

SFIL Securities Limited

(A Fully owned Subsidiary of Strategic Finance & Investments Limited)

TREC HOLDER OF BOTH DHAKA STOCK EXCHANGE LIMITED & CHITTAGONG STOCK EXCHANGE LIMITED

Century Centre, Level: 8, Kha 225, Bir Uttam Rafiqul Islam Avenue, Progoti Shoroni, Dhaka 1212, Bangladesh

Tel: +88 09612877877, E-mail: info@sfilsl.com, Web: www.sfilsl.com

(TERMS AND CONDITIONS FOR OPENING A BROKERAGE ACCOUNT)

DECLARATION/AGREEMENT

I/We the undersigned whose information is given in the Brokerage application Form hereby request to be registered as a client of SFIL SECURITIES LIMITED and intend to open a brokerage account in my /our/company name. I/We further agree and confirm that the account hereby requested to be opened by me /us shall be held and be governed by the terms and conditions of this agreement as provided hereinafter and as may be modified from time to time by SFIL SECURITIES LIMITED.

TERMS AND CONDITIONS

Instruction: A written instruction shall be given to SFIL SECURITIES LIMITED from time to time to purchase and/or sell investments (which shall mean and include stocks, debentures, mutual funds and private placement or any other similar financial instrument as may be made available from time to time) on behalf of the account holder. On receipt of such instructions along with a cash deposit or delivery of shares, SFIL SECURITIES LIMITED shall, so far as SFIL SECURITIES LIMITED considers it reasonably practicable, purchase and/or sell investments in accordance with those instructions, provided always that (I) any such dealings to do not contravene any applicable laws or regulations;(II) SFIL SECURITIES LIMITED shall have an absolute discretion to accept or reject purchase/sell instructions and (III) accounts holder' instruction shall include the following details:

- The name of the investment.
- Quantity.
- Price with notification of limit or discretion.
- The duration of the order.
- The nature of the lot (i.e. scrip size) for sale or the desired format for purchase order (See Note)
- The order should specify completion formats of:
 - All or partial fill with minimum trade value or number of shares.
 - Mode of execution i.e. DVP (Delivery versus payment)/ NON DVP (non delivery versus payment).

(Note: The number of shares constitution a "market lot" may change. Sellers must include the exact format of their holding. This has direct impact on market pricing given the predominantly retail nature of the market. Trades may fail where non agreed lot sizes are delivered.)

Joint Accounts: If this is a joint account unless the account holders notify SFIL SECURITIES LIMITED otherwise and provide such documentation as SFIL SECURITIES LIMITED may require, the brokerage account(s) shall be held by the account holders jointly with rights or survivorship (payable to either or the survivor). Under these terms and conditions each joint account holder irrevocably appoints the other as attorney in fact to take all action on his or her behalf and to represent him or her in all respects in connection with this agreement. SFIL SECURITIES LIMITED shall be fully protected in acting but shall not be required to act upon the instruction of either of the account holder, who shall be liable, jointly or severally, for any amounts due to SFIL SECURITIES LIMITED pursuant to this agreement, whether incurred by either both of the account holders.

Jumbo and Market Lots: When an account holder wishes to sell stock, he/she must inform SFIL SECURITIES LIMITED as to the format of the lot being sold, for example 5000 shares in 10's and 2000 in 5's(Jumbo lots are difficult to split with the company and so face a considerable discount to market price)

Risk: The account holder understand(s) that the stock market is a rapidly changing market and that there is an inherent risk in incurring loss in share dealings.

Limit Orders: While SFIL SECURITIES LIMITED will endeavor to purchase or sell the Investment within the limits of the prices that may be notified by the account holder, SFIL SECURITIES LIMITED does not guarantee or assure that the transaction will be materialized within such notified limits. SFIL SECURITIES LIMITED will always endeavor to obtain the best price.

Agents: SFIL SECURITIES LIMITED is authorized to employ other brokers as agents to perform all or part of its duties under these terms and conditions and to provide information regarding the account to such agents. SFIL SECURITIES LIMITED may seek and act on an opinion from any lawyer, accountant or other expert and shall not incur any liability by acting upon such opinion.

Associates Companies: SFIL SECURITIES LIMITED may purchase and/or sell Investment on behalf of the account holder by placing order with itself and other company whether acting as underwriter(s), merchant or commercial bank(s), registered or licensed deposit – taker(s), broker(s), dealer(s) or otherwise, or with any other broker(s) and dealer(s) as SFIL SECURITIES LIMITED in its sole discretion may decide.

Dhaka and Chattogram Stock Exchange Rules: All transactions duly concluded through and recognized by the Dhaka Stock Exchange Limited (hereafter DSE) and the Chittagong Stock Exchange Limited (hereafter CSE) are governed by the respective rules of DSE and CSE relating to trading and settlement in particular and will be binding on both the parties concerned.

Payment and Disclosure: SFIL SECURITIES LIMITED shall not be obliged to make any payment on behalf of the account holders. SFIL SECURITIES LIMITED disclose information regarding the account holder or his/her dealings in relation to this agreement to any department of the government or public body upon request, whether or not such request is in fact legally enforceable, and SFIL SECURITIES LIMITED will not be liable in any way to account holder for so doing.

Cancellation provisions: SFIL SECURITIES LIMITED is authorized, in its discretion, should the understanding die or should SFIL SECURITIES LIMITED for any reason whatsoever deems it necessary for its protection, without notice, to cancel any outstanding orders in order in order to close out the accounts of the account holder, in whole or in part, or to close out any commitment made on behalf of the account holder.

Indemnity: In the event of a default, omission or act committed by SFIL SECURITIES LIMITED as a broker/member of the DSE or as a broker /member of the CSE, the account holder shall be indemnified if and only as provided by the Rules and Regulation of DSE/CSE.

Confirmation and settlement: SFIL SECURITIES LIMITED shall use its best endeavors to provide the account holder with (a) written confirmation of each transaction it has effected in instruction ; and (b) contract notes (in such form as SFIL SECURITIES LIMITED) setting forth (i) details of the trade date ,value date ,settlement date ,quantity, price, commission rate and DSE “Howla” number or CSE equivalent provided also that the account holder does hereby agree and undertake to confirm in writing beforehand of all our instructions.

Fees and expenses: The account holder will pay a brokerage commission of..... , and any other related expenses and charged that may from time to time be applicable. Every transaction concluded through and recognized by the DSE or the CSE is a subject to transaction levies or other fees imposed by the DSE and CSE. The account holder understands that the rate of commission may be changed from time to time.

Set-off: SFIL SECURITIES LIMITED shall be entitled to, in respect of all commission, costs, charged or expense, set off from any monies from time to time held by SFIL SECURITIES LIMITED for the account holder and if such monies are insufficient for the purpose, to sell any Investment held by SFIL SECURITIES LIMITED or any of its agents on behalf of the account holder.

Period: This agreement shall be remain in force for a period of..... months/years from the date of signing.

Termination: This agreement will stand terminated:

- I. Upon the expiry of the period of this Agreement unless renewed upon mutual agreement between SFIL SECURITIES LIMITED and the Account Holder.
- II. Before the expiry of the period of this Agreement, if either SFIL SECURITIES LIMITED or the Account Holder givesmonths’ notice. Termination shall not absolve the parties from completing accounts and adjusting any outstanding dues.
- III. If the account holder fails to make payment for any transaction upon due notice for a period of.....days.

Assignment: The benefits/rights and burdens/obligations of this agreement is capable of assignment by both the account holder and SFIL SECURITIES LIMITED without the consent of the other but the notice assignment must be given to the other in writing .[Legally- rights are assignable and obligations are transferred]

Force Majeur: SFIL SECURITIES LIMITED shall not be liable for any loss, damages, expenses, costs or otherwise resulting directly or indirectly from any Government restriction, exchange ruling, suspension of trading, war strike, national disaster or any other event or circumstances beyond its control.

Forged Shares: SFIL SECURITIES LIMITED shall not be liable or responsible for any shares that are found to be forged.

However, SFIL SECURITIES LIMITED will make every attempt to replace the forged shares from the seller.

Law: The terms and conditions contained herein shall be governed by and be construed in accordance with the laws of Bangladesh.

- Notices:**
- (a) All notices, instructions or other communication shall be given in English and in written (facsimile, telex, telegram, cable or letter) or orally and shall be sent to SFIL SECURITIES LIMITED and the account holder at the address, fax and/or telex number shown herein or at such other address as may be communicated by the parties here to in writing.
 - (b) Proof of delivery or dispatch shall be:
 - (i) in the case of a letter: dispatch of the letter duly stamped and addressed.
 - (ii) in the case of facsimile, telex, telegram, or cable on the day of dispatch with mechanical confirmation.
 - (c) All oral notices, instructions, or other communications should be confirmed in writing within 24 hours.

Definitions: Words defined herein, save where a contrary meaning appears or such meaning is inconsistent with the context, shall have this same defined meaning wherever used.

Sums Due: For all purposes including any legal proceedings, a certificate by any of SFIL SECURITIES LIMITED officers confirming the monies and /or liabilities for the time being due and /or incurred to by the account holder shall be conclusive evidence thereof against him/her

Disputes and Resolution of Dispute: In case of any dispute arising between the SFIL SECURITIES LIMITED and the account holder in connection with the interpretation or enforcement of the terms and conditions contained herein, attempts should be made to settle the matter amicably, in case of failure to settle the matter amicably, the same shall be referred to arbitration of two arbitrators, each to be nominated by the parties who shall also appoint an Umpire. The decision of the arbitrators, so nominated, shall be binding on both the parties. In case the Arbitrators differ in their finding, the decision of the Umpire shall be final and binding on the parties. The arbitration shall be conducted in accordance with the Arbitration Act, 2001.

I/We have read the terms and conditions contained herein above, and having agreed with terms and conditions

I/We put my/our/company seal and signature on this theday of.....,20.....

Signature of the Account Holder

Signature of the Joint Account Holder

<p>Witnessed By:</p> <p>Signature:</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p>	<p>Witnessed By:</p> <p>Signature:</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p>
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7. Account Link Request

Would you like to create a link to your existing Depository Account? Yes No

If yes, then please provide the Depository BO Account Code (8 Digits):

8. Nominees/ Heirs

If account holder(s) wish to nominate person(s) who will be entitled to receive securities outstanding in the account in the event of the death of the sole account holder / all the joint account holders, a separate nomination Form - 23 must be filed up and signed by all account holders and the nominees giving names of nominees , relationship with first account holder, percentage distribution and contact details. If any nominee is a minor, guardian's name, address, relationship with nominee has also to be provided.

9. Power of Attorney (POA)

If account holder(s) wish to give a Power of Attorney (POA) to someone to operate the account, a separate Form - 20 must be filed up and signed by all account holders giving the name, contact details etc. of the POA holder and a POA document lodged with the form.

10. To be filled in by the Stock Broker / Stock Exchange in case the application is for opening a Clearing Account

Exchange Name DSE Trading ID CSE Trading ID

11. Photograph

Please paste recent passport size Photograph of 1st Application or Authorized Signatory in case of Limited Co. Only

1st Applicant or Authorized Signatory in case of Ltd Co.

Please paste recent passport size Photograph of 2nd Application or Authorized Signatory in case of Limited Co. Only

2nd Applicant or Authorized Signatory in case of Ltd Co

Please paste recent passport size Photograph of Authorized Signatory in case of Limited Co. Only

Authorized Signatory in case of Ltd Co. Only

12. Standing Instructions

I/We authorize you to receive facsimile (fax) transfer instructions for delivery. Yes No

13. DECLARATION

The rules and regulations of the Depository and CDBL Participant pertaining to an account which are in force now have been read by me/us and I/we have understood the same and I/we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. I/We also declare that the particulars given by me/us are true to the best of my/our knowledge as on the date of making such application. I/We further agree that any false/misleading information given by me/us or suppression of any material fact will render my/our account liable for termination and further action.

Applicants	Name of applicants / Authorized signatories in case of Ltd Co.	Signature with date
First Applicant		
Second Applicant		
3 rd Signatory (Ltd Co. only)		

14. Special Instructions on operation of Joint Account

Either or Survivor Any one can operate Any two will operate jointly
 Account will be operated by _____ with any one of the others.

15. Introduction

Introduction by an existing account holder of **SFIL Securities Limited**
 I confirm the identity, occupation and address of the applicant(s).....
Introducer's Name
Account ID
 (Signature of Introducer)

 Date & Signature of Authorized Person accepting the account

 Date & Signature of CEO/Director

Central Depository Bangladesh Limited (CDBL)
Depository Account (BO Account) opened with CDBL Participant
SFIL Securities Limited

(A fully owned subsidiary of Strategic Finance & Investments Limited)
Century Centre, Level: 8, Kha 225, Bir Uttam Rafiqul Islam Avenue, Progoti Shoroni
Dhaka 1212, Bangladesh
Tel: +88 09612877877, E-mail: info@sfilsl.com, Web: www.sfilsl.com

TREC Holder of both:

Dhaka Stock Exchange Limited (276), SEC Reg. No. -3.1/DSE-276/2022/611
Chittagong Stock Exchange Limited (154), SEC Reg. No. -3.2/CSE-154/2022/345

Terms & Conditions – Bye Laws 7.3.3(c)

CDBL participant, Dhaka / Chittagong / Sylhet, Bangladesh

Dear Sir,

Please open a Depository account (BO Account) in my /our names (s) on the terms and conditions set out below. In consideration of **SFIL SECURITIES LIMITED** (the "CDBL Participant") opening the account providing depository account facilities to me/us, I/we have signed the BO Account Opening Form as a token of acceptance of the terms and conditions set out below.

1. I/we agree to be bound by The Depositories Act, 1999, Depositories Regulations, 2000, The Depository (User) Regulations 2003, and abide by the Bye Laws and Operating instructions issued from time to time by CDBL.
2. CDBL shall allocate a unique identification number to me /us (Account Holder BO ID) for the CDBL Participant to maintain a separate Account for me /us, unless the I/we instructs the CDBL Participant keep the securities in an Omnibus Account of the CDBL Participant. The CDBL Participant shall however ensure that my /our securities shall not be mixed with the CDBL Participant's own securities.
3. I/we agree to pay such fees, charges and deposits to the CDBL Participant, as may be mutually agreed upon, for the purpose of opening and maintaining my/our account, for carrying out the instructions and for the rendering such other services as are incidental or consequential to my/our holding securities in and transacting through the said depository account with the CDBL Participant.
4. I/we shall be responsible for:
 - (a) The veracity of all statements and particulars set out in the account opening form, supporting or accompanying documents;
 - (b) The authenticity and genuineness of all certificates and/or documents submitted to the CDBL Participant along with or in support of the account opening form or subsequently for dematerialization;
 - (c) Title to the securities submitted to the CDBL Participant from time to time for dematerialization;
 - (d) Ensuring at all times that the securities to the credit of my/our account are sufficient to meet the instructions issued to the CDBL Participant for effecting any transaction / transfer;
 - (e) Informing the CDBL Participant at the earliest of any changes in my/our account particulars such as address, bank details, status, authorizations, mandates, nomination, signature etc.;
 - (f) Furnishing accurate identification details whilst subscribing to any issue of securities.
5. I/we shall notify the CDBL Participant of any changes in the particulars set out in the application form submitted to the CDBL Participant at the time opening the account or furnished to the CDBL Participant from time to time at the earliest. The CDBL Participant shall not be liable or responsible for any loss that may be caused to me/us by reason of my/our failure to intimate such change to the CDBL Participant at the earliest.
6. Where I/we have executed a BO Account Nomination Form
 - a) In the event of my/our death, the nominee shall receive/draw the securities held in my/our account
 - b) In the event, the nominee so authorized remains a minor at the time my/our death, the legal guardian is authorized to received/draw the securities held in my/our account.
 - c) The nominee so authorized, shall be entitled to all my/our account to the exclusion of all other persons i.e. my/our heirs, executors and administrators and all other persons claiming through or under me/us and delivery of securities to the nominee in pursuance of this authority shall be binding on all other persons.
7. I/we may at any time call upon the CDBL Participant to close my/our account with the CDBL Participant provided no instructions remains pending or unexecuted and no fees or charges remain payable by me/us to the CDBL Participant. In such event I/we may close my/our account by executing the Account Closing Form if no balances are standing to my/our credit in the account. In case any balances of securities exist in the account may be closed by me/us in one of the following ways:

- (a) By dematerialization of all existing balances in my/our account;
- (b) By transfer of all existing balances in my/our account to one or more of my/our other account(s) held with any other CDBL participant(s);
- (c) By rematerialization of a part of the existing balances in my/our account and by transferring the rest to one or more of my/our other account(s) with any other CDBL participant(s);

8. CDBL Participant covenants that it shall

- a) act only on the instructions or mandate of the Account Holder or that of such person(s) as may have been duly authorized by the Account Holder in that behalf.
- b) not effect any debit or credit to and from the account of the Account Holder without appropriate instructions from the Account Holder.
- c) maintain adequate audit trial of the execution of the instructions of the Account Holder.
- d) not honour or act upon any instructions for effecting any debit to the account of the Account Holder in respect of any securities unless:
 - (i) Such instructions are issued by the Account Holder under his signature or that of his/its constituted attorney duly authorized in that behalf;
 - (ii) The CDBL Participant satisfied that the signature of the Account Holder under which instructions are issued matches with the specimen of the Account Holder or his/its constituted attorney available on the records of the CDBL Participant;
 - (iii) The balances of clear securities available in the Account Holder's account are sufficient to honour the Account Holder's instructions.
- e) furnishes to the Account Holder a statement of account at the end of every month if there has been even a single entry or transaction during that month, and in any event once at the end of each financial year. The CDBL Participant shall furnish such statements at such shorter periods as may be required by the Account Holder on payment of such charges by the Account Holder as may be specified by the CDBL Participant. The Account Holder shall scrutinize every statement of account received from the CDBL Participant for the accuracy and veracity thereof and shall promptly bring to the notice of the CDBL Participant any mistake, inaccuracies or discrepancies in such statements.
- f) promptly attend to all grievances / complaints of the Account Holder and shall resolve all such grievances / complaints as it relate to matter exclusively within the domain of the CDBL Participant within one month of the same being brought to the notice of the CDBL Participant and shall forthwith forward and follow up with CDBL all other grievances / complaints of the Account Holder on the same being brought to the notice of the CDBL Participant and shall endeavor to resolve the same at the earliest.

9. The CDBL Participant shall be entitled to terminate the account relationship in the event of the Account Holder:

- (a) Failing to pay the fees or charges as may be mutually agreed upon within a period of one month from the date of demand made in that behalf;
- (b) Submitting for dematerialization any certificates or other documents of title which are forged, fabricated, counterfeit or stolen or have been obtained by forgery or the transfer whereof is restrained or prohibited by any direction, order or decree of any court or the Security Exchange Commission;
- (c) Commits or participates in any fraud or other act of moral turpitude in his / its dealings with the CDBL Participant;
- (d) Otherwise misconducts himself in any manner.

10. Declaration and Signature

I/we hereby acknowledge that I/we have read and understood the aforesaid terms and conditions for operating Depository Account (BO Account) with CDBL Participant and agree to comply with them.

Applicants	Name of applicants / Authorized signatories in case of Ltd Co.	Signature with date
First Applicant		
Second Applicant		
3 rd Signatory (Ltd Co. only)		

Nominee 2

Name in Full

Short Name of Nominee (Insert full name starting with Title i.e. Mr. / Mrs. / Ms / Dr, abbreviate only if over 30 characters)

Title i.e. Mr. /Mrs. /Ms. /Dr

Relationship with A/C Holder Percentage (%)

Address

City Post Code State/Division Country Telephone

Mobile Phone Fax E-mail

Passport No..... Issue Place..... Issue Date..... Expiry Date.....

Residency: Resident Non-Resident Nationality..... Date Of Birth

D	D	M	M	Y	Y	Y	Y
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Guardian's Details (if Nominee is a Minor)

Name in Full

Short Name (Insert full name starting with Title i.e. Mr. / Mrs. / Ms / Dr, abbreviate only if over 30 characters)

Relationship with Nominee Percentage (%)

Address

City Post Code State/Division Country Telephone

Mobile Phone Fax E-mail

Passport No..... Issue Place..... Issue Date..... Expiry Date.....

Residency: Resident Non-Resident Nationality..... Date Of Birth

D	D	M	M	Y	Y	Y	Y
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2. Photograph of Nominees / HeirsPlease paste recent
passport size
photographPlease paste recent
passport size
photographPlease paste recent
passport size
photographPlease paste recent
passport size
photograph**Nominee / Heir 1****Nominee / Heir 2****Guardian 1****Guardian 2**

	Name	Signature
Nominee / Heir 1		
Guardian 1		
Nominee / Heir 2		
Guardian 2		
First Account Holder		
Second Account Holder		

4. Photograph of Power of Attorney Holder

Please paste recent
passport size
photograph

(POA Holder)

5. DECLARATION

The rules and regulations of the Depository and CDBL Participant pertaining to an account which are in force now have been read by me/us and I/we have understood the same and I/we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. I/We also declare that the particulars given by me/us are true to the best of my/our knowledge as on the date of making such application. I/We further agree that any false/misleading information given by me/us or suppression of any material fact will render my/our account liable for termination and further action.

	Name of applicants / Authorized signatories in case of Ltd Co.	Signature with date
POA Holder		
First Applicant		
Second Applicant		
3rd Signatory (Ltd Co. only)		

SFIL Securities Limited

(A Fully owned Subsidiary of Strategic Finance & Investments Limited)

TREC HOLDER OF BOTH DHAKA STOCK EXCHANGE LIMITED & CHITTAGONG STOCK EXCHANGE LIMITED

Century Centre, Level: 8, Kha 225, Bir Uttam Rafiqul Islam Avenue, Progoti Shoroni, Dhaka 1212, Bangladesh

Tel: +88 09612877877, E-mail: info@sfilsl.com, Web: www.sfilsl.com

KYC Profile Form (Application for BO Account)

To be completed by the Account Opening/ Relationship Manager	
BO ID:	Internal Reference No./Code No.:
1. Customer/ Account Name:	
2. Type of Account:	
3. Name of Account Opening Officer/ Relationship Manager:	
4. What is the source of Fund? How the source of fund has been verified (Where Applicable)	

5. Information regarding Beneficial Owner of the account (In case of company, information regarding controlling shareholder(s) and the shareholder(s) holding 20% or more shares)

.....
.....

6. Passport No:	Whether photocopy obtained? (Where applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
7. Voter ID Card No:	Whether photocopy obtained? (Where applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
8. National ID No:	Whether photocopy obtained? (Where applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
9. TIN No:	Whether photocopy obtained? (Where applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10. VAT Reg. No:	Whether photocopy obtained? (Where applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
11. Driving License No:	Whether photocopy obtained? (Where applicable)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

12. What Does the customer do?

Mention the occupation of the client in detail:

Comments (if any)

(Comments may be made in this part regarding risk of the customer in consideration of subjective judgement)

Signature	Account Opening Officer/ Relationship Manager:	Verified By:	Approved By:
	Signature (With seal)	Signature (With seal)	Signature (With seal)
	Name: Date:	Name: Date:	Name: Date:

Account Opening Documentation Instruction for Online Clients		
→ Duly fill up the Account Opening Form with your signature on every necessary place.		
→ Put your specimen Signature on the Signature Card enclosed with the Account Opening Form:		
◆ for Individual & Joint Account – Specimen Signature of Accountholders		
◆ for Company Account – Specimen Signature of Managing Director/CEO		
→ Put your signature on every copy of scanned documents (listed below).		
→ Email scanned Account Opening Form along with necessary documents (listed below) to info@sfils.com		
*Please courier the same documents as soon as possible to our Head office at Century Centre, Level: 8, Kha 225, Bir Uttam Rafiqul Islam Avenue, Progoti Shoroni, Dhaka 1212, Bangladesh		
Required Documents for Account Opening with SFIL Securities Limited		
Documents required for Resident Bangladeshi (Individual & Joint)		
1. Copy of National ID Card Accountholder(s), Nominee(s), Power-of-Attorney, Authorized Person(s), if any. * If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID of Accountholder(s) and Nominee / Power-of-Attorney, if any. *		
2. Bank Statement (last Three month). Copy of Bank Cheque Leaf for BEFTN setup. * Bank Certificate, if NID of Accountholder(s) not available.		
3. Two copies Passport size photograph of the account holder(s). [Attested by accountholder at the back] *		
4. One copy Passport size photograph of the Nominee(s), if any [Attested by account holder]. * In case the Nominee is Minor, Guardian's NID / Passport / Photo ID and Photo are mandatory. *		
5. Two copies Passport size photograph of Authorized Person and Power-of-Attorney, if any. [Attested by account holder] *		
6. ETIN certificate (to enjoy Tax Benefit).		
7. Copy of Employee ID card / Letter of Introduction from Employer / Visiting Card / approval of Operational head (applicable only for service holder). Or, Trade License / approval of Operational Head (if profession is business). Or, If the applicant does not have any income, additional documents are required for ensuring the source of fund. Or, If the profession of applicant is share business, Portfolio of his/her BO account(s) is required.		
Documents required for Non-Resident Bangladeshi (NRB) (Individual & Joint)		
1. Copy of Passport (with valid visa) of account holder(s). *		
2. Copy of National ID Card Accountholder(s), Nominee(s), Power-of-Attorney, Authorized Person(s), if any. * If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID of Accountholder(s) and Nominee / Power-of-Attorney, if any. *		
3. Copy of Service agreement with the employer / Work permit / Residence Permit / Business documents. *		
4. Bank Certificate of both Local and Foreign Currency (FC) accounts and copy of Cheque leaf of local bank account for BEFTN setup. *		
5. Copy of Notarized Power-of-Attorney acknowledgement. *		
6. Two copies Passport size photograph of the account holder(s), Power-of-Attorney, Authorized Persons. [Attested by accountholder at the back] *		
7. One copy Passport size photograph of the Nominee(s), if any [Attested by account holder]. * In case the Nominee is Minor, Guardian's NID / Passport / Photo ID and Photo are mandatory. *		
8. ETIN certificate (to enjoy Tax Benefit).		
9. Copy of Employee ID card / Letter of Introduction from Employer / Visiting Card / approval of Operational head (applicable only for service holder). Or, Trade License / approval of Operational Head (if profession is business). Or, If the applicant does not have any income, additional documents are required for ensuring the source of fund. Or, If the profession of applicant is share business, Portfolio of his/her BO account(s) is required.		
Documents required for Foreign Individuals residing in Bangladesh		
1. Copy of Passport with valid Visa of account holder(s) and Nominee(s). *		
2. Copy of certificate from Board of Investments regarding employment of foreign national. *		
3. Bank Certificate of Local and Foreign Currency (FC) accounts and copy of Cheque leaf of local bank account for BEFTN setup. *		

4. Two copies Passport size photograph of the account holder(s). [Attested by accountholder at the back] *		
5. One copy Passport size photograph of the Nominee(s), if any [Attested by account holder]. * In case the Nominee is Minor, Guardian's NID / Passport / Photo ID and Photo are mandatory. *		
6. ETIN certificate (to enjoy Tax Benefit).		
Required Documents required for Local Company		
1. Copy of Valid Trade License. *		
2. Copy of RJSC certified Memorandum and Article of Association (MEMART). * • Copy of Certificate of incorporation and commencement of business (for Public Limited Company) • Latest copy of form XII • List of Directors along with address (Or) A license from Bangladesh Bank (in case of Financial Institution).		
3. Board resolution regarding opening of Trading and BO Account. *		
4. List of Authorized signatories with specimen signature. *		
5. ETIN certificate (to enjoy Tax Benefit).		
6. VAT / BIN registration document.		
7. Bank Certificate of the organization. Copy of Cheque Leaf for BEFTN setup. *		
8. Copy of NID card of CEO / MD / Chairman and Signatories. * If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID.		
9. Two Photographs of CEO / MD / Chairman and Signatories with their names in Block Letters and signature and Attested by Managing Director. *		
Documents required for Sole Proprietorship		
1. Copy of Valid Trade License. *		
2. ETIN certificate (to enjoy Tax Benefit).		
3. VAT / BIN registration document.		
4. Bank Certificate of the organization. Copy of Cheque Leaf for BEFTN setup. *		
5. Copy of NID card of Proprietor. * If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID.		
6. Two Photographs of Proprietor with his/her name in Block Letters and signature and Attested by him/her-self. *		
7. One copy Passport size photograph of the Nominee(s), if any [Attested by account holder]. * In case the Nominee is Minor, Guardian's NID / Passport / Photo ID and Photo are mandatory. *		
8. Two copies Passport size photograph of Authorized Person and Power-of-Attorney, if any. [Attested by account holder] *		
Additional Documents required for Partnership		
1. Copy of Valid Trade License. *		
2. Valid Partnership deed. *		
3. Partners resolution to open BO account. *		
4. ETIN certificate (to enjoy Tax Benefit).		
5. VAT / BIN registration document.		
6. Bank Certificate of the organization. Copy of Cheque Leaf for BEFTN setup. *		
7. Copy of NID card of Partners. * If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID.		
8. Two Photographs of Partners with their names in Block Letters and signature and Attested by themselves. *		
9. Two copies Passport size photograph of Authorized Person and Power-of-Attorney, if any. [Attested by account holder] *		
Additional Documents required for Association / Trust / Society / Provident Fund		
1. Trust deed*		
2. Copy of constitution / bye – law / rules (not required for Provident Fund). *		
3. Certificate of Registration (not required for Provident Fund). *		
4. Copy of resolution of governing body to open the account and authorization for operation. *		
5. List of members of the governing bodies along with addresses. *		
6. List of authorized signatories with specimen signature. *		
7. Recognition letter from NBR (for Provident Fund only). *		
8. Bank Certificate of the organization. Copy of Cheque Leaf for BEFTN setup. *		
9. Two Photographs of Chairman / President / Trustee members and Signatories with their names in Block Letters and signature and Attested by themselves. *		
10. ETIN certificate (to enjoy Tax Benefit).		
11. VAT / BIN registration document.		
Note:		
<ul style="list-style-type: none"> - The Account Opening Form should be filled in BLOCK LETTERS - All Photocopy documents must be attested by account holder(s). - Photos need Attestation of the Accountholders at the back. 		

