

# Account Opening Application Form

FDR/Savings Scheme/Special Scheme Account

Branch/Sub-Branch Name

:

Account Name

:

Account Number

:

Unique Customer Code

:

SBS Code

:

SME Code

:

## Required Documents to Open Account

### General Requirement:

- Duly filled up Account Opening Form as applicable.
- Supporting documents for income source matched with occupation /nature of business.
- For verification original document must be presented to Bank.

### Individual Account:

- 2 Passport size photographs of the applicant (s) duly attested by the introducer (where applicable).
- NID/ Passport /Registered Birth Registration Certificate (with attested photo if not registered).
- 1 Passport size photographs of Nominee duly attested by the A/C Holder.
- Nominee's NID/Passport /Registered Birth Registration Certificate (with attested photo if not registered).
- Proof of Address: Electricity Bill /WASA Bill /Gas Bill / BTCL /Holding Tax receipt from City Corporation or Municipality.
- Up to date E-TIN Certificate (if applicable).
- Service ID Card/ Business Trade license/Pension Book/House Rent Agreement.
- For student/housewife's account/unemployed person: Service ID/ Trade License/ Pension Book/proof of House Rent of the beneficial owner.

### Additional documents for NRB Customer:

- Passport with valid VISA / work permit (for foreign passport customer needs to submit "No Visa required for Bangladesh" page of passport)
- Proof of Employment/Pay slip/employment certificate/agreement.
- Documents must in English.
- Any document sent from abroad by customer must be ventied and attested by any reputed International Bank/Notary Public/Bangladesh High Commission or Consulate Generals' Office.

### Proprietorship Account

- 2 copy Passport size photographs duly attested by the introducer (where applicable).
- NID/Passport/Registered Birth Registration Certificate (with attested photo if not registered) of the proprietor.
- Up-to-date Trade License, E- TIN & VAT Certificate.
- Proof of address verification-Electricity Bill / WASA Bill /Gas Bill / BTCL / CPV report/Holding Tax receipt from City Corporation or Municipality (in the name of proprietor/organization)
- Relevant ministry/authority pemission depending on Business nature.

### Partnership Firm/ Concern

- All partners - NID/Passport Registered Birth Registration Certificate (with attested photo if not registered)
- Certified copy of partnership deed [if registered with RJSC]/notarized copy of partnership deed [if not registered].
- Extract of resolution of the partners meeting mentioning the opening of account and signatories thereof.
- List of Partners with photo, adaaress and signature of each partner.
- Up-to-date Trade license.
- TIN & VAT Certificate of the Firm.
- Proof of address verification - Electricity Bill / WASA Bill / Gas Bill / BTCL / CPV report/ Holding Tax receipt from City Corporation or Municipality (in the name of organization)

### Private / Public Limited Company Account

- Memorandum and Article of Association of the Company.
- Resolution/ meeting minutes for opening of account and its operation instruction.
- Form XII duly certified by RJSC
- Fom X [shareholding structure]
- Certificate of Commencement of Business (For public limited company)
- Certificate of Incorporation
- Up-to-date Trade License and membership of any trade body.

- VAT Certificate.
- TIN of the company as well as each director and operator/ signatory of the account.
- Export/ Import License where the company is engaged in international trade.
- Proof of address verification- Electricity Bill/WASA Bill /Gas Bill / BTCL / CPV report of the company.
- List of Directors on the Company's Letter Head Pad.
- 2 copy Passport size photographs of all the Directors & signatory.
- NID/Passport/Registered Birth Registration (with attested photo if not registered) of the director/operator.
- Work permit/Valid visa for foreign signatory, if stay in Bangladesh.
- Duly signed QA 22 Form for foreign signatory of foreign registered company.

### Joint Venture Company (Local & Foreign)

- JV Agreement among the parties.
- Resolution / meeting minutes for opening of account and its operation instruction.
- Memorandum & Aticles of Association of each company.
- Cetificate of Incorporation of each company.
- List of Directors (Form XII) of each company.
- Shareholding position of the directors Fom X) of each company.
- Related Ministry permission.
- BOI/BEPZA permission (in case of foreign counter part)
- Power of Attorney of the signatories (where applicable).
- Up-to-date Trade License. E-TIN and VAT certificate of the company.
- Duly signed QA 22 Form for foreign signatory of foreign registered company.
- 2 passport size photographs of each Director and signatory.
- NID/Passport/Registered Birth Registration (with attested photo if not registered) of the directors/operators.

### Club/Societies/Association Account NGO/Educational Institute/Trust

- Registration Certificate/permission issued by relevant authority.
- Constitution / Bye-laws Trust Deed.
- Resolution/ meeting minutes for opening of account and its operation instruction.
- 2 copy Passport size photographs of all the Members & signatory.
- NID/Passport / Registered Birth Registration Certificate (with attested photo if not registered).
- List of the Members of the Government body/ Executive Committee with full information.
- Proof of address verification-Electricity Bill / WASA Bill /Gas Bill / BTCL / CPV report/ Holding Tax receipt from City Corporation or Municipality.
- Work permit/Valid visa for foreign signatory, if stay in Bangladesh.
- Duly signed QA 22 Form for foreign signatory of foreign registered company.

### Government Institute / Local Authorities / Municipal Corporations etc.

- Permission from respective authority.
- Resolution/ meeting minutes for opening of account and its operation instruction.
- Official forwarding for opening of the account.
- 2 copy Passport size photographs of all the Members & signatory.
- NID/Passport/Registered Birth Registration Certificate (with attested photo if not registered)
- Tax exemption certificate, if any.



## Part - II : Information Related to Organization

- Name of the Organization (In English Block Letter): .....  
প্রতিষ্ঠানের নাম (বাংলায়): .....
- Trade License No.: ..... Date : ..... Issuing Authority.....
- Registration No.:..... Date : ..... Registration Authority and Country .....  
Registered Address.....
- VAT Registration Number / BIN:.....
- Tax Identification Number (TIN), (if applicable) .....
- Address of Business Place/Office .....
- Type of Organization/Institution (Mark Tick):  
 Proprietorship  Partnership  Joint Venture  Private Ltd.  Public Ltd.  
 Trust  NGO/NPO  Club/Society  Educational Institution  Religious Institution  
 Others (Please specify).....
- Type of Business:  Trading  Service  Manufacturing  
 Others (Please specify).....
- Nature of Business (Detailed) .....
- Yearly Turnover .....

## Part - III: Information Related to Person <sup>1</sup>

- A/C No. : .....
- Name of the Account Holder (In English Block Letter): ..... (For Bank's Use Only)  
হিসাবধারীর নাম (বাংলায়): .....
  - Date of Birth: .....
  - Father's Name: .....
  - Mother's Name: .....
  - Name of Spouse: .....
  - Nationality: ..... 7. Gender: .....
  - (In case of foreign citizen, copy of passport with Valid VISA must be obtained)
  - Resident Status (Mark Tick):  Resident  Non-Resident  
(If needed, instructions of Bank's Guidelines for Foreign Exchange Transaction should be followed)
  - Occupation (Detailed): ..... 10. Monthly Income:.....
  - Source of Fund (Detailed): .....
  - Tax Identification No. (TIN) If applicable: .....
  - a) Present Address: Road/Village: ..... Post Office: .....  
Police Station: ..... District: .....
  - b) Permanent Address: Road/Village: ..... Post Office: .....  
Police Station: ..... District: .....
  - Phone/Mobile: ..... e-mail : .....
  - Identification:  
a) National ID Card No. : ..... OR  
b) Passport No./ Birth Registration No./ Others / To be mentioned specifically:.....
  - Introducer's Information: In case of unavailability of NID  
a) Name: ..... b) Account / National ID Card No. (with date of birth) .....  
Signature (with date): .....
  - Guardianship (Applicable for Minor Account):  
I, the undersigned, as legal guardian of the following account holder, hereby declare that the account holder is minor. Necessary information about him/her has been furnished in this account opening form. Until the account holder attains adulthood or I declare subsequently, the account shall continue to be operated by my signature as guardian (guardian means father or mother or legal guardian)  
a) Name of Guardian: ..... Relationship with Minor: .....

1. In case of more than one account holder and minor account holder, personal information of each account holder and guardian (Father/Mother/ Legal Guardian) is to be provided in the part-III separately or to be attached as annexure of part-III.

**Part - IV: Information Regarding Nominee <sup>2</sup>**

**1. Information Regarding Nominee:**

**A/C No. :** .....

(For Bank's Use Only)

I/We nominate the following person(s) to receive/draw the balance held in my/our account after my / our death.I/We retain the right to cancel or change this nomination at any time. I/We hereby accord my/our consent that as per my/our instruction, bank will pay and after making payment, it will be considered that deposit related all liabilities are paid.

a) Name of the Nominee & Date of Birth: .....

b) Address: .....

c) Share of the Nominee: .....

d) Relationship with Account Holder: .....

e) Identity of the Nominee: National ID Card/ Passport No./ Birth Registration No./ Others)

(To be mentioned specifically) .....

Nominee's  
Photo  
attested by  
A/C holder

2. In the event that nominee remain(s) a minor at the time of account holder's death, as per article 103(2) of Bank Company Act, 1991- the following person is authorized to receive / the amount of deposits:

a) Name: .....

b) Parmanent Address: .....

c) Identity: National ID Card / Passport No. / Birth Registration No. / Others (To be mentioned specifically):

d) Relationship with Nominee: .....

**Foreign Account Tax Compliance Act (FATCA):**

Are you a US Citizen/Green Card Holder/Resident/Entity?  Yes  No

Have you granted Power of Attorney to some who is a US person?  Yes  No

Have you stayed in US for 183 days during 3-year period including present year?  Yes  No

Do you receive payments sources from USA? (Interest, Dividend, Rent, Payment for services (salaries) and any other Fixed Determinable Annual Periodical (FDAP) income.  Yes  No

**If Yes**, please provide US TIN No. or IRS Forms: W9/W8/W-8BEN/W-8EXP/W-8ECI. Forms may be collected from us or from web<[www.irs.gov/pub/irs-pdf/](http://www.irs.gov/pub/irs-pdf/).....>

US TIN .....

Social Security No./Green Card No. ....

2. In case of more than one nominee, personal information of each nominee is to be provided in the part-IV separately or to be attached as annexure of part-IV.

**SIGNATURE OF THE ACCOUNT HOLDER/OPERATOR(S)<sup>3</sup> WITH NAME, DESIGNATION AND DATE**

A/C. Name \_\_\_\_\_ A/C. No. \_\_\_\_\_

I/We consciously declare that the information provided above is true. I/we will provide any other additional information/documents as per requirement of the bank.

Mode of Operation of A/C:  Singly  Jointly  Any one  Either or Survivor  
 Others/Special Instructions (Please specify in this Box)

Special Instruction (if any) .....

Signature(s) Admitted/Verified by	1 <sup>st</sup> Applicant Please affix here a recent Passport size photograph	2 <sup>nd</sup> Applicant Please affix here a recent Passport size photograph	3 <sup>rd</sup> Applicant Please affix here a recent Passport size photograph
	Signature	Signature	Signature
	Signature	Signature	Signature
	Date _____	Date _____	Date _____
	Name _____	Name _____	Name _____
	Mobile _____	Mobile _____	Mobile _____

**FOR BANK USE ONLY**

**Remarks:** \_\_\_\_\_ Date:.....

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Signature of Account Opening Officer With Name, Seal & Date	Signature of BOM With Name, Seal & Date	Signature of Approving Officer Chief Manager/Manager with Name Seal & Date
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## Terms & Conditions

1. Original/ Duplicate Receipt (duly discharged by the applicant) is required to place to encash FDR. No cheques or drafts can be drawn on the account.
2. The deposit receipt is not transferrable except to Trust Bank PLC.
3. The bank is not responsible for any loss or damage to funds deposited with them due to any government order, law, levy, tax, embargo, restriction or any other cause beyond its control.
4. Funds covered by this deposit receipt are payable in accordance with the laws and regulations prevailing at the time of maturity/ withdrawal or repayment.
5. No interest shall be paid if the deposit is encashed before 01(One) month from the date of account opening/renew.
6. The interest on the deposit shall be calculated at prevailing savings rate or as determined by the bank authority in case of premature encashment.

### **7. Bank's Right:**

Bank reserves the right to realize charges from any account as per prevailing norms of the bank. Bank is authorized to realize Excise Duty, Income Tax etc., as per government instruction. The bank may without notice combine or consolidate account(s) with any liabilities to the bank and set-off or transfer any sum(s) standing to the credit of such accounts or any other suit(s) owing to the customer from the bank in or towards satisfaction or the customer's liabilities to the bank on any other respect whether such liabilities be actual or contingent, primary or collateral and several or joint.

### **8. Money Laundering Prevention ACT, 2012**

I/We declare that I/We are fully aware of the Money Laundering Prevention ACT, 2012 and I/We shall not commit any act/ transaction in contravention of the provisions of the ordinance, which may be required by the bank from time to time.

### **9. Confidentiality and Disclosure of Information**

Whilst the bank maintains strict confidentiality in all matters relating to my/our account(s) and business, I/we hereby authorize the bank (and/or/any of its officers or employees) to disclose any information concerning me, my/our business to any regulatory authority (Bangladesh Bank, National Board of Revenue, Anti-Corruption Commission etc), supervisory, governmental or semi-governmental authority.

### **For Others Savings / Special Deposit Scheme:**

1. The interest of other scheme, the terms and conditions as mentioned in the Product Program Guideline (PPG) and its amendment from time to time will be applicable.

**Signature of the Account Holder(s)<sup>3</sup> with Name, Designation and Date**

1. .... 2. .... 3. .... 4. ....

 TrustBankPLCBD |  16201



**Trust Bank PLC.**  
*A Bank for Financial Inclusion*

**ট্রাস্ট ব্যাংক পিএলসি.**  
*সবসময়, সবখানে, সবার জন্য*

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