

## FOR BANK USE ONLY

### Mandatory Fields for Regulator

SBS Code	<input type="text"/>	Deposit Type Code	<input type="text"/>	
Acquiring RM	<input type="text"/>	RM/Employee Code	<input type="text"/>	
Monitoring RM	<input type="text"/>	Monitoring RM Code	<input type="text"/>	
Tax Applicable	<input type="checkbox"/> Yes	E-TIN Exists <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Tax Waiver Documents submitted, where applicable
		<input type="checkbox"/> E-TIN Documents submitted, where application		
CASA Product Code	<input type="text"/>	Term Deposit Product Code	<input type="text"/>	
Sundry Debit A/C	<input type="text"/>	Transaction Date	<input type="text"/>	Transaction ID
Branch SOL	<input type="text"/>	Value Date	<input type="text"/>	A/C Occupation Code
Comment	<input type="text"/>			
Signature with Name Seal & Date Account Opened by	Signature with Name Seal & Date Recommended by (BOM)	Signature with Name Seal & Date Approved by BM/Designated Officer		

## ACCOUNT OPENING DOCUMENTATION CHECKLIST

#### General Requirements

- Properly filled up full set of account opening form
- Signature Cards (As Appropriate)
- Supporting documents for income source (document will be determined by branch): not mandatory but depends on customer profile/nature of business /transaction profile; branch will decided to take the documents

#### Proprietorship

- 2 copy passport size photo of proprietor attested by introducer
- 1 copy passport size photo of Nominee attested by proprietor
- Photo identification – Passport/NID/ Birth Certificate
- Proof of Address Verification – Contact Point Verification, BTCL Bill, Electric Bill, WASA Bill ( in the name of Proprietor or organization)
- Valid Trade License
- Nominee Photo ID (same as per photo identification)
- Where a third party is authorized to operate a pro proprietorship account, a mandate form must be signed by the Proprietor and the signature of the third party should be attested thereon, The third party's signature should also be obtained on the specimen signature card along with copy the NID/Photo ID and Individual information Form

#### Partnership

- 2 copy passport size photo of all partners
- Photo Identification - Passport/NID/Birth Certificate
- Proof of Address Verification – Contact Point Verification, BTCL Bill, Electric Bill, WASA Bill (in the name of Proprietor or organization)
- Valid Trade License
- Certified true copy partnership deed (if registered) Not/notarized copy of partnership deed (if not registered)
- Certificate registered (if registered)

#### Limited Company Incorporated in Bangladesh

- 2 copy passport size photo of all shareholder (owner of 20% or more share of the organization)& signatory (other than director) attested by introducer
- Photo identification – Passport/NID/Birth Certificate
- Proof of address Verification – Contact Point Verification, BTCL Bill, Electric Bill, WASA Bill (in the name of Proprietor or organization)
- Valid Trade License
- TIN certificate in the name of organization
- Certified of incorporation
- Certificate of Commencement of Business (in case of public limited company)
- Memorandum and Articles of Association
- Form XII/list of directors (if applicable)
- Schedule X & change of directors/share certificate (if applicable)
- Extract of resolution the board/general meeting of the company for opening the Account and authorizes for its Operation duly certified by the Chairman/Managing Director/ Board secretary of the company clearly mention the Operating instruction.
- Work permit/Valid visa for foreign signature if stays in Bangladesh
- Duly signed QA 22 Form for foreign signature

#### Limited Company Incorporated outside Bangladesh

- 2 copy passport size photo of all shareholder (owner of 20% or more share of the organization)& signatory (other than director) attested by introducer.
- Photo identification – Passport/NID/Birth Certificate
- Proof of address Verification – Contact Point Verification, BTCL Bill, Electric Bill, WASA Bill (in the name of Proprietor or organization)
- Certified of incorporation (\*)
- Certificate of Commencement of Business (in case of public limited company) (\*)
- Memorandum and Articles of Association (\*)
- Form XII/list of directors (if applicable)(\*)
- Schedule X & change of directors/share certificate (if applicable) (\*)
- Work permit/Valid visa for foreign signature if stays in Bangladesh
- Form QA 22 (for foreign signature (\*\*))
- Permission from Ministry of Industry (\*\*)
- Extract of resolution of the board/general meeting of the company for opening the account and authorized for its Operation duly certified by the Chairman/Managing Director/ Board secretary of the company clearly mention the Operating instruction.
- Work permit/Valid visa for foreign signature if stays in Bangladesh

#### Non-Government School/ College/ Association/ Charity/Trust (Only for School & College)

- 2 copy passport size picture of Signatory
- Copy of By-laws/constitution
- Permission from Education Board?/Ministry/UGC
- List of members of the Government body/Executive committee with fill information
- Resolution for opening of account and its operation instruction

#### Trust

- 2 copy passport size picture of Signatory
- Certified copy of trust deed
- List of members of trust board wit full information
- Resolution for opening of account and its operation instruction

#### Co-operative Society/Limited Society

- 2 copy passport size picture of Signatory
- Copy of By-laws attested by competent authority
- Certificate of registration
- List of office bearers/officials
- Resolution for opening of account and its operation instruction

#### Government/Semi-Government/Autonomous Organization

- Letter/permission from respective authority for opening account and its operation instruction
- 2 copy passport size picture of Signatory

#### Club/Society

- Copy of By- laws/constitution
- Government Permission (if registered)
- List of office bearers/officials
- Copy of Meeting minutes/resolution for opening of account and its operation instruction

#### Non-Government organization (NGO) Unincorporated Association

- 2 copy passport size picture of Signatory
- Photo identification –Passport/NID/Birth Certificate
- Proof of address Verification – Contact Point Verification, BTCL Bill, Electric Bill, WASA Bill (in the name of Proprietor or Organization)
- Copy of By- laws/constitution
- Permission form NGO bureau
- List of members of the Government body/Executive committee with fill information
- Form QA 22 (for foreign signatory with valid visa and work permit)
- Resolution for opening of account and its operation instruction

(\*) These items should be certified by the authorities where the company is registered and counter certified by Bangladesh Mission overseeing that country or the Ministry of Foreign Affairs in Dhaka

(\*\*) These are not required if the application is for a non-resident account by limited liability company incorporated overseas.