



A Corporate
member of DSE

STOCK & BOND LIMITED

PARTNERSHIP OF TRUST

Office/ Branch

CORPORATE MEMBER

DHAKA STOCK EXCHANGE LTD.

BSEC REGISTRATION NO. Reg: No: 3.1/DSE-199/2005/110 dt: 27.12.2005

Member No. 199

Account Opening Form

STOCK & BOND LIMITED

Title of A/C :

B. O. ID No : 1 2 0 3 5 1 0 0

Client Code :



STOCK & BOND LIMITED

PARTNERSHIP OF TRUST

A Corporate
Member of DSE

Office/Branch

BSEC REGISTRATION NO. Reg: No: 3.1/DSE-199/2005/110 dt: 27.12.2005

Member No. 199

CODE NO:

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TITLE OF A/C: _____

DATE:

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PHOTO & SPECIMEN SIGNATURE CARD

<p>1st Applicant</p> <p>Name : _____</p> <p>_____</p> <p>_____ ✓</p> <p>Specimen Signature</p>	<p>Photo</p>
<p>2nd Applicant</p> <p>Name : _____</p> <p>_____</p> <p>_____ ✓</p> <p>Specimen Signature</p>	<p>Photo</p>
<p>Authorize</p> <p>Name : _____</p> <p>_____</p> <p>_____</p> <p>Specimen Signature</p>	<p>Photo</p>
<p>Power of Attorney (POA)</p> <p>Name : _____</p> <p>_____</p> <p>_____</p> <p>Specimen Signature</p>	<p>Photo</p>

Note : If the account is of any business firm or company the status of the signatory (Proprietor/Partner/Chairman/MD/Director) and the name must be mentioned with the rubber stamp.

STOCK & BOND LIMITED

PARTNERSHIP OF TRUST

Office/Branch

CUSTOMER ACCOUNT OPENING FORM

1st Applicant
Photograph

2nd Applicant
Photograph

Client Code No:

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Date:

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Account Type : Cash [] Margin [], Special Remarks, if any

TITLE OF A/C: _____

Customer Details

Name of the Customer/CEO's Name : _____

Date of Birth : _____ Sex : Male [] Female []

Father's/Husband's Name : _____

Mother's Name : _____

Contact Address : _____

Permanent Address : _____

Nationality : _____ Occupation: _____

Telephone : Off. _____ Res: _____ Mobile : _____

Joint A/C Holder Details

Name/Director/Partner : _____

Date of Birth : _____ Sex : Male [] Female []

Father's/Husband's Name : _____

Mother's Name : _____

Contact Address : _____

Permanent Address : _____

Nationality : _____ Occupation: _____

Telephone : Off. _____ Res: _____ Mobile : _____

Member/Director/Officer of any Stock Exchange/Listed Company: Yes () No ()

If yes, name the listed Company/Stock Exchange : _____

Nominee Details

Name : _____ Relation : _____

Address : _____

Introducer's Details :

Name of the Introducer : _____ Client Code

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Address : _____

Authorized person of the Client (If any)

Name : _____

Address : _____

Account Holders	Full Name in Block Letter	Signature
First Applicant		✓
Second Applicant		✓
Third Signatory (Ltd. Co. only)		
Nominee		
Introducer		
Authorised Person		

Signature of Customer (s)

Date

Seal with the Name of
SBL Officer Opened the Account

Memorandum of Understanding (MOU) between the client and the company

The Client shall have to follow the rules and regulations laid down with **Dhaka Stock Exchange Ltd.**, Bangladesh Securities Exchange Commission and other prevailing laws and regulations related to the capital market.

The company shall reserve the right to Buy/Sell/make adjustment/transfer of securities in the client's trading A/C in order to settle the losses/damages/debit amount arises from the client's trading activities and or operational activities without taking prior permission from the client.

Client shall have to confirm available required cash balance in his/her/their account before placing buy order.

Client shall have to confirm available free share balance in his/her/their account before placing sale order.

BO A/C statement and Client Ledger statement should be collected from the office within the first week of the following month.

Client shall have to collect his/her/their confirmation report (client copy) on the next day of trading of securities by signing broker copy as acknowledgement.

Any discrepancy found in the statement/ledger statement/confirmation report should be notified within seven days of receiving the same for our scrutiny and necessary action if any.

Charges occurred for processing of shares under CDS such as demat/ transfer/pay in/custody/pledge fee and other related cost shall be realized from the client's trading A/C.

Client shall be responsible for giving false/misleading information or suppression of material fact in general and BO a/c held with us.

The company shall have the right to edit/add the existing terms and conditions if necessary without prior notice to the clients.

The client shall have to pay% on trading of securities as brokerage commission.

I/We hereby accept the above mentioned MOU and I/we declare that the information given by me/us is true and correct to the best of my/our knowledge.

Signature of Customer (s)

Date

Seal with the Name of
SBL Officer Opened the Account

By Law 7.3.3 (b)

Please complete all details in CAPITAL letter, Please fill all names correctly. All communication shall be sent only to the First Name Account Holder's correspondence address.

Application No

Please Tick Whichever is Applicable

Bo Category : Regular ☐ Omnibus ☐ Clearing ☐ Bo Type : Individual ☐ Company ☐ Joint Holder ☐

Name of CDBL Participant (Up to 99 Characters)

STOCK & BOND LIMITED

CDBL Participant ID

3 5 1 0 0

BO ID

1 2 0 3 5 1 0 0

Date Account Opened (DDMMYYYY)

I/We request you to open a Depository Account in my / our name as per the following details :

1. First Applicant

Name in Full of Account Holder (Up to 99 Characters)

Short Name of Account Holder (insert full name stating with Title i.e. Mr./Mrs./Ms./Dr, abbreviate only if over 30 characters)

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

(In case of a Company/Firm/Statutory Body) Name of Contact Person

In Case of Individual ☐ Male ☐ Female ☐ Occupation (30 Characters)

Father's/ Husband's Name

Mother's Name

2. Contact Details:

Address

City _____ Post Code _____ State / Division _____ Country _____

Telephone _____ Mobile Phone _____ Fax _____ E-mail _____

3. Passport Details:

Passport No _____ Issue Place _____ Issue Date _____ Expiry Date _____

4. Bank Details:

Bank Name _____ Branch Name _____ Account No _____

Electronic Dividend Credit : Yes ☐ No ☐ Tax Exemption if any : Yes ☐ No ☐ Tin / Tax ID : _____**5. Others Information**Residency : Resident ☐ Non Resident ☐ Nationality _____ Date of Birth (DDMMYYYY) _____Statement Cycle Code Daily ☐ Weekly ☐ Fort nightly ☐ Monthly ☐ Other (Please Specify) _____

Internal Ref. No (To be filled in by CDBL Participant) _____

In Case of Company :

Date of Registration (DDMMYYYY)

Registration No. _____

6. Joint Applicant (Second Account Holder)

Name in Full (Up to 99 Characters)

Short Name of Account Holder (Insert full name stating with Title i.e. Mr./Mrs./Ms./Dr. abbreviate only if over 30 character)

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

7. Joint Applicant (Third Account Holder)

Name in Full (Up to 99 Characters)

Short Name of Account Holder (Insert full name stating with Title i.e. Mr./Mrs./Ms./Dr. abbreviate only if over 30 character)

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

8. Account Link Request :

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

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

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9. 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 filled 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 nominee is a minor, then guardian's name, address, relationship with nominee has also to be provided.

10. 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 filled 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.

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

Exchange Name	DSE	10	Trading/Broker ID	199	CSE		Trading/Broker ID	
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12. Photograph

<p>Please paste recent passport size Photograph of 1st Applicant or Authorized Signatory in case of Limited Co. Only</p>	<p>Please paste recent passport size Photograph of 2nd Applicant or 2nd Authorized Signatory in case of Limited Co. Only</p>	<p>Please paste recent passport size Photograph of 3rd Authorized Signatory in case of Limited Co. Only</p>
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1st Applicant or Authorized Signatory in case of Ltd. Co.

2nd Applicant or 2nd Authorized Signatory in case of Ltd. Co.

3rd Authorized Signatory in case of Ltd. Co.

13. Standing instructions

I/We authorize you to receive facsimile (fax) transfer instructions for delivery.

Yes ☐

NO ☐

14. 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 opening the account. 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		
3rd Signatory (Ltd. Co. only)		

15. Special Instructions on operation of Joint Account

☐ Either of Survivor.

☐ Any one Can operate

☐ Any two will operate jointly

☐ Account will be operated by _____ with any one of the others.

16. Introduction

Introduction by an existing account holder of **STOCK & BOND LIMITED**
(Depository Participant's Name)

I, _____ confirm the identity, occupation and address of the applicant (s)
(Introducer's Name)

(Signature of introducer)

Introd. Code

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BO ID

1	2	0	3	5	1	0	0										
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BO ACCOUNT NOMINATION FORM

Please complete all details in CAPITAL letters. Please fill all names correctly. All communication shall be sent to the correspondence address only of the First Named Account Holder as specified in BO Account Opening Form 02

Client Code No

Date

(Name of CDBL Participant) **STOCK & BOND LIMITED**

CDBL Participant ID

3 5 1 0 0

Account holder's BO ID

1 2 0 3 5 1 0 0

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

I/We nominate the following person (s) who is/are entitled to receive securities outstanding in my/our account in the event of death of the sole holder/all the joint holders

1. Nominee/Heirs Details**Nominee 1**

Name in Full

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

Title i.e. Mr./Mrs.

Relationship with A/c Holder :

Percentage (%)

Address

City Post Code State / Division Country

Telephone Mobile Fax E-mail

Passport No. Issue Place Issue Date Expiry Date

Residency : Resident ☐ Non Resident ☐ Nationality Date of Birth **Guardian's Details (if Nominee is a Minor)**

Name in Full :

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

Relationship with Nominee Date of Birth of Minor Maturity Date of Minor

Address :

City Post Code State / Division Country

Telephone Mobile Fax E-mail

Passport No. Issue Place Issue Date Expiry Date

Residency : Resident ☐ Non Resident ☐ Nationality Date of Birth

Name in Full

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

[illegible]

Address

Telephone Mobile Fax E-mail

Residency : Resident ☐ Non Resident ☐ Nationality Date of Birth

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Name in Full :

[illegible]

Address :

Telephone Mobile Fax E-mail

Residency : Resident ☐ Non Resident ☐ Nationality Date of Birth

2-24-77

Please paste recent
passport size Photograph

Please paste recent
passport size Photograph

Please paste recent
passport size Photograph

Please paste recent
passport size Photograph

Guardian 2

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

Central Depository Bangladesh Limited (CDBL)
Depository Account (BO Account) opened with CDBL Participant
Terms & Conditions-By Laws 7.3.3(c)

STOCK & BOND LTD.

Member No. : 199
Swantex Bhaban (3rd Floor)
9/i, Motijheel C/A, Dhaka-1000

Dear Sir,

Please open a Depository account (BO Account) (in my/our name(s) on the terms and conditions set out below. In consideration of **STOCK & BOND LTD.** (the "CDBL Participant") opening the account providing depository account facilities to me/us, I/we 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 By 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 I/we instruct the CDBL Participant to 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 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 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 change in the particulars set out in the application form submitted to the CDBL Participant at the time of 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 of my/our death, the legal guardian is authorized to receive/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 remain 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 account. In case any balances of securities exist in the account the account may be closed by me/us in one of the following ways:
 - (a) By rematerialization 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 accounts) 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
- 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.
 - not effect any debit or credit to and from the account of the Account Holder without appropriate instructions from the Account Holder.
 - maintain adequate audit trail of the execution of the instructions of the Account Holder.
 - not honor or act upon any instructions for effecting any debit to the account of the Account Holder in respect of any securities unless:
 - Such instructions are issued by the Account Holder under his signature or that of his/its constituted attorney duly authorized in that behalf;
 - The CDBL Participant is 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;
 - The balance of clear securities available in the Account Holder's account are sufficient to honor the Account Holder's instructions.
 - furnish 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 mistakes, inaccuracies or discrepancies in such statements.
 - promptly attend to all grievances/complaints of the Account Holder and shall resolve all such grievances/complaints as it relate to matters 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 to 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:
- 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;
 - submitting for rematerialization 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 Bangladesh Securities and Exchange Commission.
 - commits or participates in any fraud or other act of moral turpitude in his/its dealings with the CDBL Participant;
 - otherwise misconducts himself in any manner.

10. Declaration and Signature

I/we hereby acknowledge the Contents 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.

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

STOCK & BOND LTD.

Swantex Bhaban(3rd Floor)
9/i, Motijheel C/A, Dhaka-1000

SHORT TERM CREDIT FACILITY-TERMS AND CONDITIONS

In this terms and conditions the following words shall have the respective meanings assigned to them as follows :

1.0 DEFINITIONS

- "BROKER" Shall mean "STOCK & BOND LIMITED".
- "BUYER" shall mean the person or persons or company who intends to buy securities through the "BROKER".
- "SELLER" shall mean the person or persons or company who intends to sell his/her/their securities through the "BROKER".
- "CLIENT" shall mean the "BUYER" and / or the "SELLER".
- "SECURITIES ACCOUNT" shall mean the account opened by the CLIENT with the "BROKER" to deposit/sell/buy securities with the Broker.
- "APPROVED SECURITIES" shall mean the securities purchased into the SECURITIES ACCOUNT against which credit facility ' is available.
- "PORTFOLIO VALUE" means total market value of all the stocks in the SECURITIES ACCOUNT.
- "DEBIT BALANCE" shall mean the total cash owed by the "CLIENT" together with any interest to the "BROKER" in the "SECURITIES ACCOUNT" for securities purchased into the account.
- "MARGIN CALL" shall mean to request the "CLIENT" to deposit money or share to bring the Debit Balance below 50% of the portfolio Value within 24 hours.

2.0 TERMS AND CONDITIONS

1. This will strictly be a short-term facility.
2. The "Broker" will have absolute discretion to accept or decline any security, against which credit facility to be granted and shall reserve the right to make changes to their list of "approved securities" at any given moment.
3. Using the credit facility the Client may purchase quoted securities through the Broker into the "Securities Account" to a maximum value of 50% of the "portfolio value" or Tk.....only whichever is lower. The Client shall at all times be responsible to maintain strictly the maximum value of the securities against the "Debit Balance" at any given time.
4. In the case of "Broker" omitting a particular security/securities from the list of approved securities the Client shall accordingly adjust the "Portfolio value" of the "Debit balance" within two market days.
5. If Debit balance goes above 50% of portfolio value due to fluctuation in the market or any other event, "Broker" will issue a "Margin Call" to the client. Margin Call could be writing or via telephone call.
6. If client doesn't response to "Margin Call", in that case "Broker" will sell out securities of any Company whatever in the CLIENT'S "SECURITIES ACCOUNT" as the broker see fit to regularize the "Debit balance" to reduce at 50% of the "Portfolio value."(+/- .5% deviation is accepted in case of adjustment).
7. If the "Debit balance" reaches to 65% of portfolio value due to a sudden fall in the market or any other event then in such a case without any notice in the trading day or next day, "Broker" will sell out shares of any company whatsoever as it sees fit in the "CLIENT(s)" "SECURITIES ACCOUNT" to make the "Debit Balance" **NIL**. Any residual shares will remain in the account and will be available to client.
8. If the Client exceeds the value of the "Debit Balance" the above stipulated limit and/or violates any other terms and conditions/ruies / requirements as laid down by the "Broker" or any regulatory authority from time to time, the Broker shall have absolute discretion at the "Clients" risk to sell/buy any of all shares or securities of any Company without any consent from the Client in order to adjust the Debit Balance of the "Securities Account".
9. If the Portfolio value of the "Securities Account" becomes inadequate to regularize the Debit Balance, the Client shall be under obligation to make cash payment to settle any shortfall.

10. The Client shall pay brokerage commission for all transactions i.e. buy and sell, in the "Securities Account". The Client shall also pay brokerage commission for all transactions carried out in order to regularize the "Securities Account". Rate of brokerage will be fixed by the "Broker" and can change from time to time.
11. In the "Securities Account" if client enjoy margin facilities, in that case, highest limit to buy a single stock is Tk. or 40% of the portfolio value whichever is lower.
12. "Broker" shall have the authority to give notice to the client to adjust the debit balance in "Securities Account" **within 20 (twenty) trading days** for whatever reason which "Broker" reserves the right to divulge to Client. If Client doesn't respond to such notice "Broker" shall have absolute discretion at the Client's risk to sell/buy any or all shares or securities of any Company whatsoever in the Client's "Securities Account" without any consent of the client in order to adjust the Debit Balance of the "Securities Account".
13. "Broker" will charge% P. A. interest on the client's account for any debit amount calculated on a daily basis. SBL reserves the right to increase/decrease the interest rate by giving 7 trading days notice to Client.
14. The "Securities Account" will be fully operated (All Buy/Sell decisions) by the client at all times other than the instance of "Broker" regularizing the account which is explain in the clause 5, 6, 7, 8, 12.
15. The "Broker" shall have the right to change, rectify, include any terms and conditions in addition to the above at any time with due notice to the client.

3.0 NOMINEE

- ☐ In the event of the death of one of the joint account holders the survivor and on the death of sole account holder the nominee or successor shall be the beneficiary of the transaction.

GOVERNING LAW

- ☐ All transactions shall be subject to the Rules and Regulations of the Bangladesh Securities and Exchange Commission, Dhaka Stock Exchange Limited, CDBL and other prevailing laws and regulations of Bangladesh and in particular the authority hereinafter granted by the client to the BROKER.

If Client (s) is/are an individual / individuals.

1. Signature of CLIENT :
Name of Client :
2. Signature of CLIENT :
Name of Client :

Client Code

Date of signing

If Client is a Company :

- Authorize Signatory 1
2

Company
Seal

- Witnesses : 1. Signature : 2. Signature :
Name : Name :
Address : Address :
Tel/Mobile : Tel/Mobile :

FOR OFFICE USE ONLY :

Introduced by
Signature :
Name :

Verified by :
Approved by :
Name :

Approved by

Seal, Signature

হিসাব খোলার জন্য প্রয়োজনীয় কাগজপত্র :

(ক) একক ব্যক্তি বা যৌথ ব্যক্তির নামে হিসাব খোলার জন্য :

- (১) প্রথম আবেদনকারীর পাসপোর্ট সাইজের ০৩ (তিন) কপি ফটো। ষ্টুডিওতে উঠানো ছবি হতে হবে। কম্পিউটার ছবি গৃহীত হবে না। ছবির পিছনে গ্রাহকের নাম উল্লেখ করতে হবে।
- (২) দ্বিতীয় আবেদনকারীর পাসপোর্ট সাইজের ০২ (দুই) কপি ফটো।
- (৩) যদি কোনো মনোনীত ব্যক্তির দ্বারা হিসাব পরিচালিত হয় তবে তার ০২ (দুই) কপি ফটো লাগবে। উক্ত ফটো প্রথম আবেদনকারী সত্যায়িত করে দেবেন।
- (৪) হিসাবটি পরিচালনায় যদি কোনো আমমোক্তার নিযুক্ত হন, তবে আমমোক্তারের ০২ (দুই) কপি ফটো প্রথম আবেদনকারী কর্তৃক সত্যায়িত হতে হবে।
- (৫) প্রতি নমিনীর ০২ (দুই) কপি করে ফটো প্রথম আবেদনকারী কর্তৃক সত্যায়িত হতে হবে।
- (৬) জাতীয় পরিচয় পত্রের ফটোকপি।
- (৭) ব্যাংক স্টেটমেন্ট/জমার স্লিপ/“এম.আই.সি.আর” চেক বই-এর প্রথম পাতার ফটোকপি।

(খ) NRB হিসাব খোলার জন্য :

- (১) বাংলাদেশের কোনো ব্যাংকে গ্রাহকের নামে FC হিসাবের প্রত্যায়নপত্র।
- (২) বাংলাদেশের কোনো ব্যাংকে গ্রাহকের নামে বাংলা টাকার হিসাবের প্রত্যায়নপত্র।
- (৩) গ্রাহক বিদেশে কর্মরত আছেন মর্মে তার নিয়োগপত্র, ভিসা প্রভৃতির ফটোকপি।
- (৪) পাসপোর্টের ফটোকপি।
- (৫) প্রথম আবেদনকারীর ০৩ (তিন) কপি ফটো।
- (৬) দ্বিতীয় আবেদনকারীর ০৩ (তিন) কপি ফটো।
- (৭) নিযুক্ত আমমোক্তারের (POA) ০২ (দুই) কপি ফটো যাহা প্রথম আবেদনকারী কর্তৃক সত্যায়িত হতে হবে।
- (৮) প্রতি নমিনীর ০২ (দুই) কপি ফটো প্রথম আবেদনকারী কর্তৃক সত্যায়িত হতে হবে।

(গ) ব্যবসা প্রতিষ্ঠান বা কোম্পানী হিসাব খোলার জন্য :

- (১) ট্রেডলাইসেন্স
- (২) পার্টনারশীপ ডিড (পার্টনারশীপ ব্যবসার জন্যে)
- (৩) মেমোরেন্ডাম এন্ড আর্টিকেলস অব এসোসিয়েশন।
- (৪) সার্টিফিকেট অব ইনকর্পোরেশন।
- (৫) বোর্ড রেজুলিউশন যাহাতে B.O. হিসাব খোলার সিদ্ধান্তসহ যাহারা হিসাব পরিচালনা করিবেন তাহাদের নাম ও পদবী উল্লেখ করতে হবে।
- (৬) হিসাব পরিচালনাকারীদের প্রত্যেকের ০৩ (তিন) কপি করে ফটো।
- (৭) কোম্পানীর ডাইরেক্টরগণের নামের তালিকা/Form-XII
- (৮) হিসাব পরিচালনাকারীদের প্রত্যেকের ন্যাশনাল আই.ডি কার্ড এর ফটোকপি।
- (৯) কোম্পানী হিসাবের ব্যাংক সার্টিফিকেট।
- (১০) হিসাব পরিচালকগণের পদবী উল্লেখপূর্বক রাবার সীল।