

NON- INDIVIDUAL ACCOUNT OPENING DOCUMENT 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

Sole 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)

Partnership Concern

- 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)
- TIN certificate in the name of organization (if any)
- Letter of account opening & operation mode

Limited Liability 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 Liability 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 (**)
- Certificate of filling with register Joint Stock Companies (**)
- 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 Account

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

Co-operative Society/Limited Society Account:

- 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 Account:

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

Club/Society Account

- 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

Co-operative Society/ Limited Society Account

- 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

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)
- 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.

***Bank may ask any additional document if required so.**