

Date          

For Bank use only	
Unique Customer ID	<input type="text"/>
A/C No.	<input type="text"/>

# NON-INDIVIDUAL ACCOUNT OPENING FORM

This form should be completed in "ENGLISH CAPITAL" letters.

Manager  
The City Bank Limited

Branch

Dear Sir,  
I/We hereby request you to kindly open an Account in your branch. I/We furnish our Account & Organizations detailed information hereunder

## ACCOUNT RELATED INFORMATION

**Account Title**

English

বাংলা

**Account Short Name**

**Type of Account**

Current A/C       Easy Current A/C       Easy Plus Current A/C

Fortune Transactional A/C       SND A/C       Fixed Deposit A/C

FC A/C       Convertible Taka A/C       Others  (Please Specify)

**Currency**

BDT     USD       EUR     GBP       Others  (Please Specify)

**Mode of Operation of A/C:**

Single     Joint

Others/Special Instruction:  (Please Specify in the box)

**Initial Deposit Amount**  **In Words**

## COMPANY RELATED INFORMATION

**Organization Name**

English

বাংলা

**Trade License No.**  **Date**          **Issuing Authority**

**Registration No.**  **Date**

**Registration Authority**  **Country**

**E-TIN No. (if any)**  **BIN/VAT Registration No. (if any)**

**Proof of tax return**  Yes  No      **If yes, mention assessment year**     -

**Company Registered Address**

**Vill/Road**

**PO**  **Thana**  **District**

**Division**  **Postcode**  **Country**

**Business/Office Address**

**Vill/Road**

**PO**  **Thana**  **District**

**Division**  **Postcode**  **Country**



**INDIVIDUAL INFORMATION**

Unique Customer ID

Please use separate Individual Information Form for other Applicant/Mandate/Guardian/Director/Beneficial Owner/Shareholder

Customer's Name in English

বাংলা

Father's Name

Mother's Name

Spouse's Name

Date of Birth  DD  MM  YY  YY

Gender  Male  Female  Third Gender

Resident Status  Resident  Non-Resident

National ID Card No.

Other Photo ID

Birth Certificate No.

E-TIN (if any)

Passport No.

Proof of tax return  Yes  No

Profession

If yes, mention assessment year  YY  YY -  YY  YY

Nationality  Bangladeshi  Other  Please Specify

\* Foreigners will provide VISA and Passport copy

Relationship with Account

Present Address (Residence) Vill/Road

PO  Thana  District

Division  Postcode  Country

Professional Address Vill/Road

PO  Thana  District

Division  Postcode  Country

Permanent Address Vill/Road

PO  Thana  District

Division  Postcode  Country

Mobile 1     Mobile 2

E-mail ID 1

E-mail ID 2

1. Are you a US Resident?  Yes  No 2. Are you a US Citizen?  Yes  No 3. Do You hold a US Permanent Resident Card (Green Card)?  Yes  No

I/We hereby consent for The City Bank Limited or any of its affiliates (include branches) (herein after collectively referred to as "Bank") to share my/our information with domestic or overseas regulators or tax authorities or other concerned authorities where necessary and/or required by applicable laws, agreement with regulators or authorities and/or directives.

Where required by domestic or overseas regulators or tax authorities or other concerned authorities, I/we consent and agree that the Bank may withhold, and pay out, from my/our account(s) such amounts as may be required according to applicable laws, regulations, or authorities and directives and Bank shall not be held liable for any consequences thereof. In the event of any loss suffered by bank due to my/our failure or inaction or misrepresentation, I/we shall hold the Bank fully indemnified and harmless against all such losses arising thereof. Proof of address required (of any one)

Signature with Date  
Applicant's Name

Name Seal of Signature Verifier with Sign & Date

Please affix here a recent passport size photograph duly attested by A/C holder

## FOR BANK USE ONLY

### Mandatory Fields for Regulator

SBS Code	<input style="width: 100%;" type="text"/>	Deposit Type Code	<input style="width: 100%;" type="text"/>		
Acquiring RM	<input style="width: 100%;" type="text"/>		RM/Employee Code	<input style="width: 100%;" type="text"/>	
Monitoring RM	<input style="width: 100%;" type="text"/>		Monitoring RM Code	<input style="width: 100%;" type="text"/>	
Tax Applicable	Have you taken any proof of tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Tax Waiver Document submitted, where applicable				
CASA Product Code	<input style="width: 100%;" type="text"/>	FD Product Code	<input style="width: 100%;" type="text"/>		
Sundry Debit A/C	<input style="width: 100%;" type="text"/>	Transaction Date	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Transaction ID	<input style="width: 100%;" type="text"/>
Branch SOL	<input style="width: 100%;" type="text"/>	Value Date	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	A/C Occupation Code	<input style="width: 100%;" type="text"/>
Comment	<input style="width: 100%; height: 20px;" 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.