

# खाता खोल्ने फाराम कर्पोरेट खाता

# ACCOUNT OPENING FORM (CORPORATE ACCOUNT)

फोटो P.P. Size Photograph

सिटिजन्स् बैंक इन्टरनेशनल लिमिटेड Citizens Bank International Ltd.	खाता नं. A/C No.	01-1883(A
H/O शास्त्रा BRANCH		刊句: Date: 12th June 2012
महात्तय Dear Sir कृपया तल उल्लेखित नाममा साला सोलिदिनु हो। Please open in your book an account		
चारित Current	Savings	अन्य Others
निनी साता Individual Account	प्रशल स्वामित्व स्वाता Sole Proprietorship Account	्र सामोदारी Partnership Account
ा जि. खावा Pvt. Ltd. Account	पश्लिक लि. स्थाता Public Ltd. Account	अन्य Others
Hall Currency 1.₹	्रम्पसन्धिः USD	अन्य Others
सातामा उल्लेख हुने नाम/Account Name a La Mode construct  वर्ता मिति/Registration Date  2082/2/2	स्थायी चेखा न./ PAN 6 0 0 5 73 8	6 8 0 6 9 No.
कारीवारको विसिमा Nature of Busines  Construction and Be		
Chhatrapath wade no - 17	तालको व्यवसायको वेगाना/Present BusinessAddress Thayathali wad ०५० -	भ्राचार गर्ने हेगाना/Communication Address  भ्राचार गर्ने हेगाना/Communication Address  भू व्याप्त गर्ने हेगाना/Communication Address
West 10	WA 040 -	3) 4229923
		3) 9851075510
		4) 9851024027
फीन नं. / Ph. number 422992 देलेक्स / फूपाक्स नं. / Telex/Fax number	3, 9851075510 पो.ब.न./ P.O. Box N इमेल ठेगाना / Email	Address alamode constructions@
		gnail-com

रहा ने / Account name  1. 1. 2. 2. 2. 2. 1. 2. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 1. 1. 2. 3. 3 महिले जम / Account name 1. 2. 3. 3 महिले जम / Account name 1. 2. 3. 3 महिले जम / Account name 2. 4 महिले जम / Account name 2. 4 महिले जम / Account name 2. 5 महिले जम / Acc	निवेदकको सिटिजन्स् बैंक इन्टरनेश स्वाता नं. / Account number	ज्ञानान्त्र ग्राम / ٨ee			
हिसंदरको अह पैक्टरण स्वित्रिय्व स्वात्र / Account number  क्षत्र ज / Accou			councilante		
सहा सं निर्माण किरावा के प्राप्त के प्रमुख के	2.	2.			
Section for currental field and statement Instructions: Statement Instruction	सावा नं. / Account number 1.	स्वाताको नाम / Acc 1.			
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Charge Surrenative Plants of the applicant research re				Designation	Home Address & Phone Number
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### कपोरेट खातासम्बन्धी सामान्य नियमहरू

- स्वातावासा(हरू)ले सम्बन्धित स्वाता संधालन प्रयोजनका लागि बैंकले दिएको चेंकबाट मात्र आफ्नो /उनको/उनीहरूको स्वाताबाट रकम फिक्न सक्नेछन् ।
- २. चेकमा गरिने दस्तस्वत बैंकलाई दिएको दस्तस्वत नमृताअनुसार हुनुपर्छ र चेकमा केही हेरफेर गरिएमा पूरा दस्तस्वतदास त्यसलाई प्रमाणित गर्नुपर्छ ।
- पछिल्लो मिति र म्याद नाधेका चेकहरूको मुक्तानी गरिमेछैन ।
- ४. विकद्वारा प्रदान गरिएका चेंक(हरू) खाताबालाको सम्पत्ति हुन् र ती चेंक(हरू) लाई खाताबालाहरूले सुरक्षित राख्नुपर्नेछ । खाताबालाहरूले ती चेंक(हरू) हराएमा, चोरिएमा वा अन्य कृतै पनि तरिकाबाद मुद्दो दस्तखत मई मुकानी मएमा विकलाई जवाफदेही बनाउन पाइनेछैन ।
- चेकको मुक्तानी रोक्का गर्ने इअरको निर्देशनलाई बैंकले पित्रकृत गर्नेछ, तर कथंकदाचित् मुक्तानी हुन गएमा बैंक त्यसको जवाफदेशी हुनेछैन ।
- इ. स्वाताबाला(हरू) स्वयमुको जिम्मेबारीमा मात्र फलेक्शनका लागि चेक स्वीकार गरिनेछ । त्यस्तो चेकहरूको यधासम्भव सावधानी तथा शिव्रताका साथ मुक्तानी लिने प्रथास बैंकले गर्नेछ, तर कुनै डिलाई तथा हानीनोक्सानी मएको सण्डमा त्यसको जिम्मेबारी बैंकले लिनेछैन । स्वातामा जम्मा गरिनुऑघ सबै चेक तथा कागजातहरूलाई रेस्वांकित गरिनु आवश्यक छ । स्वातामा रकम जम्मा गरिएको मएता पनि चेकवापतको रकमको मुक्तानी प्राप्त नमएसम्म रकम मिक्न पाइनेछैन । रकम मुक्तानी नमई आएको लण्डमा ग्राहकहरूको स्वाताबाट त्यस्तो रकम स्वर्च लेखने अधिकार बैंकसँग सुरक्षित रहनेछ ।
- याहकको स्थातामा जम्मा तथा त्वर्च भएको रकमलाई शुद्धताका साथ अभिलेख गर्ने कुरामा बैंकले पूरापुर ध्यान दिनेछ, तर कारणबस कुनै गरित भएको खण्डमा विना सूचना त्याता समायोजन गरी सच्याउने र ग्राहक(हरू)सँगलिन बाँको अशुल गर्ने अधिकार बैंकलाई हुनेछ ।
- स्वातावाला(हरू) को ठेगाना कृतै परिवर्तन मएमा त्यसको जानकारी तत्काल बैंकलाई दिनुपर्नेछ । चिट्ठीपत्र, रेमिटान्स आदि हस्तान्तरणका लागि हुलाक तथा यस्तै कार्यमा
  संलग्न एजेण्टहरूलाई स्वातावाला(हरू) को एजेन्ट मानिनेछ र ढिलाई, अपहुँच आदि कृतका लागि बैंकले कृतै पनि दायित्व स्वीकार्ने छैन ।
- ९. बैंकको तर्पबाट दिइने नगद रसिद, चेक, सुरक्षणपत्र आदि बैंकको मान्यताप्रान्त अधिकृतहरूको दस्तखत मएमा मात्र प्रमाणित मानिनेछ ।
- सूचना जारी गरी कृतै वा सबै नियमहरूमा थप गर्ने वा परिवर्तन गर्ने सथाधिकार बैंकसँग सुरक्षित रहनेछ र त्यस्ता परिवर्तन वा थप नियमहरू सबै ग्राहकका लागि तत्काल लागु हुनेछ ।
- १९. त्याता सन्तोपजनक दंगबाट संचालन भइरहेको छैन भन्ने बैंकलाई लागेमा वा अन्य जुनसुकै कारणबाट पूर्वसूचना बिना कृने त्याता बन्द गर्ने अधिकार बैंकसँग सुरक्षित स्टनेछ र यसो गर्नुको कारणबार ग्राहक(हरू) लाई बताइरहन बैंक बाध्य हुनेछैन ।
- १२. प्रत्येक स्वाताका लागि विशेष संस्था छुद्याइएको छ । स्वातासम्बन्धी सबै किसिमको लेखापढी र रकम जम्मा गर्दा वा फिक्दा यो संख्या उल्लेख गर्नुपर्नेछ ।
- १३. समयसमयमा बैंकबाट दिइने त्वाताको विवरणमा अन्यथा भएको जानकारी विवरण पठाएको सात (७) दिनमित्र हामीलाई प्राप्त नभएमा सो विवरण दुरुस्त भएको मानिनेछ ।
- १४. स्वाता स्वोल्न अनुरोध गर्दा तल उल्लेखित कागजातहरू संलग्न गर्नुपर्नेछ :
  - अ. एकल स्वामित्व सावा
    - (क) एकल स्वामित्वको लिखत
    - (ख) नवीकरण गरिएको प्रमाणपत्रका प्रतिलिपि
    - (ग) स्वाता संचालकको परिचय
    - (घ) आयकर प्रमाणपत्र

#### आ सामोदारी खाता

- (क) सबै साम्भेदारीहरूदारा हस्ताधारित साम्भेदारीको पत्र
- (स्त) साम्भेदारी सम्मौता/अधिकारपत्रको प्रतिलिपि
- (ग) साम्प्रेदारी दर्ता र नवीकरणको प्रमाणपत्र
- (प) स्वाता संचालकको परिचयसम्बन्धी कागजात
- (ङ) आयकर प्रमाणपत्र

#### संस्थागत खाता (बिम्बक्सहरूको प्रमाणित प्रतिनिधि)

- कम्पनीको प्रवन्धपत्र तथा नियमावली
- (स) स्वाता स्वोल्ने तथा संचालन गर्नेसम्बन्धी संचालक समितिको निर्णय
- (ग) घरको ठेगाना र फोन नम्बरसहित सम्बन्धित संचालकहरूद्वारा हस्ताक्षरित संचालकहरूको नामावली
- (घ) कम्पनी दर्ता प्रमाणपत्र
- (ङ) स्वाता संचालकको परिचयसम्बन्धी कागजात
- (च) आयकर प्रमाणपत्र

# ई. वलब, सामाजिक संघ संस्था तथा समठबहरूको खाता (सबै कामजातहरू दातव्याच्यारिटी) बाट प्रमाणित हुनुपर्ने।

- (क) पदाधिकारीहरूको नामावली र ठेगाना
- (ख) उपनियमहरूको /विधानको प्रतिलिपि
- (ग) स्वाता स्वोल्ने र संचालन गर्ने निर्णयको प्रतिलिपि
- (व) खाता संचालन गर्न नियुक्त व्यक्तिहरूको नाम
- (ङ) दर्ता नवीकरणको प्रमाणपत्र
- स्वाता संचालनको परिचयसम्बन्धी कागजात
- (क) कम्पनीको प्रवन्धप्त्र तथा नियमावली
- (ख) स्वाता खोल्न

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मोटः स्वाता स्वोत्न आउँदा कृपया सक्कल कागजातहरू प्रमाणित गर्नका लागि साथमा ल्याउनुहोला ।

## GENERAL RULES FOR CORPORATE ACCOUNT

- The constituent(s) can only withdraw sums from his/her/their account by means of cheque supplied to him/her them by the Bank for that particular account.
- Cheques should be signed as per specimen signature supplied to the Bank and any alternation in the cheque must be authenticated
  by the drawer's full signature.
- 3. Post dated and stale cheques will not be paid.
- Cheques issued by the Bank are the property of constituent(s) and they should take utmost care and keep in safe place under lock. The constituent(s) shall not hold the Bank liable if such cheques are misplaced, stolen or encashed in any way by fradolent signature.
- The Bank will register instructions from the drawer of a cheque for its payment, but it can not accept any responsibility in case
  such instructions are overlooked.
- 6. Collections are undertaken at the risk of the constituent(s) only. The Bank should endeavour to collect the cheques and the items as promptly and carefully as possible, but it can accept no responsibility in case of any delay or loss. All cheques and other instruments should be crossed before they are paid in for credit of accounts. Uncleared items though credited in the account, shall not be available for being drawn against. The Bank shall have right to debit the customer's account, if they are not realised.
- 7. The Bank will take care to see that credit and debit entries are correctly recorded in the accounts of the constituents(s), in case of any error, the Bank shall be within its rights to make the correct adjusting entries without notice and recover any amount due from the constituent(s). The Bank shall not be liable for any damage, loss, etc., to constituent(s) on such errors.
- Any change in the address or constitution of the constituent(s) should be immediately communicated to the Bank. The post office and other Agents for delivery shall be considered Agents of the constituent(s) for all delivery of letters, remittances, etc., and no responsibility can be accepted by the Bank for delay, non-delivery, etc.
- 9. A receipt of moneys, cheques, securities, etc., on behalf of the Bank is valid only if signed by duly authorised officers.
- 10. The Bank reserves to itself the right to add to or alter any or all of the rules after notification and such altered or additional rules shall immediately thereafter be deemed to be binding on all constituent(s).
- 11. The Bank reserves to itself the right to close (without previous notice) any account which, in its opinion, is not satisfactorily operated upon or for any other reason whatsoever which shall not be incumbent on the Bank to disclose to the constituent(s).
- A distinctive number is allotted to each account which should be quoted in all correspondence relating to the account and when
  making deposits or withdrawals.
- 13. Periodic statement of accounts shall be considered correct unless we receive from you in writing to the contrary within seven (7) days after dispatch thereof by us.
- 14. The following certified documents has to be sumitted while requesting for opening of account:
  - I. Proprietorship Account:
    - (a) Declaration of Sole Proprietorship
    - (b) Copy of renewed Registration Certificate
    - (c) Identification paper of A/C operator(s)
    - (d) Income Tax registration/renewal certificate / PAN certificate
  - II. Partnership Account:
    - (a) Letter of Partnership duly signed by all partners
    - (b) Copy of Partnership Agreement/Deed
    - (c) Certificate of Partnership, Registration and Renewal
    - (d) Identification paper of A/C operator(s)
    - (e) Income Tax registration/renewal certificate
  - III. Account of Corporate Bodies: (Certified copy of:)
    - (a) Memorandum and Articles of the Company
    - (b) Resolution of Board of Directors to open and operate the account
    - (c) List of Directors duly signed by respective Directors with home address and phone numbers
    - (d) Company registration certificate
    - (e) Identification paper of A/C operator(s)
    - (f) Income Tax registration/renewal certificate
  - IV. Account of Clubs, Societies and Associations (all documents to be duly certified by charity):
    - (a) List of Office Bearers and Addresses
    - (b) Copy of By-Laws/constitutions
    - (c) Copy of Resolution to open and operate the Account
    - (d) Name and signature of persons authorised to operate the account
    - (e) Certificate of Registration and Renewal
    - (f) Identification paper of A/C operator(s)

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(Note: Please submit the original document while opening A/C, for verification purpose.