# **ACCOUNT OPENING FORM**

Customer's Name	: [						
Customer ID	:[						
Account Number	: [		U				
Branch Name	: [						



Real Time Online Banking Any Time Any Branch



	Standard Bank Limited setting a new standard in banking						
	Account Opening Form						
General Instructions <ul> <li>a) Please use capital letters.</li> <li>b) Tick the appropriate options.</li> <li>c) Use Official seal if required.</li> </ul>	Date:       D       M       M       Y       Y       Y         The Manager       Standard Bank Limited       Recent passport size photographs of the First/Second/Third/Fourth Applicant duly attested by the Introducer       Recent passport size photographs of the First/Second/Third/Fourth Applicant duly attested by the Introducer						
	Please open an account as detailed below:						
PLEASE TELL US WHY YO	Decide to open an account with the standard bank Limited         Recommended by Family/ Friends         Family has always Banked with SBL         Dissatisfaction with Previous Bank         Employer's Bank for Salary Payment         Other Reasons						
Dear Sir/Madam, I/We apply to open account in your Bank.I/We have read, und amendment there to for the co	your Bank in the name mentioned hereunder. I/We agree to provide any information/document requested by erstood and do agree to comply with your Rules & Regulations governing the deposit accounts in force and any onduct of such account.						
Customer Name							
Customer ID							
Account Number	(Fields written with RED Ink are to be filled by the Bank)						
Full Name of the Account							
Type of Account (Tick th	e Appropriate Options)						
Customer Classification Nature of the Account to be opened Currency Currency of Account Operation Initial Deposit :	Savings       Current       STD       RFCD       NFCD       FC       If others, please specify         Individual       Joint       Proprietorship       Partnerrship       Private Ltd.       If others, please specify         Public Ltd.       Club       Society       Trustee       Association Account       If others, please specify         School/College/University/Madrasa       NGO       Government       If others, please specify         BDT       USD       GBP       EURO       YEN       If others, please specify         Tk.       If others, please specify       If others, please specify       If others, please specify						
Mode of Payment	Tk. In words       Currency         In words       Tk.         Cheque       Cheque         Cheque No.       Drawn on         Bank Name       Br. Name         Transfer from my/our SBL Account No.       Image: SBL Account No.						
Previous Account Informatio	n of others Bank						
Details of others Bank used	Bank Name:    Branch Name:      Type of Account:    Deposit Account      Deposit Account:    Branch Name:      Bank Name:    Branch Name:      Type of Account:    Deposit Account      Bank Name:    Branch Name:						
	Type of Account: Deposit Account Deposit Accou						

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	<b>CUSTOMER INFORMATION DETAILS</b> (In compliance with Bangladesh Bank Rules and Regulations) (Separate Customer Information Details Form for each customer to be filled in and be attached with main part of the AOF)					
Relation with Account Ho	Ider (Tick the Appropriate Options)					
Second Applicant	Chairman       Managing Director       Nominee         Director       Attorney Holder       Guarantor         Shareholder       Guardian       Mandatee         Signatories       Minors       Others					
Customer ID						
Account Number						
Customer's Name						
Father's Name						
Mother's Name						
Spouse Name						
Date of Birth	Religion					
Sex (Tick the Options)	🗖 Male 🗖 Female					
Marital Status	Single Married Widow Divorced/Separated					
Education	Primary Secondary Graduate Post Graduate					
Occupation (with Designation)	Nationality					
Personal Income (Gross Monthly in Tk.)	Monthly Income Monthly Expense Surplus Income					
Household Income (Gross Monthly in Tk.)	Monthly Income Monthly Expense Surplus Income					
Car Ownership						
National/Voter ID No.						
Passport Number (if any)	Valid upto					
TIN No. (if any)						
<b>Driving License No.</b> (if any)	Valid upto					
Residence Status (Tick the appropriate options)	<ul> <li>Rented Accommodation</li> <li>Own House</li> <li>Living with Parents/Relatives</li> <li>Others</li> </ul>					
Present Address (Residence)						
Mailing Address						
Permanent Address						
Credit Card Information/	<ul> <li>Credit Card User</li> <li>Debit Card User</li> <li>Local</li> <li>International</li> <li>Issuing organization and Card No. (if multiple Card user, please specify):</li> </ul>					
Debit Card Information	01					
	03. 04.					
Cummunication	Telephone         Office         Residence					
	E-mail Fax					
Official Round Seal)	Mobile					
Signature & Date of the /	Applicant(s)					

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Nominee's Information	(Vide Section 103 of the Bank Companies	Act 1991):					
Nominee (1)	I/We do hereby declare the following nominaccount in the event of my/our death.	ee to withdraw the entire money in the above					
In the event of my/our death,	Customer ID						
the Nominee for this Account	Name						
is (Name):	Father's Name						
	Mother's Name						
December of the second size	Address						
Recent passport size photographs of the							
Nominee attested by the Applicant(s)	National ID	Date of Birth					
by the Applicant(5)	Relationship	Phone/Mobile					
	Percentage of share (%)	Occupation					
	Signature & Date of the Nominee						
If the Nominee is Minor	Name of Legal Guardian						
	Relationship with Nominee						
	Signature of the Guardian						
	After death of account holder, Bank will pay the Bala Nominee does not attain maturity.	ance amount to the legal Guardian of the Nominee if the					
Nominee (2)							
	account in the event of my/our death.	ee to withdraw the entire money in the above					
	Customer ID						
	Name						
Recent passport size	Father's Name						
photographs of the Nominee attested	Mother's Name						
by the Applicant(s)	Address						
	National ID	Date of Birth					
	Relationship	Phone/Mobile					
	Percentage of share (%)	Occupation					
	Signature & Date of the Nominee						
If the Nominee is Minor	Name of Legal Guardian						
	Relationship with Nominee						
	Signature of the Guardian	unce an event to the local Quantian of the Newsince if the					
	Nominee does not attain maturity.	ance amount to the legal Guardian of the Nominee if the					
Incase of One or More Mino	r Account Holder(s)						
In the event the Nominee	I, the legal guardian of the mentioned account hold	der hereby declare that the account holder is a Minor,					
so authorised remains	His/her necessary information is given in the Annexed Form. The account will be operated under my signature as legal guardian until or unless the account holder matures or further declaration given by me						
my/our death, the legal Guardian is	Name of Account Holder (Minor)						
	Date of Birth						
Minor's Parent, Legal Guardian, Relation and other details:	Name of Guardian (s)						
	Relationship with Minor						
	Signature of the Guardian						

"Both the Minor and legal Guardian must fill the "Customer information Details Form" and both the Forms to be signed by the legal Guardian.)

Information for Compa	ny/Institutions Account (As per Board Resolution for Company/Institutions Account) of
Name of the company/Institutions	
Name of the Authorized Person(s)	Designation
Names & Addressess of Partners, Shareholders, Directors & Joint	Designation
Applicants. In necessary additional Papers may be used to accommodate	Designation
the full details of the customers : Office/Business/Registered Address	
Factory/Industrial Address	
Registration Details:	Registration No. Registration Date
	Registration Place (Country)
Type of Company :	Domestic Joint Venture Foreigner
Nature of Business	
Trade License No.	
	Date of Issue   Valid upto
VAT Registration No.	Date of Issue Valid upto
TAX Reference :	
For individual, firm or Company	
	Circle Tax Zone Tax Zone
Information for Foreign C In necessary additional papers	Full Name (F)
may be used to accommodate the full details of the	Father's / Husband Name
customers.	Mother's Name
	Occupation Permanant Address
	Present Address (Foreign)
	Proposed Minimum Balance
Introductory Ref. :	Name
	Passport NO.  Date of Issue  Issued at    Valid Upto  Occupation
	Valid Upto     Occupation       Address     Occupation
	Account No.
Statement Frequency : All statements to be sent to the	
Mailing address mentioned above unless otherwise instructed. Charges to be realised as per Bank's schedule of charges.	Statement required at following frequency :         Daily       Weekly       Monthly       Quarterly       Half Yearly       Yearly
Special Instruction:	Transaction Allowed Debit Credit Doth
	Special Account     Yes     No       Special Interest Rate     Yes     No
	Non Interest A/C Yes No

TRANSACTION PROFILE FORM (The Money Laundering Prevention Ordinance, 2008)								
	(TO BE FILLED BY THE CUSTOMER'S)							
Title of Account								
Type of Account								
Account or Reg. No.								
	NATURE OF VOLUME OF TRANSACTIONS (MONTHLY)							
Type of Trans	action	No. of Transaction (Monthly)	Maximum Transaction Amount (per transaction)	Total Amount (Monthly)				
DEPOSIT	s							
Cash Deposit (with Onlin	е)							
Deposit through / Transfe	r / Instrument / EFT							
Foreign Remittance Dep	osit							
Export Revenue								
Others (Please Specify):								
			Total Deposits (Approx.)					
WITHDRAW	IALS							
Cash Withdrawal (with O	nline / ATM)							
Payment through Transfe	er / Instrument / EFT							
Foreign Remittance With	drawal							
Import Payment Settleme	ent							
Others (Please Specify):								
		1	Fotal Withdrawals (Approx.)					
Source of Transacted Funds								
Customer's Declaration			hat this transactions truly re					
	transactional activitie	es in my/our account	/ business. I/We also confi					
	transaction profile, if	necessary, from time to	o time	1				
Full Name		Full Na	ame					
Designation		Design	ation					
Signature & Date		Signature	& Date					

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Declaration of Account	t Holder(s):	
Statement by the customer regarding the Banking facilities and acceptance of the terms and conditions of Standard Bank Limited.	me/us are true and I/We am/are not barred from a ware of the rules of opening and operation of th the Rules and Regulations of Standard Bank Lin I/We disclose the information relating to the Tra account-which is required as per instructions of Bank to furnish the information supplied by me. Bangladesh Bank's instruction. If the transaction genuine of increase/decrease of my/our income and signed. I/We further declare that I/We shall solely be re consequences arising there from. <b>Declaration for FC Account</b> : I/We also solemn from time to time and that I/We declare that I/W	nsaction Profile in the "Transaction Profile" form of Standard Bank Limited related to this Bangladesh Bank under Money Laundering Prevention Act 2008. I/We also authorize the /us to any competent authority-as and when required under any provision of Law/Act or n profile mentioned in the "Transaction Profile" Form requires to be changed becasue of source, I/We shall notify the Bank and submit a fresh transaction profile form duly filled in esponsible for any misinformation and hold the Bank absolutely indemnified against any ly declare that (/We shall abide by all rules and regulations as specified Bangladesh Bank e am/are Bangladesh National(s)/person(s) of Bangladeshi origin and ordinarily reside in stomer information Details Form. I/We further declare that I/We do not receive any Foreign
Signing Instructions (Tic	k the appropriate options)	
Persons authorised to operate the Account by Signature	Singly Jointly	Either or Survivor
		al and as per Board Resolution for Company Account) of: cimen Signature given in the Signature Card
1. Specimen S	lignature	2. Specimen Signature
Full Name		Full Name
Designation		Designation
Signature		Signature
3. Specimen S	'ignature	4. Specimen Signature
Full Name		Full Name
Designation		Designation
Signature		Signature
Details of Introducer or a	any person Bank Deemed to eligi	ble to introduce :
The introducer must be an account holder with the bank or an officer of the bank who is authorised to sign on behalf of the bank.	Name of Introducer Account No I certify that I have known his/her/their occupation and address Signature & Date	Branch Name for the past years and confirm as elsewhere in the application.
FOR BANK'S USE ON	Y (Computer Coding):	
This section is meant for computer coding, SBL reporting, data maintenance & others reporting.	Account No.    Account Type    Security Code    SBS2 Code	cy Sector Code Sector Type CIB Code Customer Type
Comments / Special Note :		
Account O	pened By :	Approved By :
Name :		Name :
Designation :		Designation :
Signature (with seal) :		Signature (with seal) :

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# **Formalities & Documentation**

#### General (for all Types of Accounts) :

- 01. Account Opening form must he properly filled-in:
- 02 Authorized Specimen Signature must be properly signed by each signatory along with necessary instruction;
- 03. Account should have proper instruction, introducer should have an account with SBL; Introducer's signature must be verified by an officer of SBL under full signature;
- 04. Initial Deposit should preferably by as per minimum requirement of SBL;
- 05. Each Authorized Signatory should fill-in the Customer Information Details Form separately;
- 06. Passport size color photograph (Three copies of each signatory and two copies of nominee must be obtained- duly attested by the introducer for signatory(ies) and by the applicant for nominee(s),
- 07. Letter of thanks should be given to the Account Holder(s)-to be mailed under registered post with A/D of courier;
- 08. On obtaining all documentation and formalities of the applicant, cheque books are to be issued upon request of the applicant;
- 09. Special Instruction (if any) should be given in appropriate place. In case of Company Account, the special instruction is to be provided as per the Article of Association and the Memorandum of Association of the Company;
- 10. Photocopy of Passport of the Authorized Signatory should be obtained in case the account in NOT a company account;
- 11. Registration No & Date, VAT Registration No. & Date, Trade License No. & Date should be clearly specified for company and Birth Data for individuals wherever required in the CIF;
- 12. Thana and/or Upazilla code must be clearly specified in the CIF on the applicant any or the authorized signatory of the account to be opened;
- 13. Transaction Profile of the account must be duly filled in and signed by the authorized signatories of the account to be opened,
- 14. Nominee Declaration form must be duly filled in and signed accordingly for all nominees as specified in the account opening form for accounts opened other than company account CIF should be duly filled in and signed by the Nominee for all nominee specified in the account opening form,
- 15. Other necessary documentations & formalities to be obtained/observed as specified by the Bank from time to time.

#### In Case of Sole Proprietorship Account:

- 01. All general formalities & documentation should be adhered to as required for proprietorship accounts,
- 02 Attested photocopy of valid Trade License to be obtained for Proprietorship Accounts'

#### In Case of Partnership Account:

- 01. All general formalities & documentation should be adhered to as required for partnership accounts;
- 02. Copy of Notarized Partnership Deed certified by all the Partners of Registered Partnership Deed (registered with the Register of Joint Stock Companies and Firms) duly certified by the Registrar of Joint Stock Companies and Firms,
- 03. Partnership Resolution signed by all the Partners to open account with Standard Bank Limited indicating the type of account and mode of operation.

#### In case of Private/Public Limited Company Account:

- 01 All general formalities & documentation should be adhered to as required for Private/Public Limited Company accounts;
- 02. Memorandum and Articles of Association-duly certified by the Registrar of Joint Stock Companies and Firms;
- 03 Certificate of Incorporation-duly certified by the Registrar of Joint Stock Companies and Firms:
- 04. Board Resolution-duly certified by the Chairman/Secretary of the Company;
- 05. FORM XII and Schedule X-duly certified by the Registrar of Joint Stock Companies and Firms;
- 06. Certificate of Commencement of Business-duly certified by the Registrar of Joint Slock Companies and Firms (only in case of Public Limitd Company)

#### In Case of Club / Society:

01. Certified copy of Registration Certificate,

- 02. Certified copy of Charter / Bye-Laws and Regulations / Constitution of the relevant organization;
- 03 Copy of Resolution of Managing Committee/Executive Committee for opening account with SBL and operation of account-duly certified by the Chairman / Secretary;
- 04. List of Members of the Managing Committee / Executive Committee-duly certified by the Chairman / Secretary;

#### In case of Non-Government School /College/ University / Madrasa/ Moktab:

01. Certified copy of Registration Certificate;

- 02. Copy of Resolution of Managing Committee /Governing Body authorizing opening and operation of account with SBL-duly certified by a Gazetted Officer;
- 03. List of Members of the Managing Committee / Governing Body duly certified by a Gazetted Officer;

#### In case of Sector Corporations:

- 01. Certified copy of the relevant Presidential Order /Act of Parliament establishing the Corporation;
- 02. Resolution of Board of Director/ Competent Authority to open Account with SBL;

03.Certified list of Board of Directors (if any);

#### In case of Local Authorities / City Corporation etc:

- 01. Certified copy of Statute/ any other Law by which the body is created and governed;
- 02. Resolution of Municipal Committee / Managing Body (if any) to open account with SBL-duty certified by the Chairman / Mayor / Competent Authority; 03. List of Members of such Commiltee / Body-duly certified by the Chairman / Mayor / Competent Authority,

#### In case of Foreign Currency Account:

- 01. Account opening form (application, nomination, declaration) duly filled in and signed
- 02. Photocopy of Passport of its First 4 Pages:
- 03. Photocopy of Work Permit (for RFCD Account)
- 04. Any letter about service or its Photocopy from the Employer;
- 05. Citizenship Certificate if available (for NFCD Account)'
- 06. Certificate or approval from relevant authority;
- 07. Two Passport size Photographs of the Nominee duly attested by the Account Holder;
- 08. One Passport size Photograph of the Applicant(s) duly attested by the Introducer;

## **Terms and Conditions for Operation of Accounts with Standard Bank Limited**

This is an agreement between Account Holder's (the customer) and Standard Bank Limited (Standard Bank or the Bank) setting forth the terms and condition for each account with Standard Bank. By signing an account application or a signature card or by using an account, the Customer agrees to be bond by this terms and conditions, as amended from time to time.

#### 01. Governing Law, Regulations and Rules:

Account and all related transactions are governed by applicable law and regulations of Bangladesh, operating circulars, the rules of any clearing house similar association to which Standard Bank may belong and general commercial bank practices applicable to the services in connection with the accounts

#### 02. Credits to the Accounts:

Each deposited cheque, draft, acceptance or other instruments (an item), including cash letter items, and each other instruction, order, electronic fund transfer or advice received for credit to an account is to an account is credited subject to final payment. Standard Bank decides what process will be used to obtain final payment of an item and may use other banks in the process. The amount of any deposited item including cash letter items, returned un-paid for any reason will be debited for the amount so credited with charges and interest (if any), to the appropriate account unless otherwise agreed in writing

#### 03. Online Fund Transfer:

There may be certain type of fund transfer for which a customer may wish to specify the payment system in its instruction to the bank. In such cases, the bank will attempt to execute the instructions as specified by the Customer. Standard Bank reserves the right to route the funds transfer via any means available in order to execute the transfer instruction on the specified payment date. Neither the Bank nor subsequent Banks in the process will necessarily investigate discrepancies between names and identifying or account numbers and may execute instructions on basis of the number given in the instructions even if such number identifies a person different from the named Bank or beneficiary.

#### 04. Orders to Stop Payment or Amend instructions:

Generally, a Customer may place a stop payment order on an item it has issued, provided that the Bank has a reasonable opportunity to act on such order. Only an authorised or his or her authorised designee may place a stop payment order, which must specify the account number, the payee, the issue date, the exact amount and the serial number of the item. A stop payment order placed after an item has been certified, issued or paid of the Bank paid by the Bank is ineffective. The Customer must furnish the Bank with a written order to stop payment, which describes the item as set forth above.

#### 05. Periodic Statements and Advices:

Customer may choose to receive account statements (a "Statement") monthly, half-yearly or yearly. The customer hereby agrees to promptly notify the Bank of the failure to receive an excepted Statements or advice and to promptly examine any statements or advice received and to notify the Bank in writing, within fifteen (15) calendar days after the statements or advice is mailed, transmitted or otherwise made available to the customer of any errors, discrepancies or irregularities, including, but not limited to, unauthorised or altered signatures or amounts, unauthorised transfers or withdrawals of funds.

#### 06. Over Drafts:

The Customer here by authorises Standard Bank to charge interest on the amount of any Over Draft or its account during the continuance of such over draft at the prevailing rate charged on lending by the Bank during the period of the over draft unless otherwise agreed. Unless otherwise to in writing, Standard Bank is under no obligation to permit any over draft to continue to permit any over draft and may any time require payment of an outstanding over draft allowed temporary during the course of business.

#### 07. Fees:

The Customer here by agrees to pay, and here by authorises the Bank to charge to any account of the customer, all fees and charges incurred from time to time for any services provided and to set of and apply, at necessary, amounts in any such account to satisfy any obligation owing by the customer to the Bank.

#### 08. Authorised Individuals:

Standard Bank Limited is here by authorised to rely upon any document delivered by the customer to Standard Bank which indicate that an individual is authorised to act on the customer's behalf.

#### 09. Balance Information:

The customer here by waives any claimed against Standard Bank based on oral re-presentation made to any representative of the customer regarding balance information provided by Standard Bank Limited.

#### 10. Termination of the Account:

The customer or Standard Bank may close an account or any related service at any time. The customer shall receive any finally collected and available balance after recovery charge all dues to the Bank in the account as at the time it is closed. Standard Bank may return un-paid any items presented on a closed account.

#### 11. Exchange of Information:

Although it is the Bank's policy to treat customer information with the greatest of confidence and discretion, in the absence of any agreement to the contrary, Standard Bank Limited and its branches reserves the right to exchange among themselves information about a customer and any or all of its accounts. The Bank, at its sole discretion, may make and retained recordings of telephone conversions between the customer and the Bank. Authority granted by this provision shall survive the termination of this agreement or the closing of the account.

#### 12. Changes to these Terms and Conditions:

Standard Bank Limited may, at any time as it deems necessary, add to, delete from or change this terms and conditions. Standard Bank will attempt, but is not required to provide prior notice of such changes; notice, it provided by ordinary mail, shall be deemed sufficient. Changes to these terms and conditions required by law will be implemented immediately or as required by law

#### 13. Force Majeure:

To the extent Standard Bank's performance of any service in connection with an account is prevented, hindered, delayed or otherwise made impracticable by reason of an act of God, catastrophe, War, Civil or Industrial disturbance, Electrical, Mechanical, Communications or Computer failure or any other cause beyond Bank's control and that can not over come by reasonable diligence and without unusual expense, Standard Bank shall be excused from such performance. The Bank shall not be liable for any loss or any damage attributable to such failure or delay in performance.

#### 14. General in Indemnification:

Customer here by agrees to indemnify and hold Standard Bank, its successors, assigns, correspondence, directors, officers, employees and agents harmless from and against or loss, costs, damages expenses (including legal fees) and liability for any claim or demand based in whole or in part of an action or omission of Standard Bank resulting from a request, direction, instruction from the customer, including claims or demands expressly based on the alleged negligence of the Bank. This indemnity shall not relieve and indemnity Standard Bank from and against its gross negligence willful misconduct.

#### 15. Minimum Balance and Interest Payment:

The minimum balance as prescribed from time to time is required to be maintained in Current, Savings and STD account. The Bank reserves the right to change the minimum balance requirement and / or to close such account with prior notice if the balance falls below this amount. For interest bearing accounts the rate of interest may be changed from time to time. Any change in interest rate will be displayed in the branches.

(TO BE FILLED BY THE BANK)         Title of Account		KNOW YOUR CUSTOMER (KYC) PROFILE FORM Applicable for Individual and Non-Individual Account								
Type of Account         Account Number         Account Number         Nature of Account         Opening Officer         Nature of the Business         and Source of fund         Please mention how the source of fund of the client is authenticated. Also describe whether transactions of the client are consistent with the concerned business detailing the nature thereof in establishing business relationship:         Please mention how the source of the account (In case of Company detailed information of the shareholders who control the Company and the shareholder holding 20% or above shares of the Company):         Passport No.       Photocopy Received 7 :YesNo (If Applicable)         Voter ID Card No.       Photocopy Received 7 :YesNo (If Applicable)         Nature Registration No.       Photocopy Received 7 :YesNo (If Applicable)         VAT Registration No.       Photocopy Received 7 :YesNo (If Applicable)         Driving License No.       Photocopy Received 7 :YesNo (If Applicable)         Priving License No.       Photocopy Received 7 :YesNo (If Applicable)         Driving License No.       Photocopy Received 7 :YesNo (If Applicable)         Photocopy Received 7 :YesNo (If Applicable)       Photocopy Received 7 :YesNo (If Applicable)         Driving License No.       Photocopy Received 7 :		(TO BE FILLED BY THE BANK)								
Account or Reference No.       Account Number         Name of Account Officer         Name of Account Officer         Name of Account of Sinds         Please mention how the source of fund of the client is authenticated. Also describe whether transactions of the client are consistent with the concerned business detailing the nature thereof in establishing business relationship:         Information regarding the beneficial owner of the account (In case of Company detailed information of the shareholders who control the Company and the shareholder holding 20% or above shares of the Company):         Passport No.       Photocopy Received ?:       Yes       No (If Applicable)         Voter ID Card No.       Photocopy Received ?:       Yes       No (If Applicable)         National ID No.       Photocopy Received ?:       Yes       No (If Applicable)         Vater ID Card No.       Photocopy Received ?:       Yes       No (If Applicable)         National ID No.       Photocopy Received ?:       Yes       No (If Applicable)         TIN No.       Photocopy Received ?:       Yes       No (If Applicable)         Priving License No.       Photocopy Received ?:       Yes       No (If Applicable)         Driving License No.       Photocopy Received ?:       Yes       No (If Applicable)         Please confirm the reason for opening account by Non-Resident and Foreigner. Type of VISA (Residence/Work):       C	Title of	Title of Account								
Account Number       Account Number         Name of Account Opening Officer         Nature of the Business         Please mention how the source of fund of the client is authenticated. Also describe whether transactions of the client are consistent with the concerned business detailing the nature teheroof in establishing business relationship:         Information regarding the beneficial owner of the account (In case of Company detailed information of the shareholders who control the Company and the shareholder holding 20% or above shares of the Company):         Passport No.       Photocopy Received 7:	Type o	f Account								
Name of Account Opening Officer       Name of Account Pland Source of Funds         Nature of the Business and Source of funds       Plandsource of fund of the client is authenticated. Also describe whether transactions of the client are consistent with the concerned business detailing the nature tehereof in establishing business relationship:         Information regarding the beneficial owner of the account (In case of Company detailed information of the shareholders who control the Company and the shareholder holding 20% or above shares of the Company):         Passport No.       Photocopy Received 7 : 'Yes No (If Applicable)         Voter ID Card No.       Photocopy Received 7 : 'Yes No (If Applicable)         National ID No.       Photocopy Received 7 : 'Yes No (If Applicable)         VAIT Registration No.       Photocopy Received 7 : 'Yes No (If Applicable)         VAIT Registration No.       Photocopy Received 7 : 'Yes No (If Applicable)         Driving License No.       Photocopy Received 7 : 'Yes No (If Applicable)         Driving License No.       Photocopy Received 7 : 'Yes No (If Applicable)         Photocopy Received 7 : 'Yes No (If Applicable)       No (If Applicable)         Photocopy Received 7 : 'Yes No (If Applicable)       No (If Applicable)         Driving License No.       Photocopy Received 7 : 'Yes No (If Applicable)         Photocopy Received 7 : 'Yes No (If Applicable)       No (If Applicable)         Plase confirm the reason for opening account by Non-Resident and Foreigner. Type of V	Account	or Reference No.								
Opening Officer       Nature of the Business         and Source of Funds       Please mention how the source of fund of the client is authenticated. Also describe whether transactions of the client are consistent with the concerned business detailing the nature tehereof in establishing business relationship:         Information regarding the beneficial owner of the account (in case of Company detailed information of the shareholder holding 20% or above shares of the Company):         Passport No.       Photocopy Received 7:       Yes       No (if Applicable)         Voter ID Card No.       Photocopy Received 7:       Yes       No (if Applicable)         National ID No.       Photocopy Received 7:       Yes       No (if Applicable)         VAT Registration No.       Photocopy Received 7:       Yes       No (if Applicable)         VAT Registration No.       Photocopy Received 7:       Yes       No (if Applicable)         Driving License No.       Photocopy Received 7:       Yes       No (if Applicable)         Driving License No.       Photocopy Received 7:       Yes       No (if Applicable)         Driving License No.       Photocopy Received 7:       Yes       No (if Applicable)         Driving License No.       Photocopy Received 7:       Yes       No (if Applicable)         Driving License No.       Photocopy Received 7:       Yes       No (if Applicable)         D	Accour	nt Number								
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Voter ID Card No.       Photocopy Received ?       Yes       No       (If Applicable)         National ID No.       Photocopy Received ?       Yes       No       (If Applicable)         TIN No.       Photocopy Received ?       Yes       No       (If Applicable)         VAT Registration No.       Photocopy Received ?       Yes       No       (If Applicable)         VAT Registration No.       Photocopy Received ?       Yes       No       (If Applicable)         Trade License No.       Photocopy Received ?       Yes       No       (If Applicable)         Please confirm the reason for opening account by Non-Resident and Foreigner. Type of VISA (Residence/Work):       VISA (Residence/Work):         CUSTOMER'S PROFESSION/NATURE OF THE BUSINESS:       SCORE       High       5         01.       Jewelry / Gems Trade       High       5       5         02.       Money Changer/Courier Service Agent       High       5       5         03.       Real Estate Agents/ Developer       High       5       5         04.       Construction Promoters of Projects       High       5       5         05.       Offshore Corporation       High       5       5         06.       Art/Antique Dealers       High       5 <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>										
Voter ID Card No.       Photocopy Received ?       Yes       No       (If Applicable)         National ID No.       Photocopy Received ?       Yes       No       (If Applicable)         TIN No.       Photocopy Received ?       Yes       No       (If Applicable)         VAT Registration No.       Photocopy Received ?       Yes       No       (If Applicable)         VAT Registration No.       Photocopy Received ?       Yes       No       (If Applicable)         Trade License No.       Photocopy Received ?       Yes       No       (If Applicable)         Please confirm the reason for opening account by Non-Resident and Foreigner. Type of VISA (Residence/Work):       VISA (Residence/Work):         CUSTOMER'S PROFESSION/NATURE OF THE BUSINESS:       SCORE       High       5         01.       Jewelry / Gems Trade       High       5       5         02.       Money Changer/Courier Service Agent       High       5       5         03.       Real Estate Agents/ Developer       High       5       5         04.       Construction Promoters of Projects       High       5       5         05.       Offshore Corporation       High       5       5         06.       Art/Antique Dealers       High       5 <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>										
National ID No.       Photocopy Received ?       Yes       No       (If Applicable)         TIN No.       Photocopy Received ?       Yes       No       (If Applicable)         VAT Registration No.       Photocopy Received ?       Yes       No       (If Applicable)         Trade License No.       Photocopy Received ?       Yes       No       (If Applicable)         Driving License No.       Photocopy Received ?       Yes       No       (If Applicable)         Please confirm the reason for opening account by Non-Resident and Foreigner. Type of VISA (Residence/Work):       Volta Applicable)         CUSTOMER'S PROFESSION/NATURE OF THE BUSINESS:       SCORE         01.       Jewelry / Gems Trade       High       5         02.       Money Changer/Courier Service Agent       High       5         03.       Real Estate Agents/ Developer       High       5         04.       Construction Promoters of Projects       High       5         05.       Offshore Corporation       High       5         06.       Art/Antique Dealers       High       5         07.       Restaurant/Bar/Casino/Night Club/Residential Hotel Owners       High       5	Passpor	rt No.			Photocopy Received ? :	🗖 Yes 🗖 No (If	f Applicable)			
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Trade License No.       Photocopy Received ? : Yes No (If Applicable)         Driving License No.       Photocopy Received ? : Yes No (If Applicable)         Please confirm the reason for opening account by Non-Resident and Foreigner. Type of VISA (Residence/Work):         CUSTOWER'S PROFESSION/NATURE OF THE BUSINESS:         SL. NO.       CATEGORY         RISK LEVEL       SCORE         01.       Jewelry / Gems Trade         01.       Jewelry / Gems Trade         03.       Real Estate Agents/ Developer         04.       Construction Promoters of Projects         05.       Offshore Corporation         06.       Art/Antique Dealers         07.       Restaurant/Bar/Casino/Night Club/Residential Hotel Owners	TIN No.		Photocopy Received ? : Yes No (If Applicable)							
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SL. NO.CATEGORYRISK LEVELSCORE01.Jewelry / Gems TradeHigh502.Money Changer/Courier Service AgentHigh503.Real Estate Agents/ DeveloperHigh504.Construction Promoters of ProjectsHigh505.Offshore CorporationHigh506.Art/Antique DealersHigh507.Restaurant/Bar/Casino/Night Club/Residential Hotel OwnersHigh5										
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O1.Develop / Genis HudeDevelop indiceDevelop indice02.Money Changer/Courier Service AgentHigh503.Real Estate Agents/ DeveloperHigh504.Construction Promoters of ProjectsHigh505.Offshore CorporationHigh506.Art/Antique DealersHigh507.Restaurant/Bar/Casino/Night Club/Residential Hotel OwnersHigh5	SL. NO.		c	ATEGORY		RISK LEVEL	SCORE			
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04.Construction Promoters of ProjectsHigh505.Offshore CorporationHigh506.Art/Antique DealersHigh507.Restaurant/Bar/Casino/Night Club/Residential Hotel OwnersHigh5	02.	Money Changer/Courier Service AgentHigh5				5				
Off     Offshore Corporation     High     5       06.     Art/Antique Dealers     High     5       07.     Restaurant/Bar/Casino/Night Club/Residential Hotel Owners     High     5	03.					5				
Officiency of the composition     Officiency of the composition       06.     Art/Antique Dealers     High       07.     Restaurant/Bar/Casino/Night Club/Residential Hotel Owners     High	04.									
07.   Restaurant/Bar/Casino/Night Club/Residential Hotel Owners   High   5										
08. Import/Export Agent 5				lub/Residential H	otel Owners					
		· ·								
09.Cash Intersive Business (Cash Deposit>25Lacs in a Month)High510.Share & Stock DealerHigh5				eposit>25Lacs in	a Month)					

SL NO.	CATEGORY	<b>RISK LEVEL</b>	SCORE
11.	Manpower Export Business	High	5
12.	Operations in Multiple Locations / NGO	High	5
13.	Film Production /Distribution Agency	High	5
14.	Arms Dealer	High	5
15.	Mobile Phone Operator	High	5
16.	Traders with a Turnover of more than 1 Crore per annum	High	4
17.	Travel Agents	High	4
18.	Transport Operators	Medium	3
19.	Auto Dealers (Used / Re-Conditioned Vehicles)	Medium	3
20.	Leasing / Finance Company	Medium	3
21.	Freight / Shipping / Cargo Agent	Medium	3
22.	Insurance Brokerage Agency	Medium	3
23.	Religious Institute / Organization	Medium	3
24.	Amusement Organization / Park	Medium	3
25.	Motor Parts Business	Medium	3
26.	Tobacco and Cigarette Business	Medium	3
27.	Auto Primary (New Car)	Low	2
28.	Shop Owner (Retail)	Low	2
29.	Business -Agents Franchises	Low	2
30.	Small Trader (Turnover less <mark>than 50 Lacs per annum)</mark>	Low	2
31.	Self Employed Professionals	Low	2
32.	Corporate Customers	Low	2
33.	House Construction Material Business	Low	2
34.	Computer/ Mobile Phone Dealer	Low	2
35.	Software Business	Low	1
36.	Manufacturers (other than arms)	Low	1
37.	Retired from Service	Low	0
38.	Service	Low	0
39.	Student	Low	0
40.	Housewife	Low	0
41.	Cultivator /Farmer	Low	0
42.	Others	Low	0

(The upper limit in table 16-21 will be treated to belong to the same category. For Example :Tk.50.00 lacs shall be included in the limit of Tk.0-50)

Amount of the Customer's Net Worth :		
Amount (in Taka)	Risk Level	Risk Rating
1 - 50 Lacs	Low	0
50 Lacs - 2 Crores	Medium	1
> 2 Crores	High	3

The way of Opening the Account :					
Open Through	Risk Level	Risk Rating			
Relationship Manager / Branch	Low	0			
Direct Sales Agent	Medium	1			
Internet	High	3			
Walk-in / Unsolicited	High	3			

## Probable Amount of Monthly Transaction :

Amount of Current Account Transaction (Tk. in Lac)	Amount of Savings Account Transaction (Tk. in Lac)	Risk Level	<b>Risk Rating</b>
0-10	0-5	Low	0
10-50	5-20	Medium	1
>50	>20	High	3

# Probable Number of Monthly Transaction :

Ar	mount	of Current Account Transaction (Tk. in Lac)	c) Number of Savings Account Transaction			Risk Level	Risk	Rating
		0-100		0-20		Low		0
		100-250		20-50		Medium		1
		>250		>50		High		3
						-		

## Probable Amount of Monthly Cash Transaction :

Current Account Transaction (Tk. in Lac)		Savings Account Transaction (Tk. in Lac)	Risk Level	<b>Risk Rating</b>
0-10		0-2	Low	0
10-25		2-7	Medium	1
>25		>7	High	3

## Probable Number of Monthly Cash Transaction :

Number of Current Account Transaction (Tk. in Lac)	Number of Savings Account Transaction (Tk. in Lac)	Risk Level	<b>Risk Rating</b>
0-15	0-5	Low	0
15-30	5-10	Medium	1
>30	>10	High	3

Overall Risk Assessment :				
RISK RATING RISK ASSESSMENT				
>= 14	High			
<14	Low			

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COMMENTS :							
	••••••	••••••		•••••			
* In Spite of	of risk below 14 a	customer may be treated to	belong to high ris	k level under subject	ve consideration mentioning the reason thereof.		
Wheth	her the Add	ress(s) of Account H	Holder is/are	• Verified ?			
•••••	••••••						
If Rep	ly is positiv	e than mention the	way of the	Verification :			
Politic	cally Expose	d Persons (PEPs): (	As per Bang	adesh Bank "/	A.M.L" Circular-14)		
		oproval obtained from					
	ource of Fund :						
	•••••••••••••••••••••••••••••••••••••••						
•							
c) P	Physical Prese	ence of the Client :	Yes	□ No			
(Acc		REPARED BY: Officer / Relationship /	Manager)		SUPERVISING OFFICER: Nanager/ Branch Operation Officer)		
Signat (with s				Signature : (with seal)			
Name				Name :			
Design	lation :			Designation :			
Date	:			Date :			
When was the Account Related Information Reviewed and Updated last ?							
NAME OF REVIEWING & UPDATING OFFICER :							
Signature (with seal) :							
Name	Name						
Date	Date						

SBL	/AC	)F/	KYC	/Page	# 1





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