

| SL No. | Organization Type | Documents Type | Require Document List |
|--------|---|------------------------------|--|
| OL NO. | этданиганон туре | - Boodinens type | Duly filled in account opening form. |
| | | | Signature cards of Signatories |
| | | | Valid Trade License copy. |
| | | | Valid NID/ Passport copies for all Signatories, At least Five Directors (including nominated directors) and Beneficial owners |
| | | | with 20% or more ownership. |
| | | | Individual Information Form for all signatories, At least Five Directors (including nominated directors) and BO from for Beneficial owners with 20% or more ownership (BO Form/IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with |
| | | External | business head's approval only.) Two (2) copies of Passport size photographs of all Signatories, At least Five Directors and Beneficial owners having 20% or |
| 01 | Limited Company | | more ownership Entity FATCA Form (Attached with AOF) |
| | (Private or Public) | | Photocopy of MOA & AOA (certified by RJSC). |
| | | | Certificate of incorporation from RJSC(certified by RJSC) |
| | | | Latest form (xii) & (x) copy where applicable |
| | | | Approval from concerned authority (if required) |
| | | | Board Resolution (BR) with A/C opening & operating instruction |
| | | | Certificate for Commencement of Business (certified by RJSC) for Public Limited Company |
| | | PLC | A copy of E-Tin (if available) |
| | | | Please be guided as per Anexxure provided by AMLD. |
| | | Business Specific License | Customer attestation on all Photocopy documents (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Duly filled in Govt Account Opening form. **Govt Account opening from is different which is available BBL Touch) |
| | | | Signature cards of Signatories |
| | | External | Resolution to open an account can be collected with identification of those who have authority to operate the account. Instead of Resolution copy and NOC, Forwarding letter will be sufficient. For City Corporation, forwarding letter should be come from Mayor or CEO (in absence of the Mayor). |
| | Govt. organization Account/Semi | | Statue formation of the entity/Proggapon is Optional. But in case of any Govt. Project, proggapon is mandatory in order to understand the timeline and underlying purpose of the project |
| 02 | Government/ Autonomous Body/ City Corporation | | Valid NID Copies of signatories |
| | | | Photographs of signatories |
| | | | Individual Information Form of signatories (IIF to be signed by any one authorized signatory who has authority to operate the account. RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| | | | Customer attestation on Photocopy documents, (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | Consulate office (Embassy) Account | External | Duly filled in account opening form. |
| | | | Signature cards of Signatories |
| | | | Valid Passport copy of signatories & Ambassador with valid VISA |
| | | | Individual Information Form for signatories & Ambassador with valid VISA (IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively Ambassador may sign. RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| 03 | | | Two (2) copies of Passport size photographs of all signatories |
| | | | Entity FATCA Form (Attached with AOF) Clearance from ministry of foreign affairs for establishment of embassy & appointment of ambassador/ Photo copy of Ambassador ID against and by Ministry of Faccing Affairs |
| | | | Ambasadors ID card issued by Ministry of Foreign Affairs. |
| | | | Request letter from Ambassador to open & operate the account. |
| | | | Customer attestation on Photocopy documents (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | UN Organization | | Duly filled in account opening form. |
| | | External | Signature cards of Signatories |
| 04 | | | Copy of Valid Passport or NID (for Bangladeshi National) of signatories Organization with valid VISA (A type for resident foreigners) |
| | | | Individual Information Form for All signatories including Authorized person who has the right to operate the account with valid VISA |
| | | | (IIF to be signed by any one authorized signatory who has authority to operate the account. RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| | | | Two (2) copies of Passport size photographs of all signatories & Authorized persons |
| | | | Copy of Constitution/ By laws, |
| | | | BR/Letter of Intent to open & operate the account issued by headquarter Delegation of authority/Power of Attorney to appoint signatory in Bangladesh issued by headquarter |
| | | | Work permit/ A Type Visa for resident foreign signatories, |
| | | | Duly filled in & signed QA 22 form for all signatories, |
| | | 1 | , |

| SL No. | Organization Type | Documents Type | Require Document List |
|--------|---|----------------|--|
| JE NO. | Organization type | bocuments type | Customer attestation on Photocopy documents |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Require Document list |
| | | | Duly filled in account opening form. |
| | | | Signature cards of Signatories |
| | | | Valid NID copy as a photo ID for All signatories |
| | | | Individual Information Form for all signatories (IIF to be signed by any one authorized signatory who has authority to operate the account. RM/BM can sign the IIF on |
| | | | exceptional basis with business head's approval only.) |
| | | External | Two (2) copies of Passport size photographs of all Signatories |
| | Alumni Association | | Entity FATCA Form (Attached with AOF) |
| 05 | of School/college/ University | | Constitution /By laws of the said association approved by concern registration authority |
| | of involutiy | | Certificate of registration from competent authority |
| | | | Updated & approved executive committee Approval from concerned management committee to open/ take part to this type of association. |
| | | | Copy of resolution signed by the executive committee members according to quorum mentioning Clear signing |
| | | | instruction in association's pad. |
| | | | Proof of submission of Income Tax Retun |
| | | PSR | Customer attestation on Photocopy documents |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase custome is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | | | Signature cards of Signatories |
| | | | Valid NID copy as a photo ID for All signatories |
| | | | Individual Information Form of signatories(IIF to be signed by any one authorized signatory who has authority to operate |
| | | | the account, RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| | | | Two (2) copies of Passport size photographs of all signatories |
| | | | Entity FATCA Form (Attached with AOF) |
| | | | Bank A/C should be governed by Rules and Regulation provided by Secondary & Higher Secondary Education Board under education ministry. |
| 06 | School/college Account | External | In case of Private School Letter from Governing body is required |
| | Account | | Approval from Education ministry to start the school & teaching work |
| | | | Governing body /Executive Committee certified by Secondary & Higher Secondary Education Board. |
| | | | For Government School Relevant Authority's approval on Governing body/Management Committee is required |
| | | | Copy of resolution provided by governing body /Executive Committee members according to quorum mentioning |
| | | | signing instruction in school/ college pad. |
| | | | > Copy of Trade license (If available) Customer attestation on Photocopy documents, |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase custome |
| | | | is reluctant to sign) |
| | | External | Duly filled in account opening form. |
| | University Account | | Signature cards of Signatories Valid NID apply as a sheet ID for All signatories |
| | | | Valid NID copy as a photo ID for All signatories Individual Information Form of signatories |
| | | | (IIF to be signed by any one authorized signatory who has authority to operate the account. RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| | | | Two (2) copies of Passport size photographs of all signatory |
| | | | Entity FATCA Form (Attached with AOF) |
| 07 | | | Approval from UGC to start university & teaching work |
| | | | Rules and Regulation (proggapon) copy provided by University Grant Commission (UGC)/ RSCJ/Ministry of Education |
| | | | Governing body /Executive Committee certified by UGC/ RJSC/ Ministry of Education |
| | | | Copy of resolution provided by governing body /Executive Committee members according to quorum mentioning signing instruction in University Pad |
| | | | If University is governed by absolutely trust (eg. Sir Abed & foundation) in that case business/account services will |
| | | | approach to legal for further vetting from legal end. |
| | | | Customer attestation on Photocopy documents |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | Club/Association/ Society/Religious Institution Account | External | Signature cards of signatories |
| | | | Valid NID copy as a photo ID for All signatories |
| | | | Individual Information Form for All signatories (IIF to be signed by any one authorized signatory who has authority to operate the account. RM/BM can sign the IIF on |
| | | | exceptional basis with business head's approval only.) |
| | | | Two (2) copies of Passport size photographs of all signatory |
| 80 | | | Entity FATCA Form (Attached with AOF) |
| | | | Certified copy of By Laws/Rules and Regulations /Constitutions |
| | | | List of members of the Executive, /Managing /Governing Committee.(Approved by concern authority). |
| | | | Certificate of registration issued by competent authority (if any) like- Ministry of Social Welfare /Welfare Society |
| | | | Copy of resolution provided by governing body /Executive Committee member's on club/association/society's pad |
| | | PSR | according to quorum mentioning signing instruction clearly TIN and Proof of submission of Return is mandatory |
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| SI No | Organization Type | Documents Type | Paguira Document List |
|--------|---|-----------------------|---|
| SL No. | Organization Type | Documents Type | Require Document List Customer attestation on Photocopy documents |
| | | | Customer attestation on Photocopy documents (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer |
| | | | is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | | | Signature cards of Signatories |
| | | | Valid NID copy as a photo ID for All signatories, Five executive committee members |
| | | | Individual Information Form of all signatories & five executive committee members |
| | | | (IIIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by EC members or shareholders and they are not authorized signatories of |
| | | | the account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business |
| | | | head's approval only.) |
| | | | QA 22 form for resident signatories in case of foreign NGP/NPO |
| | | | Two (2) copies of Passport size photographs of all signatory, Five executive committee members |
| | | | Entity FATCA Form (Attached with AOF) |
| | | External | Certified copy of By Laws/Rules and Regulations /Constitutions (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country in case the NGO is incorporated overseas). |
| | | | List of members of the Executive, /Managing /Governing Committee.(Approved by concern authority)(certified by notary |
| 09 | NGO Account | | public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country in case the NGO is incorporated overseas). |
| | | | Certificate from NGO Bureau to form NGO business/social welfare (or similar type of approvals) |
| | | | Certificate of registration issued by competent authority (certified by notary public from the country of incorporation & |
| | | | counter certified by Bangladesh embassy domiciled in that country in case the NGO is incorporated overseas). |
| | | | Copy of resolution provided by governing body /Executive Committee member's on club/association/society's pad according to quorum mentioning signing instruction clearly (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country in case the NGO is incorporated overseas). |
| | | | If NGO is governed by absolutely trust (eg. Sir Abed & foundation) in that case business/account services will approach to legal for further vetting from legal end. |
| | | PSR | TIN and Proof of submission of Return is mandatory |
| | | | For MFI (Micro Finance) customer needs to fillup and submit "Declaration Form- AML-CFT Due Diligence" duly signed by |
| | | Specific | respective Authorized signatories. |
| | | requirment for MFI | Customer attestation on Photocopy documents, (RM may attest all Constitutive documents on behalf of customer with |
| | | 1411 | affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | Flat owners Association Account (Un-Registered) | | Signature cards of Signatories |
| | | External | National ID Card of the signatories |
| | | | Individual Information Form for signatories (IIF to be signed by any one authorized signatory who has authority to operate the account. RM/BM can sign the IIF on |
| | | | exceptional basis with business head's approval only.) |
| | | | Photo of signatories |
| | | | By-laws/constitution certified by notary public |
| | | | List of Management Committee & member (with at least names & profession) certified by notary public |
| | | | Other Bank statement (in case of existing association, for new, it's not required) |
| 10 | | | Resolution provided by Executive Committee on letter head pad to open and operate the Account (resolution should be |
| | | | passed according to by-laws/constitution). Incase BR is silent about execution of resolution, at least 3/4th of the member to execute the resolution. |
| | | | Entity FATCA Form (Attached with AOF) |
| | | | Source of Fund Document |
| | | | Following is an indicative list- (Take any one) 1. Service Charge money receipt |
| | | | 2. Service Charge maintenance book |
| | | | 3. Declaration on source of fund can be signed by Management committee or Authorized Signatory as per mode of |
| | | | operation. 4. Telco Tower, shop rental copy (if any) |
| | | | Customer attestation on Photocopy documents, |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer |
| | | | is reluctant to sign) |
| | Flat owners Association Account (Registered) | t External | Duly filled in account opening form. |
| | | | Signature cards of Signatories Resolution of the executive committee to open an account and to operate the Account (resolution should be passed |
| | | | according to by-laws). Incase BR is silent about execution of resolution, at least 3/4th of the member to execute the |
| | | | resolution. |
| | | | Certificate of registration issued by the competent authority |
| | | | Duly certified By-laws/constitution |
| | | | Certified list of Executive committee & member (at least name & profession) |
| 11 | | | A copy of last available financial statements duly certified by a professional (only if audited) Other Rapk statement (in pass of existing association for pay it's pat year lived) |
| | | | Other Bank statement (in case of existing association, for new, it's not required) National ID Card of the signatories |
| | | | National ID Card of the signatories |
| | | | Individual Information Form for signatories (IIF to be signed by any one authorized signatory who has authority to operate the account. RM/BM can sign the IIF on |
| | | | exceptional basis with business head's approval only.) |
| | | | Photo of signatories & Executive committee member |
| | | | Entity FATCA Form (Attached with AOF) |
| | | | Valid Proof of Address for all signatories, Executive committee members |
| | | | |

| CL No. | Overenization Type | Decuments Type | Populing Populary List |
|--------|--|-----------------------|--|
| SL No. | Organization Type | Documents Type | Require Document List |
| | | | Source of Fund Document Following is an indicative list- (Take any one) |
| | | | 1. Service Charge money receipt |
| | | | Service Charge maintenance book Declaration on source of fund can be signed by Management committee or Authorized Signatory as per mode of |
| | | | operation. |
| | | | 4. Telco Tower, shop rental copy (if any) |
| | | | Customer attestation on Photocopy documents |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen"incase customer is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | | | Signature cards of Signatories |
| | | | Valid NID copy as a photo ID for All signatories, At least five directors & BO from for Beneficial owners with 20% or more |
| | | | ownership |
| | | | Individual Information Form for all signatories, directors and beneficial owners with 20% or more ownership |
| | | | (IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the |
| | | | account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business |
| | | External | head's approval only.) |
| | | | Two (2) copies of Passport size photographs of all signatory, At least five directors & beneficial owners above 20% or more ownership |
| | | | · |
| | erq/arq/epz | | Entity FATCA Form (Attached with AOF) Cottified copy of MOA & AOA/By Laws/Pules and Poculations (Constitutions) |
| 12 | Account | | Certified copy of MOA & AOA/By Laws/Rules and Regulations /Constitutions Board Resolution (BR) with A/C opening & operating instruction |
| | | | Certificate of incorporation |
| | | | Latest form (xii) & (x) copy where applicable |
| | | | Valid Trade License copy. |
| | | Specific | Valid Export Registration Certificate (ERC) |
| | | requirment for | or |
| | | ERQ & EPZ | Valid BEPZA Permission copy for EPZ customers |
| | | | Department of Textile (DOT) license for buying house business |
| | | Specific | Membership certificate of Bangladesh Garment Buying House Association (BGBA)/Chamber of Commerce |
| | | requirment for ARQ | Customer attestation on Photocopy documents |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | | | Signature cards of Signatories |
| | | | Valid photo ID of all signatories, At least Five directors & beneficial owners with 20% or more ownership from EC & passport |
| | Branch/liaison/Repo/ project Office | | for foreign signatories. |
| | | | Individual Information Form for all signatories, directors and beneficial owners with 20% or more ownership |
| | | | (IIIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company |
| | | | secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business |
| | | | head's approval only.) |
| | | External | Two (2) copies of Passport size photographs of all signatories, At least Five directors and beneficial owners having 20% or |
| | | | more ownership |
| | | | Duly filled in & signed QA 22 form for all signatories |
| 13 | | | Entity FATCA Form (Attached with AOF) |
| | | | Photocopy of MOA & AOA (certified by notary public from the country of incorporation & counter certified by Bangladesh |
| | | | embassy domiciled in that country). |
| | | | Certificate of incorporation/registration(certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country). |
| | | | |
| | | | List of directors (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country). |
| | | | Board Resolution (BR) executed as per AOA with A/C opening & operating instruction (certified by notary public from the |
| | | | country of incorporation & counter certified by Bangladesh embassy domiciled in that country). |
| | | | BIDA approval for establishment of office in Bangladesh |
| | | | Work permit for resident foreign signatories |
| | | | A copy of E-tin certificate |
| | | | Ultimate Beneficial Owners Declaration (UBOD) or Document showing the Shareholding Structure |
| | | | Duly filled in Account Opening form. |
| | Mutual Fund | External | Trust deed copy (Registered) |
| | | | Trustee permission letter issued for Account opening and Signatory names with mode of operation (BGIC/ICB/Insurance |
| | | | companies etc.) Forwarding latter from the Asset Management Company |
| 14 | | | Forwarding letter from the Asset Management Company SEC Certificate for the Mutual Fund investment. |
| | | | Duly filled Individual Information Form for all signatories |
| | | | Company linear inaviaudi. Information Form for all signatories (IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company |
| | | | secretary may sign. Incase IIF/BO is signed by Trustee and they are not authorized signatories of the account, authorized |
| | | | signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| | | | 2 copies of photograph of the signatories |
| | | | Signature cards of Signatories NID Copy of signatories |
| | | | NID Copy of signatories Entity EATCA Form (Attached with ACE) |
| | | | Entity FATCA Form (Attached with AOF) |

| SL No. | Organization Type | Documents Type | Require Document List |
|--------|---|------------------------|---|
| | 3 // | ,,, | Customer attestation on Photocopy documents, |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | | | Signature cards |
| | | | Valid NID/passport copies as a photo ID of all signatories & At least 5 promoters (Directors) |
| | | | Individual Information Form for all signatories, At least Five Directors and BO from for Beneficial owners with 20% or more ownership |
| | | | (IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the |
| | | | account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business |
| | | | head's approval only.) Two (2) copies of Passport size photographs of all signatories & promoters (Directors) |
| 15 | Proposed NRTA Account | External | Valid Name Clearance Certificate copy |
| 10 | | EXIGINAL | Draft MOA & AOA signed by directors/signatories |
| | | | Board Resolution (BR) executed as per AOA with A/C opening, operating instruction by the Promotors |
| | | | Entity FATCA Form (Attached with AOF) Fund transfer request letter to permanent a/c once proposed a/c is closed and permanent a/c is opened |
| | | | Customer attestation on Photocopy documents, |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | ** Account should be Non Resident Scheme. ** Branch have to ensure no fund credited from local source as Cash or Cheque. |
| | | | Duly signed NID Verification copies of all signatories & directors if Bangladeshi Duly filled in account opening form. |
| | | | List of trustee's |
| | | | Trustees resolution to open and operation of the bank Account |
| | | | Registered Trust Deed & Trust Rules copy (For unregistered PF & GF accounts, business head's approval is required being the risk owner) |
| | Provident Fund/ | External | Signature cards of Signatories |
| | Gratuity Fund/ | | Valid NID copy as a photo ID of all signatories Individual Information Form for all signatories |
| 16 | Workers Participation Fund/ Workers | | Two (2) copies of Passport size photographs of all signatories |
| | welfare Fund/Trust Fund/other Funds | | Entity FATCA Form (Attached with AOF) |
| | Funa/orner Funas | | Other Than PF/GF/WPF/ WWF, If any fund account or any organization/ institution is governed by absolutely trust (eg. Sir Abed & foundation) in that case business/account services will approach to legal for further vetting from legal end. |
| | | | Proof of Submission of Return is mandatory |
| | | PSR | Customer attestation on Photocopy documents, (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | Special Foreign Currency Account (for Local Company) | External | Duly filled in account opening form. |
| | | | Signature cards of signatories |
| | | | Valid Trade License copy. Valid NID/Passport copies for all signatories, At least Five directors & beneficial owners with 20% or more ownership. |
| | | | Individual Information Form for all signatories, At least Five directors and beneficial owners with 20% or more ownership (IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| | | | Two (2) copies of Passport size photographs of all signatories, At least Five directors and beneficial owners having 20% or more ownership |
| | | | Entity FATCA Form (Attached with AOF) |
| 17 | | | Photocopy of MOA & AOA (certified by RJSC). Certificate of incorporation from RJSC(certified by RJSC) |
| 17 | | | Latest form (xii) & (x) copy where applicable |
| | | | Approval from Business specific license issued from concerned authority as per AMLD requirment |
| | | | Board Resolution (BR) with A/C opening & operating instruction |
| | | | Ultimate Beneficial Owners Declaration (UBOD) or Document showing the Shareholding Structure A copy of E-Tin (if available) |
| | | Specific Requirment | Approval from Bangladesh Bank |
| | | | Additional document to Obtain Approvach Bangladesh Bank for Approval: |
| | | | Customer Request letter for opening SFCY account, All supporting documents relevent to the probable transaction of the requested SFCY account |
| | | | > Updated Tax Return certificate |
| | | | Customer attestation on Photocopy documents, (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Internal account opening form signed by RM based on letter of intent |
| | | | Certificate of registration or certificate of incorporation |
| 18 | Exchange House (Foreign Company) | Internal/External | Letter of intent or copy of Board resolution with original ink signature, (Extraction of board resolution or MOA/AOA that confirms the individual(s), who signed the letter of intent has the authority to sign the document and establish relationship with the bank) |
| | | | Memorandum of Association or Article of Association/Constitution |

| For obstanting Divillowand members, any of the following can be collected: I) Use of calles bood members and opinion by the photopoles of profes Dis or for one whateholding disector (including nominicated disectors) to be collected. If in coale, the enthysis a publishy based company, only Charmans/MCPC to soble collected. If in coale, the enthysis a publishy based company, only Charmans/MCPC to soble collected. If in coale, the enthysis a publishy based company, only Charmans/MCPC to soble collected. If in coale, the enthysis a publishy based company, only Charmans/MCPC to the observed how 3 years financial, publishy based and increased and the coale of the coale of the publishy based may be company. Described the coale of the 3 years from the called on publishy to the coale of the | SL No. | Organization Type | Documents Type | Require Document List |
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| 19 Dut of Islaid Bood manufacture and page 12 bood manufacture and security discloser jercusting nominicated disclosers has to be additional, all characters and beautiful and beautiful and the page 18 bood manufacture and page 18 bood manufacture a | JE NO. | organization type | Documents type | |
| Behavior Foundation Found | | | | |
| Part | | | | |
| Value Part | | | | |
| and 13 years audited intercept interferents. For new exchange companies was does not have 3 years franceable, page-top francision of next 25 years from the exchange companies can be obtained. Signed agreement copy. Order type (filter up AML/RC) (print or Wildfare) quaetimente. Water from the 18 egisted and wind up 15 realized Board Members) Account opening received through SMF7 (internal Board Members) Amendment on Order (incursion on MANACAM and the coloring the Internal Board Interna | | | | iii) In case, the entity is a publicly listed company, only Chairman/MD/CFO has to be collected. |
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| Copy of Banking/FI License (certified by notary public from the country of incorporation & counter certified by Bangle embassy domiciled in that country) Vostro Account Vostro Account [International External | | | | Certificate of incorporation (certified by notary public from the country of incorporation & counter certified by Bangladest embassy domiciled in that country) |
| embassy domiciled in that country) Vostro Account Vostro Account (International External External embassy domiciled in that country) embassy domiciled in that country) Board Resolution (BR) with A/C opening & operating instruction or Power of Attorney (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country)/ Borad Resolution | | | | |
| Vostro Account Vostro Account International External Nostro Account External Board Resolution (BR) with A/C opening & operating instruction or Power of Attorney (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country)/ Borad Resolution | | | | |
| 21 (International External the country of incorporation & counter certified by Bangladesh embassy domiciled in that country)/ Borad Resolution | | | | |
| | | | | |
| parity 1) Tecetived it illought own 1 | | | | received through SWFT |
| FATCA Form | | | | FATCA Form |
| Valid Photo ID copies for all signatories/directors/beneficial owners with 20% or more ownership. | | | | |
| Individual Information Form with photograph for all signatories, directors and beneficial owners with 20% or more | | | | |
| ownership | | | | · · |
| (IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the | | | | (III- to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the |
| account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business | | | | account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business |
| head's approval only.) | | | | head's approval only.) |

| SL No. | Organization Type | Documents Type | Require Document List |
|--------|--|----------------|---|
| JL NO. | Organization type | Documents type | List of Directors (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country)/ Director list Received through SWIFT |
| | | | Ultimate Beneficial Owners Declaration (UBOD) or Document showing the Shareholding Structure |
| | | | Customer attestation on Photocopy documents, (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | | | Signature cards of Signatories Valid Passport copy for Foreigners or NID copy of all signatories, At least Five directors & beneficial owners with 20% or more ownership. |
| | | | Individual Information Form for all signatories, At least Five directors and beneficial owners with 20% or more ownership (IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| | | | Two (2) copies of Passport size photographs of all signatories, At least Five directors and beneficial owners having 20% or more ownership |
| | | | Duly filled in & signed QA-22 form for all signatories |
| | | | Entity FATCA Form (Attached with AOF) |
| | | External | Photocopy of MOA & AOA (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country). |
| 22 | Airlines/ Shipping Lines (Foreign Entity) | | Certificate of incorporation/registration(certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country). |
| | | | List of directors (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country). |
| | | | Board Resolution (BR) executed as per AOA with A/C opening & operating instruction (certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country). |
| | | | BIDA approval for establishment of office in Bangladesh |
| | | | Work permit for resident foreign signatories |
| | | | Copy of Airline registration certificate from Civil Aviation Authority of Bangladesh (CAAB) or |
| | | | Copy of Certificate of Registration of a Bangladesh ship from the Director General of Shipping (under Ministry of Shipping) |
| | | | A copy of E-tin certificate (if available) |
| | | Note | If STD/ Interest bearing account is opened then a Non-Convertible Taka Account needs to be opened too. The interest amount generated in Account should be of credited to a Non-Convertible Taka Account (Account services Origination will ensure this through system maintenance during Account opening) |
| | | | Customer attestation on Photocopy documents, (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | Trust cum Settlement Account (TCSA) | | Duly filled in account opening form. |
| | | External | Signature cards of Signatories Valid Trade License copy. |
| | | | Valid NID/ Passport copies for all Signatories, At least Five Directors and Beneficial owners with 20% or more ownership. |
| | | | Individual Information Form for all signatories, At least Five Directors and BO from for Beneficial owners with 20% or more |
| | | | ownership (BO Form/IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with |
| | | | business head's approval only.) Two (2) copies of Passport size photographs of all Signatories, At least Five Directors and Beneficial owners having 20% or |
| | | | more ownership |
| | | | Entity FATCA Form (Attached with AOF) Photocopy of MOA & AOA (certified by RJSC). |
| | | | Certificate of incorporation from RJSC(certified by RJSC) |
| | | | Latest form (xii) & (x) copy where applicable |
| 23 | | | Approval from concerned authority (if required) |
| | | | Board Resolution (BR) with A/C opening & operating instruction |
| | | | Ultimate Beneficial Owners Declaration (UBOD) or Document showing the Shareholding Structure A copy of E-Tin (if available) |
| | | | For PSO/PSO Obtaining client declaration Form #2 |
| | | | Approval License Issued by Bangladesh Bank for Mobile Financial Services (MFS), Payment Service Provider (PSP), Payment System Operator (PSO) |
| | | | Valid agreement copy between the Trust Cum Settlement Bank and the Trustee mentioning operational procedures of the account along with the roles and responsibilities of each party. |
| | | | Bangladesh Bank approval copy |
| | | | ** The title of the account shall include "Trust Cum Settlement Account (TCSA)" ***In case of account shall include "Trust Cum Settlement Accounts in the same bank the Trustee and the Rank shall inform |
| | | | ***In case of opening multiple Trust Cum Settlement Accounts in the same bank, the Trustee and the Bank shall inform Bangladesh Bank within 15 days of opening the subsequent Trust Cum Settlement Account(s). **No Cheque Book will be issued |
| | | | Customer attestation on all Photocopy documents, |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |

| SL No. | Organization Type | Documents Type | Require Document List |
|--------|---|---------------------------------------|--|
| OL NO. | Organization type | Bootiments type | Duly filled in account opening form. |
| | | | Copy of Work Order from Govt. Authority, |
| | | | Board Resolution or Power of attorney from each respective firms who is authorized to represent, sign documents, |
| | | | contracts/agreements, MoU |
| | | | MOU between Joint Venture participant organization's (Joint Venture Deed) |
| | | | Board Resolution from Joint Venture (as per MOU) to open, operate, change, update signatory/account operation (Limited Company) |
| | | | Signature cards |
| | | | Individual Information Form for all signatories and controlling person of J.V |
| | | | (IIF to be signed by any one authorized signatory who has authority to operate the account. RM/BM can sign the IIF on |
| | | | exceptional basis with business head's approval only.) Two (2) copies of Passport size photographs of all signatories and controlling person of J.V |
| | | | Valid Passport copy for Foreigners or NID copy of all signatories and controlling person of J.V |
| | | | Work permit for resident foreign signatories |
| | JV/ Joint Venture | | FATCA form required for J.V |
| 24 | Contracting Firms | External | Constitutive Documents Required from Involved Entities |
| | | | Certificate of Incorporation (For Foreign Entity-certified by notary public from the country of incorporation & counter |
| | | | certified by Bangladesh embassy domiciled in that country). Trade License copy for Local Entity |
| | | | MOA & AOA/By-Laws/Constitution Document (For Foreign Entity-certified by notary public from the country of incorporation |
| | | | & counter certified by Bangladesh embassy domiciled in that country). |
| | | | List of Directors or Form XII (For Foreign Entity-certified by notary public from the country of incorporation & counter |
| | | | certified by Bangladesh embassy domiciled in that country) |
| | | | List of Shareholders (Limited Company) or Schedule X BIDA approval for establishment of J.V in Bangladesh |
| | | | NOC is required from existing AD Bank to change of local currency accounts or open and operate one or more local |
| | | | currency accounts |
| | | | A copy of E-tin certificate |
| | | | Customer attestation on Photocopy documents, |
| | | | (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | | | Duly filled in account opening form. |
| | | | Signature cards |
| | | | Valid photo ID of all signatories, At least Five directors & beneficial owners with 20% or more |
| | | | Individual Information Form for all signatories, directors and beneficial owners with 20% or more ownership |
| | NITA (Institutional) | External | [(IF to be signed by any one authorized signatory who has authority to operate the account.) |
| | | | Two (2) copies of Passport size photographs of all signatories, At least Five directors and beneficial owners having 20% or more ownership |
| | | | Photocopy of Memorandum (MOA) & Articles of Association (AOA) (Document produced outside of bangladesh must be |
| | | | authenticated as per process mentioned below). |
| | | | Certificate of incorporation/registration (Document produced outside of bangladesh must be authenticated as per process mentioned below). |
| | | | |
| | | | List of directors (Document produced outside of bangladesh must be authenticated as per process mentioned below). |
| | | | Board Resolution (BR) executed as per AOA with A/C opening & operating instruction (Document produced outside of |
| | | | bangladesh must be authenticated as per process mentioned below). |
| | | | Entity FATCA Form (Attached with AOF) |
| 25 | | Document Authentication process | Alternative 1 • All copy documents (identity, income & address proof documents) notarized |
| 20 | | | Getting a certificate from a commercial bank containing investor's name, bank account number, passport number, |
| | | | and signature of the investor along with authorizing bank personnel's work email address and phone number for cross verification purpose (BRAC Bank will sent an email to the issuer seeking validation); or, the bank certifying person can |
| | | | send an email to custodialservices@bracbank.com from his/her work email address attaching the certificate issued. |
| | | | All such documents will be submitted without requiring any "original seen" signature from RMs Accounts (FCY, NITA, BO) will be opened for relevant transactions |
| | | | Atternative 2 [Another Agreed Atternative to the Existing Process]: |
| | | | All copy documents (identity, income & address proof documents) notarized |
| | | | All such documents will be submitted without requiring any "original seen" signature from RMs Accounts (FCY, NITA, BO) will be opened but will be kept "inoperative" until a remittance is received with account |
| | | | holder's passport number in the SWIFT message accompanying the remitted amount (in the place of ordering |
| | | | customers details) • A copy of swift message to be shared with account services team by remittance team and account services shall |
| | | | check passport number mentioned in ordering customers details and if matched, mark the account operative and |
| | | | inform remittance team to credit the fund. Incase passport number is mentioned in 70 fields or passport number does not match, account service shall inform transaction banking team about it. |
| | | | Alternative 3 [The Existing Process]: |
| | | | All copy documents (identity, income & address proof documents) notarized & consularized from the High Commissions or Embassios or copy lar offices of Rappladosh |
| | | | Commissions or, Embassies or, consular offices of Bangladesh • All such documents will be submitted without requiring any "original seen" signature from RMs |
| | | | Accounts (FCY, NITA, BO) will be opened for relevant transactions |
| | | | Duly filled in account opening form. |
| | E-Commerce, Online Retailer, PSP, PSO | External | Signature cards of Signatories |
| 26 | | | Valid Trade License copy. |
| | | | Valid NID/ Passport copies for all Signatories, At least Five Directors (including nominated directors) and Beneficial owners |
| |] | | with 20% or more ownership. |

| SL No. | Organization Type | Documents Type | Require Document List |
|--------|----------------------|---|--|
| | | | Individual Information Form for all signatories, At least Five Directors (including nominated directors) and BO from for Beneficial owners with 20% or more ownership (BO Form/IIF to be signed by any one authorized signatory who has authority to operate the account. Alternatively company secretary may sign. Incase IIF/BO is signed by directors or shareholders and they are not authorized signatories of the account, authorized signatories will need to sign in parallel. RM/BM can sign the IIF on exceptional basis with business head's approval only.) |
| | | | Two (2) copies of Passport size photographs of all Signatories, At least Five Directors and Beneficial owners having 20% or more ownership |
| | | | Entity FATCA Form (Attached with AOF) |
| | | | Photocopy of MOA & AOA (certified by RJSC). |
| | | | Certificate of incorporation from RJSC(certified by RJSC) |
| | | | Latest form (xii) & (x) copy where applicable |
| | | | Approval from concerned authority (if required) |
| | | | Board Resolution (BR) with A/C opening & operating instruction |
| | | | Ultimate Beneficial Owners Declaration (UBOD) or Document showing the Shareholding Structure |
| | | | A copy of E-Tin (if available) |
| | Space | Specific Document requirement based on customer | Approval License Issued by Bangladesh Bank for Mobile Financial Services (MFS) , Payment Service Provider (PSP), Payment System Operator (PSO) |
| | | | Client Declaration Form (E-commerce entity - Online Retailer / Online Marketplace) (Annuxure-1) |
| | | | Client Declaration Form (PSP/PSO) (Annuxure-2) |
| | | | Customer attestation on all Photocopy documents (RM may attest all Constitutive documents on behalf of customer with affix seal/ writing "Original Seen" incase customer is reluctant to sign) |
| | Legal Name Change | External | Required Document list- Entity |
| | | | Dully Signed Request letter on Company Latter Head |
| | | | Dully Signed Resolution |
| | | | RJSC Certified Amended MOA & AOA |
| 27 | | | RJSC Certified Certificate of Name change |
| | | | Updated Trade License, From XII, Schedule-X |
| | | | Name Change Reporting Documents/Approval in Appropriate Authority (if applicable) |
| | | | If the constitutive documents are generated from outside of Bangladesh; Docs should be certified by notary public from the country of incorporation & counter certified by Bangladesh embassy domiciled in that country |