

## Account Opening Documentation Checklist

Sl. #	Acceptable Photo ID	Issued by
1	National Identification Documents (NID) - <b>preferable</b> , or	Office of Election Commission
2	Valid passport (PP), or	Department of Immigration and passports
3	Birth Certificate plus <b>any photo ID</b> , which can be as under: <ul style="list-style-type: none"> <li>a. Driving license / staff ID, or</li> <li>b. Certification letter with photographs duly attested and signed by any of the following society's important persons/respected individuals – <ul style="list-style-type: none"> <li>i. Member of Parliament,</li> <li>ii. Mayor, Deputy Mayor, Counselors,</li> <li>iii. 9<sup>th</sup> grade and above graded gazette Officer under national pay scale,</li> <li>iv. Teacher of Public University,</li> <li>v. Chairman and Vice Chairman of Upazilla Parishad,</li> <li>vi. Chairman of Union Parishad,</li> <li>vii. Pourashova Mayor and Counselors,</li> <li>viii. VC of Private University,</li> <li>ix. Principal of Private College and High School,</li> <li>x. Editor of Newspaper,</li> <li>xi. Notary Public,</li> <li>xii. 7<sup>th</sup> Grade Officer of Semi Govt., and Autonomous Body.</li> </ul> </li> </ul>	Birth certificate can be issued by City Corporations /Municipal Corporation /Pourashova /Union Parishad /Cantonment Board/ Embassies

### General instructions to applicants for account opening:

1. Duly filled account opening form (to be signed by the applicant in front of bank's official).
2. Two copies of recent passport (PP) size photographs of the Account holder(s) attested by the introducer (if applicable) and nominee's photo attested by the applicant duly verified by the bank's officer.
3. No blank space to be left while filling the account opening form. Blank space needs to be stricken off.
4. Original documents need to be produced by the customer or seen by the bank officials.
5. Overwriting in the customer's part will be authenticated by applicant's full signature.
6. All documents must be attested by account holder (s).
7. Duly signed Signature Specimen Card (SSC) as appropriate needs to be attached.

## Account Opening Documentation Checklist

### Individual Account (ব্যক্তি ক হিসাব)

1. Applicant's photo ID (NID/valid PP/Birth Certificate plus other ID) and two (02) copies of latest PP size photos
  - a. If Applicant is minor, then attach Legal guardian with photo ID and photos
  - b. If applicant is dependent (housewife, student, unemployed, widowed, old-aged and so on, then attach beneficial Owner's (BO) (Collect photo ID, photos and income proof of the BO)
  - c. If applicant is illiterate and unable to sign, then it is preferable to collect Left Hand Thumb (LHT) impression. Right Hand Thumb (RHT) impression can be taken as an alternative.
2. Personal Information page filled and signed by A/c Holder (Annexure 1-A)
3. Proof of Income
  - a. For Service Holder: Office ID/ Employer's Letter/Pay-slip/Bank Statement/Salary Certificate
  - b. For Business Person: Valid Trade License/Visiting Card/Business E TIN/Declaration in Letter Head
  - c. For Landlord: Registration Documents/Tax Payment Receipt/Utility bill copy in their name/Rent Receipt
  - d. For Low Income Group under Financial Inclusion (Farmers, School Savers, Allowance-Beneficiary, Freedom Fighters, Worker of RMG and Leather Industries, Cleaners, Child laborers, grant receiving affected person, Destitute, Mentally Disabled Person) /Odd Job/Retired Person/Self-Employed/Old Age- Declaration by the customer attested by RM and BM. (**Annexure -I** attached)
4. Copy of Utility Bill (when address mismatches from the photo ID)
5. Nominee's photo ID and 1 copy PP-size photo of the nominee duly attested by applicant
6. e TIN Certificate with latest return (If any)

### Proprietorship Account (একক মালিকানা হিসাব)

1. Applicant's photo ID (NID/valid PP/Birth Certificate and other ID) and two (02) copies of latest PP size photos
2. Personal information page filled and signed by account holder (Annexure1-A)
3. Valid Trade License
4. Nominee's photo ID and 1 copy PP-size photo attested by applicant
5. e TIN certificate with latest return (If any)

### Partnership Account (অংশীদারিত্ব হিসাব)

1. Partner's photo ID (NID/valid PP/Birth Certificate and other ID) and two (02) copies of latest passport size photos
2. Personal Information page filled and signed by Partner's (Annexure 1-A)
3. Valid Trade License
4. Notarized / Registered Partnership Deed and its stamp value will be as under:
  - a. From July 2022, stamp duty 2000/- (if partnership capital is up to 1 lac Tk.) and above that is 4000/-, or
  - b. From July 2012, stamp duty 1000/- (if partnership capital is up to 50 K Tk.) and above that is 2000/-
5. e TIN Certificate with latest return (If any) (preferably in the name of a company)
6. Partner's Resolution

### Private Limited Company Account (প্রাতিষ্ঠানিক হিসাব)

1. Signatories and director's photo ID and two (02) copies of latest passport size photos
  - a. All signatories
  - b. **Either** 20% shareholding (Top 5 Directors) **or** If less than 5 directors then all director
2. Personal information page filled and signed by as above (Annexure 1-A)
3. Certificate of Incorporation

## **Account Opening Documentation Checklist**

4. Memorandum of Association (MOA)
5. Articles of Association (AOA)
6. Board Resolution
7. Updated list of Directors in their Letter Head
8. Latest Form XII (If there is any change of Directorship from MOA) a. Form -117 and Schedule X (If Form XII does not cover)
9. Company e TIN with latest return (If any)
10. Valid Trade License
11. Documents attestation by the Chairman/MD/Company Secretary/any other Signatory

### **Govt., Semi Govt., Govt. Controlled, Semi Govt., Autonomous, Ministry Controlled Project, Corporation Account (সরকারি হিসাব)**

1. Signatories and Director's Photo ID and two (02) copies of latest PP size photos
2. Approval letter and appropriate authority of operation
3. Personal Information page filled and signed by Signatories (Annexure 1-A)

### **Club/Society/Association Account**

1. President, Company Secretary, Treasurer and signatories Photo ID and two (02) copies of latest PP size photos
2. Personal Information page filled and signed by as above (Annexure1-A)
3. List of Governing Body
4. Resolution
5. By-laws
6. If registered, then registration certificate

### **Private School/College/Madrasah Account**

1. Governing Body Photo ID (NID/valid PP/Birth Certificate and other ID) and two (02) copies of latest PP size photos
2. Personal Information page filled and signed by as signatories (Annexure1-A)
3. Resolution
4. Permission from competent authority (Education Board/ Ministry/ University Grant Commission as appropriate)
5. List of Governing Body/Committee

### **Trust Account/ Provident Fund/ Gratuity Fund/Welfare Fund/Worker's Participation Fund Account**

1. Trustee/ Board Members Photo ID (NID/valid PP/Birth Certificate and other ID) and two (02) copies of latest PP size photos
2. Personal Information page filled and signed by Trustee (Annexure 1-A)
3. Certified Trust Deed
4. Resolution

## **Account Opening Documentation Checklist**

### **Co-operative Society/Limited Society Account**

1. Signatories Photo ID (NID/valid PP/Birth Certificate and other ID) and two (02) copies of latest PP size photos
2. Personal Information page filled and signed by as signatories (Annexure1-A)
3. Office bearer details
4. Resolution
5. By-laws
6. Registration certificate of Ministry of Welfare/Somobay Odidoptor/ RJSC

### **Mosque/Shrine/Mazar/Graveyard/Idgah/Dargah**

1. Governing Body Photo ID (NID/valid PP/Birth Certificate and other ID) and two (02) copies of latest PP size photos
2. Personal Information page filled and signed by signatories/ Mutawalli /Manager /Chairman/Members (Annex 1-A)
3. Resolution
4. Land deed in the name Mosque, or IF Land is Waqf in the name of Scheduled Mosque
  - a. Waqf deed
  - b. Details of Waqf Administrator
5. List of Governing Body

### **NGO or NPO Company Account**

1. Signatory and Governing Body's Photo ID and two (02) copies of latest PP size photos
2. Personal Information page filled and signed by Signatory and Others (Annex 1-A)
3. Constitution or By-laws
4. Registration Certificate from Ministry of Welfare/Voluntary Welfare Agency/ RJSC
5. Certificate of Registration from NGO Bureau
  - a. If it receives and spends foreign fund
  - b. It should maintain a mother Account with a particular Bank
  - c. QA-22 Form filled and signed by Resident Foreign National (job under work permit).
6. If it deals with Micro-Credit, then approval from Micro Credit Authority
7. List of members of Governing Bodies with their addresses
8. Resolution of the governing body

### **Local Joint Venture / Project Account**

1. Applicant's photo ID (NID/valid PP/Birth Certificate and other ID) and two (02) copies of latest PP size photos
  2. Joint venture Agreement between parties (Stamp Duty 300/-)
  3. Personal Information page filled and signed by Signatory and Others (Annex 1-A)
  4. Other doc as similar as proprietorship/partnership/ limited company depending on nature of ownership
  5. Resolution signed by all the parties
  6. Valid Licenses of companies
- N.B.: After completion of project, Account of the project will be closed immediately

## Account Opening Documentation Checklist

### Foreign Currency related accounts (in FCY and LCY):

<b><u>Liaison Office/ Branch Office/ Representative Office Account (Both FCY/LCY)</u></b>	
1.	Signatory and Director's Photo ID (Valid PP/NID copy of Bangladeshi) and two (02) copies of latest PP size photos
2.	Personal Information page filled and signed by Signatory and Others (Annex 1-A)
3.	BIDA (Bangladesh Investment Development Authority) Permission
4.	Foreign Part – Certificate of Incorporation and MOA and AOA attested by High Commission of Bangladesh or Notarized by abroad
5.	Board Resolution
6.	For Foreign Employee in that office as signatory <ul style="list-style-type: none"> <li>i. Valid Visa</li> <li>ii. Work Permit from BIDA</li> <li>iii. QA-22 Form</li> </ul>

<b><u>Foreign Investment Account (LCY/FCY)</u></b>	
<b>Initial Phase:</b>	
1.	Name Clearance from RJSC
2.	Draft MOA and AOA
3.	Director's Photo ID (Valid PP/NID Copy of Bangladeshi) and two (02) copies of latest PP size photos
4.	Personal Information page filled and signed by Signatory and Others (Annex 1-A)
5.	Draft Board Resolution
<b><u>Second Phase (All the Above Documents will be replaced)</u></b>	
6.	Original MOA and AOA attested by signatory
7.	Certificate of Incorporation
8.	Original Resolution
9.	Valid Trade License
10.	List of Directors and their KYC and Identity documents and Personal Information Form (Annexure -1A)
11.	Registration from BIDA/BEPZA/BEZA for Industrial Venture (If any)
12.	For a Foreign Investor stays in Bangladesh (If any, then) <ul style="list-style-type: none"> <li>i. Valid Visa</li> <li>ii. Work Permit from BIDA under Investor category</li> <li>iii. QA-22 Form</li> </ul>
13.	e TIN with latest return (If any)

## Account Opening Documentation Checklist

### **Private Foreign Currency Account (FCY) in Authorized Dealer (AD) Branch only**

#### **Eligibility:**

- a) Bangladeshi nationals residing abroad or Migrant Bangladesh (including dual nationality)
- b) Foreign nationals residing abroad or in Bangladesh
- c) Foreign firms registered abroad and operating in Bangladesh or abroad
- d) Foreign mission and their expatriate employees
- e) Specially approved by Bangladesh Bank
- f) Diplomatic bonded warehouse (Duty Free Shop)
  - ✓ Licensed by Bangladesh Customs Authority
- g) Local and Joint venture contracting firms to execute projects by foreign /International donor agencies as per terms of the contract
- h) Bangladeshi nationals working in with the foreign /international organizations operating in Bangladesh and receives salary in FCY
- i) Shipping Lines, Buying Houses, Money Exchanges of Bangladesh

1. Applicant's Photo ID and two (02) copies of latest PP size photos
  - a. Valid Passport with VISA/NVR (No VISA Required seal)/port entry seal for Foreigners and NRBs.
  - b. Valid Passport/NID /Birth Certificate and other ID for Resident Bangladeshi working in foreign firms only.
2. Proof of Income for **foreign nationals residing abroad or in Bangladesh**
  - a. If Traveler – Not Required
  - b. If a foreign employee – Work permit from BIDA/BEPZA/NGO Affairs Bureau and proof from Company
  - c. If a Foreign Investor – permit from BIDA/BEPZA
3. Documents for firms (only applicable for **foreign firms registered abroad or operating in Bangladesh**)
  - a. For **Foreign Firm** – documents of liaison office/Rep Office/Branch Office (permit from BIDA/BEPZA).
  - b. For **Joint Venture contracting firm** - Copy of approved contract between Foreign Donors /International Donor Agencies and Local /Joint Venture contracting firms.
  - c. For **Diplomatic ware house** - Copy of Bond License issued by the Custom Authorities for Diplomatic Bonded Warehouse.
4. Personal Information page filled and signed by A/c Holder (Annexure1-A)
5. QA-22 form filled and signed by foreign nationals resident in Bangladesh only
6. Nominee's photo ID and 1 copy PP-size photo attested by applicant (Not required for company)
7. e TIN certificate with latest return (If any)

### **Non-Resident Foreign Currency Account (NFCD) in AD Branch only**

#### **Eligibility (Only Bangladeshi at individual level):**

- i. Bangladeshi nationals residing/working abroad
  - ii. Dual nationality Bangladeshi
  - iii. Bangladeshi High Commission employees
  - iv. Bangladeshi staff of Govt. /Semi Govt. /Nationalized Bank/corporate bodies/international agencies like IMF, ADB, IDB, World Bank, etc. posted abroad.
  - v. Bangladeshi Shore staff posted abroad
- Crew members of Bangladeshi Shipping company are **NOT** eligible

## Account Opening Documentation Checklist

Minimum **initial deposit** for Time deposit for Bangladeshi individual should be USD 1,000.00 or GBP 500.00 or equivalent.

**Eligibility for foreign nationals and foreign companies** registered abroad, banks, other financial institutions including institutional investors and A Type (100% foreign owned) firm of EPZ/EZ in Bangladesh with a minimum **initial deposit** for time deposit of \$25,000.

1. Applicant's Photo ID (Valid Passport only with VISA/NVR {No VISA Required seal}/port entry seal for foreigners) and two (02) copies of latest PP size photos
2. Proof of Income for Individual
  - a. Employment Contract
3. Personal Information page filled and signed by A/c Holder (Annexure1-A)
4. Nominee's photo ID and 1 copy PP-size photo attested by applicant
5. QA-22 form filled and signed by foreign nationals resident in Bangladesh only
6. e TIN certificate with latest return (If any)

### Resident Foreign Currency Account (RFCD) in AD Branch only

**Eligibility (Only Bangladeshi):**

- i. Bangladesh nationals after returning from foreign travel only.

**Restriction:** Export proceeds, commission and business proceeds will not be credited.

1. Applicant's Photo ID (Valid Passport only) and two (02) copies of latest PP size photos
2. Valid VISA with entry and exit stamp (Exception for Port Entry)
3. Personal Information page filled and signed by A/c Holder (Annexure1-A)
4. FMJ (Foreign Money and Jewelry) Form with Customs Endorsement (If amount exceeds **\$10,000**)
5. Nominee's Photo ID and 1 Copy PP-size photo attested by applicant (Not required for company)
6. e TIN Certificate with latest return (If any)

### Other Foreign Currency Accounts in AD Branch only

**Eligibility:**

1. **FC Accounts for EPZ/EZ Company**
  - a. A Type – BEPZA and EZ Permission (100% Foreign owned)
  - b. B Type (50 % Foreign and 50% Local)
  - c. C Type (100% Local)
2. **FC Account for IPO**
3. **FC Account for Ship Builders (exporters)**
4. **FC Account for Shipping Companies, Airlines and Freight Forwarders**
  - a. Freight Forwarder License by Customs Authorities

## Account Opening Documentation Checklist

### Exporter's Retention Quota Account (ERQ) in AD Branch only

**Eligibility:**

- a. Merchandise Exporter
- b. Deemed Exporter
- c. ICT service exporter
- d. Other Service Exporter

1. Board Resolution

2. Personal Information page filled and signed by A/c Holder (Annexure1-A)

### Convertible Taka Account/ Non-Convertible Taka in AD Branch only

**Eligibility (Resident foreign nationals and firms Only):**

- i. Foreign Mission, UN Organization, International NGO/NPO, Foreign Contractor under Govt. and Semi Govt. Agency.
- ii. Expatriate Employee of above organization
- iii. Foreign airlines and shipping lines operating in Bangladesh

1. Applicant's photo ID (Valid Passport only) and two (02) copies of latest PP size photos

2. Valid VISA with entry and exit stamp (Exception for Port Entry)

3. Personal Information page filled and signed by A/c Holder (Annexure1-A)

4. BIDA/BEPZA/BEZA permission except Foreign Mission, UN Organization, International NGO/NPO.

5. QA-22 form filled and signed by foreign nationals resident in Bangladesh only

6. Nominee's photo ID and 1 copy PP-size photo attested by applicant (Not required for company)

7. e TIN certificate with latest return (If any)

### Private Non-Resident Taka Account (NRTA) in AD Branch only

**Eligibility:**

- Any Bangladeshi goes outside for employment, study, business tour, pleasure trip, etc., will be treated as Non-resident.
- Companies or firms residing abroad

1. Applicant's photo ID (Valid Passport only) and two (02) copies of latest PP size photos

2. Valid VISA

3. Personal Information page filled and signed by A/c Holder (Annexure1-A)

4. **Bangladeshi Bank approval** is required for new Non-Resident Taka Account (NRTA) in the name of person, firm, companies **except**

- a. Bank.
- b. Remittance through banking channel and postal channel

5. QA-22 form filled and signed by foreign nationals resident in Bangladesh only

6. Nominee's photo ID and 1 Copy PP-size photo attested by applicant (Not required for company)

7. e TIN certificate with latest return (If any)



## Account Opening Documentation Checklist

### NITA Account in AD Branch only

#### Eligibility:

- All Bangladeshi nationals (Bangladeshi passport holders) who are working/living abroad
- Foreign passport holders who are originally from Bangladesh (including dual citizen)
- Institutions located abroad which are owned by NRBs
- Foreign institutions and foreign individuals resident in abroad

1. Applicant's photo ID and two (02) copies of latest PP size photos  
- Valid Bangladeshi Passport only or Foreign Passport with NVR (No Visa Required) Seal
2. Valid VISA/Work Permit/1-20/Green Card/ Residence Permit
3. Personal Information page filled and signed by A/c Holder (Annexure1-A)
4. **For Individual** - Pay Slip / Job Contract Letter/Overseas Bank Statement/Overseas TAX Certificate/any other valid document acceptable to the Bank.  
  
**For foreign firm** - documents as per liaison office, Rep Office or Branch Office (Permission of BIDA/BEPZA)
5. Address Proof- Work ID, Utility Bill/Pay Slip/Driving License/Health Card/overseas Bank Statement/Rent Receipts
6. Nominee's photo ID and 1 Copy PP-size photo attested by applicant
7. Documents attested by Bangladesh High Commission/Any MDBL affiliated Exchange House/ any reputed Bank's branch/Notary public in your currently residing country (Notarization should be in a verifiable format).

## Account Opening Documentation Checklist

### **ANNEXURE-1** (to be used for low income group people only under financial inclusion)

The Manager  
Midland Bank PLC.  
..... Branch

Date:

**Subject: -**                      Source of Income

It is stated that I .....S/o, D/o.....  
..... **NIC/Passport No.** ..... wants to open an account in  
your Branch. As I cannot produce any proof of document against my source of income, I would like to  
declare my earnings as under:

**Profession** :                      Housewife/Student/Unemployed/Retired-Person /Self-employed /Low  
Income Group /Person under Financial Inclusion plan/Old age person/others .....

**Details of Profession** :                      .....  
.....

**Monthly Earnings** :                      .....BDT.

Therefore, you are kindly requested to open my account based on this declaration and undertaking.

Further to this, I shall be personally liable for any liabilities and obligations arising out of or in connection  
with the current/savings/SND/FDR and any other account opened in your Branch.

Thanks & Regards.

\_\_\_\_\_  
Signature of the Applicant

**For Branch Use Only:** Branch has accepted the above undertaking & also recommended for further use.

Recommended By

Approved By

\_\_\_\_\_  
Relationship Manager

\_\_\_\_\_  
Head of Branch

## Account Opening Documentation Checklist

See Chapter 14

Para 9

APP 5

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### FORM QA 22

*(Form of undertaking to be furnished by foreign nationals resident in Bangladesh and companies and firms whose head offices are outside Bangladesh for maintaining bank account.)*

To,  
The Manager,

.....  
.....

(Name and address of Bank)

Dear Sir,

I/We hereby certify that the credits paid into my/our account with your bank relate normally to my/our trading business in Bangladesh only and consist of the following:-

*(Here state the principal sources from which Taka payments into the account are derived, e.g. payments received for goods sold, stating general nature of goods).*

In consideration of the Bangladesh Bank agreeing to dispense with my/our completing Form A-7 in respect of every credit to my/our account, other than from non-resident account, I/we undertake that I/We will not make available to any person or firm in Bangladesh any foreign currency which may be at my/our disposal, against reimbursement in Taka, without first having obtained the permission of the Bangladesh Bank (through an Authorised Dealer) by completing Form A-7 in respect of the Taka payment to my/our account. I/We further agree to complete Form A-7 in respect of any payments into the account which may not be directly connected with my/our trading activities in Bangladesh, or which represent remittances received from overseas.

Yours faithfully,

\_\_\_\_\_  
*Signature of applicant*

Dated.....

Full name of applicant.....Nationality.....

.....Passport No. .... dated ..... issued by.....

.....Occupation.....Address.....Date of arrival in  
Bangladesh.....

We certify that to the best of our knowledge and belief the information given above is correct.

Dated.....

\_\_\_\_\_  
*Stamp and Signature of  
Authorised Dealer*

**Note:** This form should be completed in on original and submitted to the Authorised Dealer with whom the account is desired to be opened for being preserved in the respective account opening file.