**NON-INDIVIDUAL ACCOUNT OPENING FORM**
(For Govt. Semi-Govt. and Autonomous Organization A/C only)

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

Manager
The City Bank Limited

Branch

Dear Sir,
I/we hereby request you to kindly open an Account in the books of your branch. I/We furnish our Account & Organizations detailed information hereunder

**ACCOUNT RELATED INFORMATION**

<table>
<thead>
<tr>
<th>Account Title</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Short Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>Current A/C</th>
<th>Easy Current A/C</th>
<th>Easy Plus Current A/C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fortune Transactional A/C</td>
<td>SND A/C</td>
<td>Fixed Deposit A/C</td>
</tr>
<tr>
<td></td>
<td>FC A/C</td>
<td>Convertible Taka A/C</td>
<td>Others (Please Specify)</td>
</tr>
<tr>
<td></td>
<td>BDT</td>
<td>USD</td>
<td>EUR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mode of Operation</th>
<th>Single</th>
<th>Joint</th>
<th>Others/Special Instruction:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Initial Deposit Amount</th>
<th>In Words</th>
</tr>
</thead>
</table>

**COMPANY RELATED INFORMATION**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>English</th>
</tr>
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<tr>
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</table>

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<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Government</th>
<th>Semi Government</th>
<th>Autonomous</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company Address</th>
<th>Vill/Road</th>
<th>PO</th>
<th>Thana</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
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<tr>
<th></th>
<th>Division</th>
<th>Postcode</th>
<th>Country</th>
</tr>
</thead>
</table>

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<tr>
<th>Communication Address</th>
<th>Vill/Road</th>
<th>PO</th>
<th>Thana</th>
<th>District</th>
</tr>
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<tbody>
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<th>Division</th>
<th>Postcode</th>
<th>Country</th>
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</table>
COMMUNICATION DETAILS

Designated E-mail ID

Designated Mobile No.

FACILITY REQUEST(S)

Cheque Book □ Yes □ No  If Yes, No. of Leaves □ □ Delivery Option □ Branch □ □ To customer address
SMS Alert □ Yes □ No
Statement Facility □ Yes □ No  If Yes, please select any one (1) option □ Printed Statement □ E-Statement

FIXED DEPOSIT INFORMATION

Currency □ □ Amount □ □ □ □ □ □ □ Interest □ □ □ □ %
Amount in words

Period/ Tenure (Please select any one option from below and specify Days/Months/Years)

□ □ □ Days □ □ □ Months □ □ □ Years Maturity Date □ □ □ □ □

Debit Instruction □ Please Debit My/Our Account No.

Maturity/Disposal Instruction

□ Yes □ Renew principal only and credit interest to the Account No.
□ (If Yes, please select any 1 option) □ Renew both principal and interest

□ No □ Encash at Maturity to My/Our A/C No.

Note: In case of auto renewal, if prior written notice is not served to the Bank, the bank will automatically renew the deposit plus accrued interest for the period as per bank rule on the maturity date at the prevailing rate of interest.

ACCEPTANCE OF TERMS & CONDITIONS

I/We hereby acknowledge that I/We have read and understood the terms and conditions governing the customer accounts in force and any amendment thereto for conduct of such account with The City Bank Limited and agree to comply with them. I/We also solemnly and sincerely declare that the above furnished information is true and correct.
I/We hereby confirm that I/We have read & understood and shall keep myself/ourselves updated about the terms & conditions, Interest rates, Interest forfeiture rules & Schedule of charges (which may be subject to change from time to time) related to Non-Individual Account Opening elaborated in details in the following link:

Signature with Date & Seal

Signature with Date & Seal

Signature with Date & Seal

Name Seal of Signature
Verifier with Sign & Date
INDIVIDUAL INFORMATION

Please use separate Individual Information Form for other applicant/Mandate/Guardian/Director/Beneficial Owner/Shareholder

Customer’s Name in English

Father’s Name

Mother’s Name

Spouse’s Name

Date of Birth D D M M Y Y Y Y

Gender ☐ Male ☐ Female ☐ Third Gender

Resident Status ☐ Resident ☐ Non-Resident

National ID Card No.

Birth Certificate No.

Passport No.

Profession

Relationship with Account

Address

PO Thana District

Division Postcode Country

Mobile 1

E-mail ID 1

E-mail ID 2

1. Are you a US Resident? ☐ Yes ☐ No

2. Are you a US Citizen? ☐ Yes ☐ No

3. Do you hold a US Permanent Resident Card (Green Card)? ☐ Yes ☐ No

*Foreigners will provide VISA and Passport copy

We hereby consent for The City bank Limited or any of its affiliates (include branches) (herein after collectively referred to as “Bank”) to share my/our information with domestic or overseas regulators or tax authorities or other concerned authorities where necessary and/or required by applicable laws, agreement with regulators or authorities and/or directives.

Where required by domestic or overseas regulators or tax authorities or other concerned authorities, I/we consent and agree that the Bank may withhold, and pay out, form my/our account(s) such amounts as may be required according to applicable laws, regulations, or authorities and directives and Bank shall not be held liable for any consequences thereof. In the event of any loss suffered by Bank due to my/our failure or inaction or misrepresentation, I/we shall hold the Bank fully indemnified and harmless against all such losses arising thereof. Proof of address required (of any one)

Signature with Date

Applicant’s Name

Name Seal of Signature

Verifier with Sign & Date

Note: Individual Information Form must be filled in for both the Minor applicant and Guardian. Both forms must be signed by Guardian.
**FOR BANK USE ONLY**

**Mandatory Fields for Regulator**

<table>
<thead>
<tr>
<th>SBS Code</th>
<th>Deposit Type Code</th>
<th>RM/Employee Code</th>
<th>Monitoring RM Code</th>
</tr>
</thead>
</table>

**Acquiring RM**

- [ ] E-TIN Exists
- [ ] Yes

**Monitoring RM**

- [ ] E-TIN Documents submitted, where applicable
- [ ] No

**E-Waiver Documents submitted, where applicable**

**CASA Product Code**

**FD Product Code**

**Transaction Date**

**Transaction ID**

**Value Date**

**A/C Occupation Code**

**Branch SOL**

**Sundry Debit A/C**

| SOL | 01 | 4 | 10 | 00 | 00 | 02 | 3 |

**Comment**

**Signature with Name Seal & Date Account Opened by**

**Signature with Name Seal & Date Recommended by (BOM)**

**Signature with Name Seal & Date Approved by BM/Designated Officer**

### ACCOUNT OPENING DOCUMENTATION CHECKLIST

**General Requirements**
- Properly fill up full set of account opening form
- Signature Cards (as Appropriate)
- Supporting documents for income source (document will be determined by branch): not mandatory but depends on customer profile/nature of business transaction profile, branch will decide to take the documents

**Proprietaryship**
- 2 copy passport size photo of proprietor attached by introducer
- 1 copy passport size photo of nominee attached by proprietor
- 1 copy photo identification = Passport/Registration Certificate
- 1 copy of Address Verification = Contract Point Verification, BTCL BIT, Electric Bill, WASA Bill (in the name of Proprietor or organization)
- VAT Trade License
- Name/Photo ID (same as per photo identification)
- Where a third party is authorized to operate a pro proprietorship account, a mandate form must be signed by the Proprietor and the signature of the third party should be attached therein. The third party's signature should also be obtained on the specimen signature card along with copy of the NID/Photo ID and Individual Information Form

**Partnership**
- 2 copy passport size photo of all partners
- 1 copy passport size photo of all shareholders (owner of 20% or more share of the organization)/signatory (other than director) attached by introducer
- 1 copy photo identification = Passport/Registration Certificate
- 1 copy of Address Verification = Contract Point Verification, BTCL BIT, Electric Bill, WASA Bill (in the name of Proprietor or organization)
- VAT Trade License
- Certified true copy partnership deed (if registered) Notarized copy of partnership deed (if not registered)
- Certificate registered (if registered)
- Limited Company Incorporated in Bangladesh
- 2 copy passport size photo all shareholder (owner of 20% or more share of the organization)/signatory (other than director) attached by introducer
- 1 copy photo identification = Passport/Registration Certificate
- 1 copy of Address Verification = Contract Point Verification, BTCL BIT, Electric Bill, WASA Bill (in the name of Proprietor or organization)
- VAT Trade License
- TIN Certificate (in the name of organization)
- Certified of incorporation
- Certificate of Commencement of Business (in case of public limited company)
- Memorandum and Articles of Association
- Form XB1 of directors (if applicable)
- Schedule A & B change of directors/share certificate (if applicable)
- Extract of resolution the board/general meeting of the company for opening the account and authorizes for its operation duly certified by the Chairman /Managing Director/ Board secretary of the company clearly mention the Operating instruction.
- Work permit/Visa visa for foreign signatory if stays in Bangladesh
- Duly signed GA-22 Form for foreign signature

**Limited Company Incorporated outside Bangladesh**
- 2 copy passport size photo all shareholder (owner of 20% or more share of the organization)/signatory (other than director) attached by introducer
- 1 copy photo identification = Passport/Registration Certificate
- 1 copy of Address Verification = Contract Point Verification, BTCL BIT, Electric Bill, WASA Bill (in the name of Proprietor or organization)
- Certified of incorporation (*)
- Certificate of Commencement of Business (in case of public limited company) (*)
- Memorandum and Articles of Association (*)
- Form XB1 of directors (if applicable) (*)
- Schedule A & B change of directors/share certificate (if applicable) (*)
- Work permit/Visa visa for foreign signatory if stays in Bangladesh
- Form GA-22 (for foreign signature) (**)
- Permission from Ministry of Industry (**)
- Extract of resolution the board/general meeting of the company for opening the account and authorizes for its operation duly certified by the Chairman /Managing Director/ Board secretary of the company clearly mention the Operating instruction.
- Work permit/Visa visa for foreign signatory if stays in Bangladesh

**Non-Government School/College/Association/Charity/Trust (Only for School & College)**
- 2 copy passport size picture of Signatory
- Copy of Bye-laws/constitution
- Permission from Education Board/Ministry of Education
- List of members of the Government body /Executive committee with ID information
- Resolution for opening of account and its operation instruction

**Trust**
- 2 copy passport size picture of Signatory
- Certified copy of trust deed
- List of members of board with full ID information
- Resolution for opening of account and its operation instruction

**Co-operative Society/Limited Society**
- 2 copy passport size picture of Signatory
- Copy of Bye-laws/attached by competent authority
- Certificate of registration
- List of office bearers/officials
- Resolution for opening of account and its operation instruction

**Government/Semi-Government/Autonomous Organization**
- Letter/permission from respective authority for opening account and its operation instruction
- 2 copy passport size picture of Signatory
- OLA/BPO
- Copy of ID/location/invitation
- Government Permission (if registered)
- List of office bearers/officials
- Copy of Meeting minutes/resolution for opening of account and its operation instruction

**Non-Government organization (NGO) Unincorporated Association**
- 2 copy passport size picture of Signatory
- Photo identification = Passport/Registration Certificate
- Proof of address Verification = Contract Point Verification, BTCL BIT, Electric Bill, WASA Bill (in the name of Proprietor or organization)
- Copy of Bye-laws/constitution
- Permission form NGO bureau
- List of members of the Government body /Executive committee with ID information
- Form GA-22 (for foreign signatory with valid visa and work permit)
- Resolution for opening of account and its operation instruction

(*) These items should be certified by the authorities where the company is registered and counter certified by Bangladesh Mission overseeing that country or the Ministry of Foreign Affairs in Dhaka

(**) These are not required if the application is for a non-resident account by Limited Liability company incorporated overseas.