

AOF Archival Ref:

SL No :

# Account Opening Form

Individual (Single/Joint) Account

হিসাব খোলার ফর্ম

ব্যক্তিক (একক / যৌথ) হিসাব

<b>Account Name</b> :	<input type="text"/>
হিসাবের নাম	
<b>Account Number</b> :	<input type="text"/>
হিসাব নম্বর	
<b>Unique Customer ID</b> :	<input type="text"/>
ইউনিক গ্রাহক আইডি	

## Guideline to fill up the Account Opening Form

- Please fill up the form in CAPITAL letter in English.
- Please fill up all fields carefully & strike-out the ones which are not applicable.
- Please confirm any overwriting by full signature.
- For verification please present the original documents for each photocopy submitted.
- Please use separate Individual Information Form for other applicant/Mandatee/Operating Parent/ Beneficial Owner.
- In case account holder is minor, Operating Parent will sign as applicant of the account.
- Please use separate Nominee Information Form for more than 1 (one) nominee.

## Required Documents to Open Account

### Resident Customer:

- Account Opening Form filled in and signed by all applicants.
- Recent Passport size photo of applicants (attested by Introducer, if applicable).
- Copy of National ID card/ Valid Passport/ Birth Registration Certificate.
- One Introducer holding NID/EBL Account (Applicable only if Customer Opens Account without NID).
- Nominee(s)' NID/ Valid Passport/ Birth Registration Certificate & one copy of photo duly attested by Applicant.
- Proof of Mailing Address: Copy of recent Utility bill i.e. Gas, Electricity, WASA, Telephone as accepted by the Bank . If given address matches with NID/Valid Passport, Proof of Mailing Address is not required.
- Proof of Income as accepted by the Bank.
- Foreign citizen in Bangladesh (Photocopy of passport with valid Visa and Work Permit).
- Copy of Proof of Submission of Return (If Proof of Submission of Income Tax Return is not submitted, additional source tax will be applied. However Proof of Submission of Income Tax Return is mandatory for opening and continuing bank accounts of any sort with credit balance exceeding BDT Ten Lakhs).

### Additional documents for NRB Customer:

- Passport Copy along with valid Visa/ Work permit (in case of foreign Passport customer needs to provide the copy of "No Visa required for Bangladesh" page).
- Proof of Employment/ Income (Employment certificate/ Pay slip/ Employment contract mentioning annual income/ Bank Statement mentioning monthly salary or last Tax Return paper)
- Documents must be in English (If in any other language it has to be translated into English).
- Any document sent from abroad by customer must be verified and attested by any reputed International Bank/ Notary Public (if applicable)

**For Bank Use Only** ব্যাংকের ব্যবহারের জন্য

**Enclosed** সংযুক্তি

- Customer Information Form(s) (In case of more than one Applicant)  
 Nominee Form(s) (If more than one Nominee)  
 Others: (please specify): \_\_\_\_\_  
 Others: (please specify): \_\_\_\_\_

**Estimated Monthly Transaction Profile (TP)** অনুমিত মাসিক লেনদেন বিবরণী

Particulars বিষয়	Number of Transaction (Monthly) মাসিক লেনদেনের সংখ্যা	Maximum Size (per transaction) সর্বোচ্চ পরিমাণ (প্রতি লেনদেন)	Total Amount (monthly) মোট পরিমাণ (মাসিক)
<b>Deposits / জমা</b>			
Cash- Deposits (including online) নগদ জমা (অনলাইনসহ)			
Deposit Through Transfer/Instruments ট্রান্সফার বা ইন্সট্রুমেন্টের মাধ্যমে জমা			
Foreign Remittance Deposit (inward) বৈদেশিক রেমিটেন্স জমা (অভ্যন্তরীণ)			
Export Proceeds রপ্তানি প্রক্রিয়া			
From BO or Stock Market পুঁজি বাজার হিসাবে হতে জমা/স্থানান্তর			
Others (Specify) অন্যান্য (নির্দিষ্ট করুন)			
		<b>Total Deposits</b> মোট জমা	

Particulars বিষয়	Number of Transaction (Monthly) মাসিক লেনদেনের সংখ্যা	Maximum Size (per transaction) সর্বোচ্চ পরিমাণ (প্রতি লেনদেন)	Total Amount (monthly) মোট পরিমাণ (মাসিক)
<b>Withdrawals / উত্তোলন</b>			
Cash- Withdrawals (including online/ATM) নগদ উত্তোলন (অনলাইন/এটিএম সহ)			
Withdrawals Through Transfer/Instruments ট্রান্সফার/ইন্সট্রুমেন্টের মাধ্যমে উত্তোলন			
Withdrawals of Foreign Currency/Remittance বৈদেশিক মুদ্রা/রেমিটেন্স উত্তোলন			
Import Payments আমদানি বিল			
Transfer to BO Accounts or Stock Market পুঁজি বাজার হিসাবে জমা/স্থানান্তর			
Others (Specify) অন্যান্য (নির্দিষ্ট করুন)			
		<b>Total Withdrawals</b> মোট উত্তোলন	

SBS Code

RM Code

Risk Grade

Deposit Code

Cheque Book Requisition given in Cheque Book Processing System (CBPS)?  Yes  No

	1st Applicant	2nd Applicant	3rd Applicant
Duplicate Customer ID in UBS (De-dup) checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Customers' Cell phone number - Call back confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Customers' NID verified with EC database?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
AML Screening?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A/C Opening Officer: \_\_\_\_\_  
(seal with Name, Signature & Date)

Checked & Authorized by: \_\_\_\_\_  
Br. Manager/ Br. Ops. Manager/ Br. Sales & Service Manager/ BDM (Seal with Name, Signature & Date)

**For Liability Operations Use Only**

Particulars	Account Document	Account Maintenance	Output Control	Scan for DMS	Others
Maker/ Checker					



