting Institutes
Originator	ERD - CBSL
Date Prepared	25 May 2022
Status	Draft

## Document Revision History

Version	Date	Author	Summary of Changes
V_1.1	25/05/2022	Amila Wijayawardhana / Erandika Gunawardhana	Initial draft

## Concept of a Unique Identification Number

The 'Unique Identification Number (UIN)' is introduced to ensure that each customer of the bank can be uniquely identified throughout the banking system by a unique identification number that uses a defined unique identification method.

Please refer Annexure 5 \_ITRS Interphase Document V 1.10, for the relevant 'Transactor Sector' types of the ITRS System as given below.

Transactor Sector Code	Transactor Sector
1	Sri Lanka Citizen (residing in Sri Lanka)
2	Sri Lanka Citizen (residing outside Sri Lanka / PR holder/ TR holder)
3	Sri Lanka Dual Citizen (residing in SL)
4	Sri Lanka Dual Citizen (residing outside SL)
5	Private Limited Liability Company
6	Partnership registered in SL
7	Sole proprietorship registered in Sri Lanka
8	Public Listed Company
9	Local Government Institution
10	Local State Owned Institution
11	Local foundation / other legal arrangement
12	Local Club
13	Local NGO
14	Local Trust
15	Local Society
16	Local Charity
17	Local Association
18	Foreign National (residing outside Sri Lanka)
19	Foreign National (residing in Sri Lanka)
20	Foreign National of Sri Lankan Origin (residing outside Sri Lanka)
21	Foreign National intending to permanently residing in SL
22	Foreign National (on temporary visit to SL or intending to visit SL)
23	Foreign Diplomat
24	Foreign company incorporated outside SL
25	Foreign Bank
26	Foreign Fund / Trust (Regional fund / Mutual Fund/Unit Trust/Investment Fund)
27	Foreign International Organization
28	Foreign NGO
29	Foreign Diplomatic Mission
30	Foreign Other Entity
31	State Institution
32	Foreign company registered as an 'Overseas Company' under the Companies Act

For each bank customer, based on the 'Transactor Sector' a particular identification becomes the valid UIN for ITRS reporting. (refer Annexure 6 \_ITRS Interphase Document V 1.10).

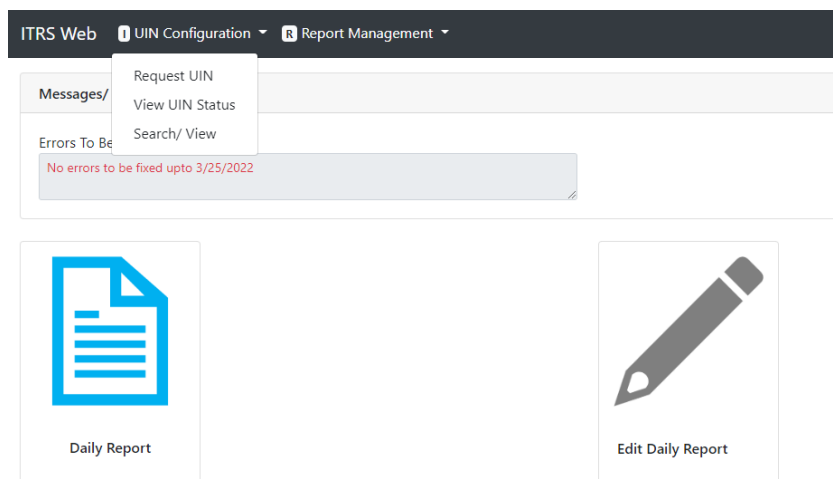
Transactor Sector Code	Transactor Sector	UIN method to be used
1	Sri Lanka Citizen (residing in Sri Lanka)	NIC No / SL Passport Number (only if Sri Lankan citizen has not been issued a NIC No)
2	Sri Lanka Citizen (residing outside Sri Lanka / PR holder/ TR holder)	
3	Sri Lanka Dual Citizen (residing in SL)	
4	Sri Lanka Dual Citizen (residing outside SL)	
5	Private Limited Liability Company	Business Reg No
6	Partnership registered in SL	Business Reg No
7	Sole proprietorship registered in Sri Lanka	Business Reg No
8	Public Listed Company	Business Reg No
9	Local Government Institution	Obtain from CBSL
10	Local State Owned Institution	Obtain from CBSL
11	Local foundation / other legal arrangement	Obtain from CBSL
12	Local Club	Obtain from CBSL
13	Local NGO	Obtain from CBSL
14	Local Trust	Obtain from CBSL
15	Local Society	Obtain from CBSL
16	Local Charity	Obtain from CBSL
17	Local Association	Obtain from CBSL
18	Foreign National (residing outside Sri Lanka)	Foreign Passport No
19	Foreign National (residing in Sri Lanka)	Foreign Passport No
20	Foreign National of Sri Lankan Origin (residing outside Sri Lanka)	Foreign Passport No
21	Foreign National intending to permanently residing in SL	Foreign Passport No
22	Foreign National (on temporary visit to SL or intending to visit SL)	Foreign Passport No
23	Foreign Diplomat	Foreign Passport No
24	Foreign company incorporated outside SL	Obtain from CBSL
25	Foreign Bank	Obtain from CBSL
26	Foreign Fund (Regional fund / Mutual Fund/Unit Trust/Investment Fund)	Obtain from CBSL
27	Foreign International Organization	Obtain from CBSL
28	Foreign NGO	Obtain from CBSL
29	Foreign Diplomatic Mission	Obtain from CBSL
30	Foreign Other Entity	Obtain from CBSL
31	State Institution	Obtain from CBSL
32	Foreign company registered as an 'Overseas Company' under the Companies Act	Obtain from CBSL

- Accordingly, for all Sri Lankan Citizens, the UIN must always be the NIC number for the purpose of reporting to the ITRS. The only exception given when the Sri Lankan citizen for some reason has not been issued an NIC and only has a passport.

- For children accounts Sri Lankan citizens, the 'Child Birth Certificate Number' will be the UIN number until such time an NIC is obtained.
- For a 'Private Limited Liability Company', a 'Partnership registered in SL', a 'Sole proprietorship registered in Sri Lanka' and a 'Public Listed Company', the UIN must always be the relevant 'Business Registration Number'.
- 'Foreign Passport Number' is the UIN code for all non-citizens.
- For all other types of transactors, (ex: local non profit entity, local state owned institution, local Trust, local society, foreign company incorporated outside Sri Lanka, etc), as specified as 'Obtain from CBSL' in the above table, customers should obtain a '**life time**' UIN number from CBSL through a commercial bank. The LCB is requested to instruct the customer to use the same UIN when conducting similar transactions from all banks.
- The bank can request for UIN through the ITRS 'Web Application' system.
- Requesting a UIN for a customer of the bank should be done by a user that has 'Bank User' credentials.
- Typically, the bank can give a common 'Bank User' credentials to all branches instead of separate user credentials.

## Using the ITRS 'Web Application' for UIN configuration

- A bank officer can access the UIN Configuration if logged in to the "ITRS Web Application" with "Bank User" credentials.

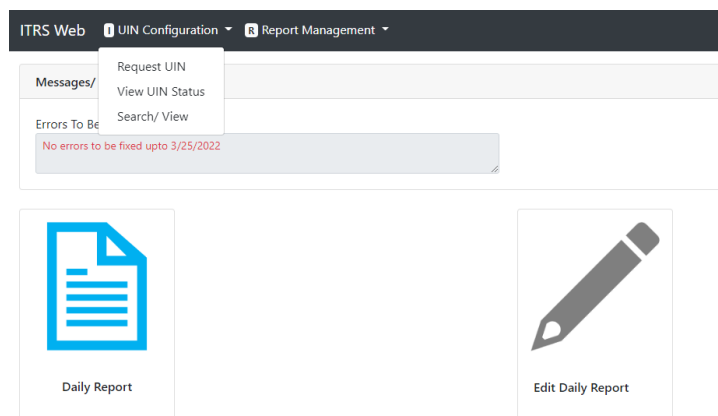


## What to do first when a customer that does not have an appropriate standard UIN?

- For example, a 'Local Club may want to do a foreign currency related transaction.
- The bank official can check in the bank's system if there is a CBSL allocated UIN. A CBSL allocated UIN will have the first four digits as "ITRS" (ex- ITRS101234)
- If such a UIN is available, there is no need to proceed through the 'ITRS Web Application' as a UIN is already available.
- If there is no such UIN, the bank official may inquire the customer if the same entity has a CBSL allocated UIN, possibly obtained via another bank prior.
- If the customer says 'yes' and produce the UIN, the bank official can search with the UIN and ensure that the UIN is for the corresponding entity.

## Searching for a UIN

- Go to "Search/View" under "UIN Configuration"



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- Type the UIN in the search box

A screenshot of the ITRS Web application interface showing the 'View/ Manage UINs' section. The top navigation bar shows 'ITRS Web', 'UIN Configuration', and 'Report Management'. The main content area has a header 'View/ Manage UINs'. Below the header, there are two dropdown menus: 'Originated Institute' (set to 'Test Bank of Sri Lanka') and 'Status' (set to 'Approved'). Below these, there are two search boxes: 'Search By UIN' and 'Search By Beneficial Owner UIN'. The 'Search By UIN' box has a blue 'Search' button, and the 'Search By Beneficial Owner UIN' box has a green 'Search' button.

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- Verify that the entity is the same.

ITRS Web | UIN Configuration | Report Management | 8005-AlexW |

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**View/ Manage UINs**

Originated Institute: Test Bank of Sri Lanka | Status: Approved

Search By UIN: ITRS1200150 | Search

Search By Beneficial Owner UIN: | Search

UIN	Requested By	Transaction Sector	Entity Name	Entity Address	Request Created On	Remarks
ITRS1200150	Test Bank of Sri Lanka	Local Club	Youth Club - Pannipitiya	School Lane;Pannipitiya	5/25/2022 10:22:56 AM	

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- After verification, ensure that the UIN is used to replace any existing reference number in the bank's system. This ensure that the UIN becomes a permanent static data in the bank' system.

## Generating a new UIN

- If the customer says that there is no UIN previously obtained from the CBSL, the bank officer may request for a UIN through the 'ITRS web Application System'.
- The bank will provide the necessary "Bank User" credentials to access the system to the bank officer.

## Requesting a UIN

The following details should be provided when requesting a UIN.

- Basic details of the entity applying for a UIN

ITRS Web | UIN Configuration | Report Management | 8005-AlexW |

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**Request UIN** | < Go Back

Sector: Local Club

Name of the Entity: Youth Club - Pannipitiya

Address:

Line 1: School Lane

Line 2:

City/ Town: Pannipitiya

Does the entity have a registration number issued by a government authority? No

Beneficial Owner/s

Please add all the beneficial owners of this entity:

Beneficial Owner Name

- Details of Beneficial Owners of the entity

Beneficial Owner/s

Please add all the beneficial owners of this entity!

Beneficial Owner Name  
Janaka Perera

UIN Type  
NIC

User Identification No.  
78658974SV

Add Beneficial Owner

Clear Request UIN

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- Details of Beneficial Owners of the entity

Beneficial Owner/s

Please add all the beneficial owners of this entity!

Beneficial Owner Name  
Isuru Silva

UIN Type  
NIC

User Identification No.  
824597561V

Add Beneficial Owner

Name	Type	Identification	
Janaka Perera	NIC	78658974SV	Delete

Clear Request UIN

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- Once completed, you may request for the UIN and a reference will be generated.

Beneficial Owner/s

Please add all the beneficial owners of this entity!

Beneficial Owner Name

UIN Type  
-Please Select-

User Identification No.

Add Beneficial Owner

Name	Type	Identification	
Janaka Perera	NIC	78658974SV	Delete
Isuru Silva	NIC	824597561V	Delete

Clear Request UIN

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ITRS Web UIN Configuration Report Management

8005-AlexW

Successfully Created the Request

Request UIN

Reference No: ITRS00500150

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## The CBSL will generate a UIN based on our existing records.

- The CBSL will generate UIN when requested by banks and the generated UIN will be available for the bank officer to view in the system.
- The CBSL expect to provide the UIN within the business day.
- However, there is no need to delay the customer transaction process as this UIN can be inputted to the ITRS system at a later date.
- If a UIN has not yet being generated by the CBSL, it will be displayed as a request pending.

**View UIN Status**

Search By Reference \*30 Most recent records are shown. Search by reference for older records

UIN	Entity Name	Entity Address	Request Created On	Status	Rejected Reason
N/A	Youth Club - Pannipitiya	School Lane, Pannipitiya	5/25/2022 10:22:56 AM	Request Pending	

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- Once the UIN is generated by the CBSL, the UIN will be displayed in the first column as below.

**View/ Manage UINs**

Originated Institute Test Bank of Sri Lanka ▾ Status Approved ▾

Search By UIN   Search By Beneficial Owner UIN

UIN	Requested By	Transactor Sector	Entity Name	Entity Address	Request Created On	Remarks
ITRS1200150	Test Bank of Sri Lanka	Local Club	Youth Club - Pannipitiya	School Lane, Pannipitiya	5/25/2022 10:22:56 AM	

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## What bank user must do when the CBSL UIN is generated?

- Replace the current identification reference in the bank's system with the ITRS UIN.
- Inform the customer of the UIN and further inform to use the UIN throughout the banking system for the entity, similar to an NIC or Business registration Number.

## Rejected UIN

- The CBSL may reject a UIN request if the entity has already been given a UIN previously.
- Hence, the already existing UIN number will appear as a “already existing UIN” under the remarks section.

View UIN Status					
Search By Reference			*30 Most recent records are shown. Search by reference for older records		
<input type="text"/>			<a href="#">Search</a>		
UIN	Entity Name	Entity Address	Request Created On	Status	Rejected Reason
N/A	Youth Club - Pannipitiya	School Lane, Pannipitiya	5/25/2022 3:27:21 PM	Rejected	Already existing UIN. Use the following UIN: ITRS1200150

## Contact Details

### ITRS Monitoring Unit- Contact of CBSL Officers

Name	Contact No	Email ID	Responsible Banks
Amila Wijayawardhana Secretary – ITRS Steering Committee	+94 11 2477 170	amilajeevan@cbsl.lk	Critical issues of all banks
Erandika Gunawardhana	+94 11 2477 341	erandika@cbsl.lk	BOC DFCC NSB SCB BOCL
Nuwan Gajanayake	+94 11 2398 832	nuwankg@cbsl.lk	PB NDB Union CITI Indian
Niluka Priyadarshani	+94 11 2398 831	priyadarshani@cbsl.lk	SMP NTB Amana DB IOB
Kavindi Dissanayake	+94 112 477 175	kavindi@cbsl.lk	CMB PABC Cargills HSBC Public
Udeshi Samarasekara	+94 112 398 603	ukudasamarasekara@cbsl.lk	HNB Seylan MCB SBI Habib