

## Contents

Savings Account - Local Currency (Individual/Joint Account).....	2
Proprietorship Account [Control Points] .....	2
Partnership Account [Control Points] .....	2
Company Account [Control Points].....	3
Club/Societies/NGO/Educational Institute/Association [Control Points].....	4
N.G.O.....	4
N.G.O. (REGISTERED ABROAD).....	5
LIMITED LIABILITY COMPANY .....	5
Branch and Liaison Office of a foreign company .....	5
PROJECT ACCOUNT .....	6
NFCD A/C.....	6
RFCD A/C.....	7
REGISTERD PARTNERSHIP .....	7
UNREGISTERED PARTNERSHIP .....	7
CONVERTIBLE TAKA ACCOUNT .....	7
DOCUMENTATION FOR DIPLOMATIC MISSIONS .....	8
DOCUMENTATION FOR UN ORGANISATIONS.....	8
DOCUMENTATION FOR FOREIGN ORGANIZATIONS & CONSULTING FIRMS.....	8
DOCUMENTATION FOR EXPATRIATE EMPLOYEES:.....	8
FC ACCOUNT (FOREIGN NATIONALS).....	9
FC ACCOUNT (BANGLADESHI NATIONALS) .....	9
ESCROW ACCOUNT .....	9
PRIVATE NON-RESIDENT TAKA ACCOUNT .....	10
FIXED DEPOSITS (LOCAL CURRENCY - FOR NEW RELATIONSHIPS): .....	10
ASSOCIATIONS / CLUBS / CHARITIES / SOCIETIES ETC. ....	10

## List of Required Documentations:

### Savings Account - Local Currency (Individual/Joint Account)

- Duly filled and signed Account Opening Form, Nominee form, KYC & TP
- 2 recent color passport size photograph of the accountholder[s] duly attested by an introducer maintaining account relationship with NRB Bank [signature to be verified] and 1 recent color passport size photograph of the nominee [s] with signature duly attested by the accountholder.
- National ID/Passport/TIN Certificate/Driving License/Photo ID/Student Photo ID/ Employee ID card, duly attested by SSM/CSM/Concern RM.
- **Proof of Address** (Attested copies [SSM/CSM/DO] of telephone bill/ electricity bill/water bill which is not older than 3 months/Employer Certificate/Bank statement/credit card/TIN/BIN/Certificate/copy of insurance policy/If Rented, current tenancy agreement/Pension Book/Retirement benefit certificate/certificate issued by the Principal of reputed college or university authority with photograph duly attested [applicable for employees/students of that institution].
- Signed terms and conditions.

**Note: Foreign Nationals are not entitled to open savings account. Photograph of the minor if the account is opened in the name of a minor**

### Proprietorship Account [Control Points]

- Duly filled and signed Account Opening Form, KYC & ETP.
- 2 recent color Passport size photograph of the accountholder duly attested by an introducer maintaining account relationship with NRB Bank [signature to be verified].
- Personal identity of the proprietor of the firm is to be established by any of the documents as mentioned in Individual/Jt. Account category[1.1.4]
- Copy of valid Trade License issued by City Corporation, Pourasobha, Union Parishad etc., duly attested by SSM/CSM/DO.
- Up-to-date TIN Certificate, National ID, duly attested by SSM/CSM/DO.
- Permission from Bangladesh Bank or relevant authority to be taken in case of Buying House, Local Agent of foreign Principal, Indenting and other specific businesses.
- Signed terms and conditions.

### Partnership Account [Control Points]

- Duly filled and signed Account Opening Form, KYC & TP

- 2 recent color Passport size photograph of each partner duly attested by an introducer maintaining account relationship with NRB Bank [signature to be verified].
- Copy of valid Trade License issued by City Corporation, Pourasobha, Union Parishad etc., duly attested by SSM/CSM/Concerned RM.
- Certified copy of Partnership Deed/Agreement (duly registered / notarized).
- Personal identity of the partners of the firm is to be established by any of the documents as mentioned in Individual/Jt. Account category
- List of Partners with address.
- Extracts from the Resolution of the meeting mentioning the opening of account with NRB Bank and signatories thereof who will operate the account.
- Up-to-date TIN Certificate, National ID, duly attested by SSM/CSM/DO.
- Permission from Bangladesh Bank or relevant authority to be taken in case of Buying House, Local Agent of foreign Principal, Indenting and other specific businesses.
- Evidence of the trading address and partnership to be confirmed.
- A copy of financial [audited where applicable] shall be obtained.
- Signed terms and conditions.

### **Company Account [Control Points]**

- Duly filled and signed Account Opening Form, KYC & ETP.
- RJSC certified copy of the Memorandum and Articles of Association of the company.
- RJSC certified copy of Certificate of Incorporation and/or Certificate of Commencement as applicable.
- Extract of the Board Resolution [as defined in MOA & AOA], which intended to open the account relationship and the empowering authority for those who will operate the account with specimen signature.
- Personal identity of the Directors of the company is to be established by any of the documents as mentioned in Individual/Jt. Account category[1.1.4]
- List of Directors [Form XII] certified by RJSC.
- Certificate of Membership from the trade body e.g. chamber of commerce and industry.
- Copy of Import/Export License where the company is engaged in international trade.
- Duly attested NID of all Directors.
- 2 recent color Passport size photograph of all signatories duly attested by the Chairman or Company Secretary or any valued customer maintaining an account relationship with NRB Bank [signature to be verified].

- Copy of valid Trade License issued by City Corporation, Pourasobha, Union Parishad etc., duly attested by SSM/CSM/DO.
- Up-to-date TIN Certificate of the company as well as each Director and operator of the account duly attested by SSM/CSM/DO.
- Permission from Bangladesh Bank or relevant authority to be taken in case of Buying House, Local Agent of foreign Principal, Indenting and other specific businesses.
- Copy of latest Annual Return submitted to the RJSC by the company.
- Any deed/acts must be supported by the MOA and AOA of the company.
- Signed terms and conditions.

### **Club/Societies/NGO/Educational Institute/Association [Control Points]**

- Duly filled and signed Account Opening Form, KYC & ETP.
- 2 recent color Passport size photograph of all signatories duly attested by President/Executive Director/Head of Educational Institution or any valued customer having current account relationship with NRB Bank [signature to be verified].
- Copy of Constitution, Byelaws/Deed registered with the competent registration authority of the Govt. of Bangladesh [GOB], duly attested by SSM/CSM/DO.
- Copy of registration certificate issued in favor of the organization by the competent authority of GOB, duly attested by SSM/CSM/DO.
- Copy of the latest Annual Returns submitted to GOB by the organization.
- Personal identity of all members of the Executive Committee is to be established by any of the documents as mentioned in Individual/Jt. Account category[1.1.4]
- Extracts of the Resolution, which intended to open the account relationship and the empowering authority for those who will operate the account with specimen signature duly attested by President/Executive Director/Head of Educational Institution.
- Signed terms and conditions.

### **N.G.O.**

- Completed Account opening Form
- Original Resolution or Certified copies of Resolution / Extract of Resolution for opening the Account and Authorization for its operation should be certified as stated in the Articles of Association or by The Chairperson of the meeting.
- Certified true copy of the Constitution / By-laws / Trust Deed / Memorandum & Articles of Association
- Certificate of Registration from The Ministry of Social Welfare if it is registered under Voluntary Welfare Agencies Ordinance 1961 / R.J.S.C if it is established under Societies Act 1860
- Certificate of Registration from N.G.O Bureau ( in case of NGOs funded by overseas donor Agencies)
- List of members of the Governing Body or Executive Committee with their address

- Photographs of Signatories duly attested
- **QA-22 Forms( Two copies) and 1<sup>st</sup> six (6) pages of passport to be held in case the signatory (s) is foreign national stating source of fund ( Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**
- Photo ID of the signatories

## **N.G.O. (REGISTERED ABROAD)**

- Completed Account opening Form
- Original Resolution or Certified copies of Resolution / Extract of Resolution for opening the Account and Authorization for its operation should be certified as stated in the Articles of Association / bylaws / Constitution or by The Chairperson.
- Certified true copy of the Constitution / By-laws / Trust Deed / Memorandum & Articles of Association
- Copy of 1<sup>st</sup> six pages of passport of the signatories ( in case of foreign nationals)
- Photograph duly attested by the introducer
- Certificate of Registration from N.G.O Bureau ( in case of NGOs funded by overseas donor Agencies)
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

**(points 2 & 3 in the above must be notarized in the domicile country or attested by the High Commission Bangladesh in the respective countries)**

## **LIMITED LIABILITY COMPANY**

- Completed Account opening Form **duly introduced**
- Original Resolution or Certified copies of Resolution / Extract of Resolution for opening the Account and Authorization for its operation should be certified as stated in the Articles of Association or by The Chairperson.
- Certified true copy of Memorandum & Articles of Association of the company
- Certificate of Incorporation
- Valid Trade License
- List of Directors with their address
- Certified copy of Form XII
- The Account certified by the Chairperson
- Photographs of signatories duly attested
- Copy of Certificate of Chief Controller of Insurance (only in case of Insurance Companies )
- Photo ID of the signatories

## **Branch and Liaison Office of a foreign company**

- Completed Account opening Form

- Original Resolution or Certified copies of Resolution / Extract of Resolution for opening the Account and Authorization for its operation should be certified as stated in the Articles of Association or by The Chairperson.
- Notarized copy of Power of Attorney of the authorized person to open and operate the account.
- Copy of 1<sup>st</sup> six pages of passport of the signatories ( in case of foreign nationals)
- Photograph duly attested by the introducer
- Certified true copy of Memorandum & Articles of Association of the company
- Certificate of Incorporation
- Copy of the permission form Ministry of Industries for opening branch or liaison office.
- Undertaking from the customer to submit the copy of permission from Bangladesh Bank under foreign exchange act 1947 section “18B”
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

**(Points 2, 3, 6 & 7 in the above must be notarized in the domicile country or attested by the High Commission Bangladesh in the respective countries)**

## **PROJECT ACCOUNT**

- Completed Account opening Form
- Agreement between Bangladesh Government & The Contractor
- Original Resolution or Certified copies of Resolution / Extract of Resolution for opening the Account and Authorization for its operation should be certified as stated in the Articles of Association or by The Chairperson.
- Certified true copy of Memorandum & Articles of Association of the company
- Copy of 1<sup>st</sup> six pages of passport of the signatories ( in case of foreign nationals)
- Photograph duly attested by the introducer
- **QA-22 Forms to be held ( Two copies) in case the signatory (s) is foreign national stating source of fund ( Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

**(Points 3 & 4 in the above must be notarized in the domicile country or attested by the High Commission / Embassy of Bangladesh in the respective countries)**

## **NFCD A/C**

**(Foreign nationals, Bangladeshi nationals residing abroad or those having dual nationality are eligible to open and maintain NFCD A/C.)**

- Completed Account opening Form
- Copy of 1<sup>st</sup> six pages of passport
- Photograph duly attested by the introducer
- Copy of work permit / service contract / proof of self-employment or business / copy of ID card / Copy of residence permit
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

## **RFCD A/C**

**(Person ordinarily resident in Bangladesh may open and maintain RFCD A/C, even foreign nationals who are residing in Bangladesh for more than six months)**

- Completed Account opening Form
- Copy of 1<sup>st</sup> six pages of passport and relevant page with departure & arrival record
- FMJ form ( only in case of amount exceeding USD 500 or its equivalent)
- Photograph duly attested by the introducer
- Declaration (prescribed format)
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

## **REGISTERD PARTNERSHIP**

- Completed Account opening Form
- Original Resolution or Certified copies of Resolution / Extract of Resolution for opening the Account and Authorization for its Operation duly certified by The Managing Partner or as stated in the partnership deed.
- Copy of valid trade license
- Certified copy of partnership deed from RJSC
- List of partners with their present & permanent address
- Photographs of signatories duly attested.
- Photo ID of the signatories

## **UNREGISTERED PARTNERSHIP**

- Completed Account opening Form
- Original Resolution or Certified copies of Resolution / Extract of Resolution for opening the Account and Authorization for its Operation duly certified by The Managing Partner or as stated in the partnership deed.
- Copy of valid trade license
- Copy of partnership deed certified by the Notary Public.
- List of partners with their present & permanent address
- Photographs of signatories duly attested
- Photo ID of the signatories

## **CONVERTIBLE TAKA ACCOUNT**

(Bank may open Convertible Taka Account in the name of: Diplomatic Missions, UN Organizations International NGOs, Foreign organizations & Consulting firms engaged for specific projects under the

Govt. or Semi Govt. agencies & the expatriate employees of the above mentioned missions / organizations who are Resident in Bangladesh.)

## **DIPLOMATIC MISSIONS**

- Completed Account opening Form
- Account opening & operating authority from The Ministry of foreign affairs of the respective countries
- Copy of 1<sup>st</sup> six pages of passport of the individuals
- Duly attested photographs of signatories
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

## **DOCUMENTATION FOR UN ORGANISATIONS**

- Completed Account opening Form
- Account opening & operating authority from their respective Head Quarters
- Copy of 1<sup>st</sup> six pages of passport of the individuals
- Duly attested photographs of signatories
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

## **DOCUMENTATION FOR FOREIGN ORGANIZATIONS & CONSULTING FIRMS**

- Completed Account opening Form
- Agreement between Bangladesh Government & The Contractor
- Original Resolution or Certified copies of Resolution / Extract of Resolution for opening the Account and Authorization for its operation should be certified as stated in the Articles of Association or by The Chairperson
- Certified true copy of Memorandum & Articles of Association of the company
- Duly attested photographs of signatories
- Copy of 1<sup>st</sup> six pages of passport of the individuals
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

(Points 3 & 4 in the above must be notarized in the domicile country or attested by the High Commission / Embassy of Bangladesh in the respective countries.)

## **DOCUMENTATION FOR EXPATRIATE EMPLOYEES:**

- Completed Account opening Form



- Copy of 1<sup>st</sup> six pages of passport of individual
- Copy of work permit or certificate from the employer
- Risk Assessment Profile & Matrix
- Photograph duly attested by the introducer
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**

## **FC ACCOUNT (FOREIGN NATIONALS)**

- Completed Account opening Form
- Copy of 1<sup>st</sup> six pages of passport and relevant page with more than 6 months visa for staying In Bangladesh.
- Photograph duly attested by the introducer
- Risk Assessment Profile & Matrix
- **QA-22 Forms to be held (Two copies) in case the signatory (s) is foreign national stating source of fund (Chapter 12 of para 4 and Appendix 5/7 of Guideline for Forexchange transaction).**
- Copy of work permit from Ministry of industries (where applicable)

## **FC ACCOUNT (BANGLADESHI NATIONALS)**

- Completed Account opening Form
- Copy of 1<sup>st</sup> six pages of passport
- Copy of work permit / service contract / proof of self-employment or business / copy of ID card / Copy of residence permit.
- Nominee form
- Risk Assessment Profile & Matrix
- Photograph duly attested by the introducer

## **ESCROW ACCOUNT**

**(An escrow is an agreement between three parties, where the 1<sup>st</sup> party deposit monies or documents with the 3<sup>rd</sup> party (escrow agent) as custodian for safekeeping. The escrow agent delivers such monies or documents to the 2<sup>nd</sup> party upon the performance or fulfillment of some event. Bank can play role as an escrow agent.)**

- The written agreement between the first and second parties, stipulating inter alia:
  - Who shall open the escrow account
  - Who shall be the escrow agent (if it is someone else other than the Bank)
  - What shall be deposited with the escrow agent and by whom and when
  - What event has to be fulfilled or performed before the escrow agent effects delivery to the concerned party

- It is preferable that the escrow agent too is a party to this agreement. However, where the Escrow agent is the bank, bank's acceptance of the accounting form itself signifies agreement to act as escrow agent. Where the escrow agent is an individual, his signature in the account opening form signifies his agreement to his appointment as escrow agent.
- If the concerned parties are companies, board resolution from each approving / sanctioning the terms upon which the escrow account is opened. Memorandum and Articles of Association should be scrutinized to ensure compliance with the internal regulations of the concerned company.
- Duly filled in account opening form

## **PRIVATE NON-RESIDENT TAKA ACCOUNT**

- **(The account of individuals, firms or companies resident outside Bangladesh are designated as non-resident A/C. United Nations and its organizations are not treated as non-resident)**
- **Foreign Nationals are required to submit the copy of valid work permit from the relevant authorities**
- **Documentation is similar to Personal A/C and or Company A/C**

## **FIXED DEPOSITS (LOCAL CURRENCY - FOR NEW RELATIONSHIPS)**

- Completed account opening form.
- Nominee form
- Risk Assessment Profile & Matrix
- Photograph duly attested by the introducer.
- Copy of photo ID

## **ASSOCIATIONS / CLUBS / CHARITIES / SOCIETIES ETC.**

- Completed account opening form
- Copy of constitution / by-laws / trust deed / memorandum and articles of association.
- Copy of certificate of registration of the association / club / society / charity. (Ministry of Social Welfare or Registrar of Co-operative)
- List of members of governing body / executive committee of the association / club / society / charity etc.
- Extract of resolution of the meeting of governing body or executive committee of the association / club / charity / society for opening account with the bank.
- Attested photographs of the person(s) authorized to sign on behalf of such institutions.