

Date

For Bank use only

Unique Customer ID

A/C No.

NON-INDIVIDUAL ACCOUNT OPENING FORM

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

Manager
City Bank PLC BranchDear 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

<input type="checkbox"/> Current A/C	<input type="checkbox"/> Easy Current A/C	<input type="checkbox"/> Easy Plus Current A/C
<input type="checkbox"/> Fortune Transactional A/C	<input type="checkbox"/> SND A/C	<input type="checkbox"/> Fixed Deposit A/C
<input type="checkbox"/> FC A/C	<input type="checkbox"/> Convertible Taka A/C	<input type="checkbox"/> Others <input type="text"/> (Please Specify)

Currency

<input type="checkbox"/> BDT	<input type="checkbox"/> USD	<input type="checkbox"/> EUR	<input type="checkbox"/> GBP	<input type="checkbox"/> Others <input type="text"/> (Please Specify)
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Mode of Operation
of A/C:

<input type="checkbox"/> Single	<input type="checkbox"/> Joint
<input type="checkbox"/> Others/Special Instruction: <input type="text"/> (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
AddressVill/Road
PO Thana District
Division Postcode Country Business/Office
AddressVill/Road
PO Thana District
Division Postcode Country

ACCEPTANCE OF TERMS & CONDITIONS

I/We do hereby acknowledge and affirm that I/we have read and understood the terms and conditions governing the customer accounts in force and do hereby agree to open, maintain and operate my/our account(s) as per the said terms and conditions including all amendments made there to by the Bank from time to time. I/We also solemnly and sincerely declare that the above furnished information is true and correct. I/We shall supply information/documents relating to the account that you may require in future

I/We hereby confirm that I/we have read & understood and shall keep myself/ourselves updated about the terms & conditions, Interest rates Interest forfeiture rules & Schedule of charges (which may be subject to change from time to time) related to Non-Individual Account Opening elaborated in details in the following link:
www.cbl.fyi/na and www.cbl.fyi/mid

Signature with Date

Signature with Date

Signature with Date

Name Seal of Signature Verifier with sign & Date

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

YYYY

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

If yes, mention assessment year

YYYY - YYYY

Profession

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 City Bank Plc 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

Note: Individual Information Form must be filled in for both the Minor and Guardian. Both forms must be signed by Guardian.

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	Have you taken any proof of tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Tax Waiver Document submitted, where applicable		
CASA Product Code	<input type="text"/>	FD Product Code	<input type="text"/>
Sundry Debit A/C	<input type="text"/>	Transaction Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Branch SOL	<input type="text"/>	Value Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Transaction ID	<input type="text"/>		
A/C Occupation Code	<input type="text"/>		
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.