

Required Documents

Required Documents of Individual/ Joint Account		<i>(Please give tick marks where applicable)</i>			
1	Two (2) copies of recent passport size photographs (First Applicant & Joint Applicant)	Yes		No	
2	Copies of National ID card/Passports (First Applicant & Joint Applicant)	Yes		No	
3	Copy of Bank Statement/ Magnetic Ink Character Recognition (MICR) Cheque Leaf	Yes		No	
4	One (1) copy of recent passport size photograph of Nominee (duly attested by Account Holder)	Yes		No	
5	One (1) copy of recent passport size photograph of Authorized Person/Power of Attorney duly attested by Account Holder & a copy of NID/Passport (if any)	Yes		No	
6	Copy of e-TIN certificate (if any).	Yes		No	

List of Required Documents of Bangladeshi Institutions					
1	Copy of Memorandum and Articles of Association (duly attested)	Yes		No	
2	Copy of Certificate of Incorporation & Valid Trade License (duly attested)	Yes		No	
3	Copy of Board resolution to open the account and authorization for operation	Yes		No	
4	List of authorized signatories along with address, NID & KYC	Yes		No	
5	Two (2) copies of recent passport size photographs of the Chairman/ CEO/ MD (duly attested)	Yes		No	
6	Two (2) copies of recent passport size photographs of authorized person (dully attested)- if any	Yes		No	
7	Copy of Bank Statement/ MICR Cheque Leaf	Yes		No	
8	Copy of e-TIN certificate	Yes		No	

List of Required Documents of Non-Resident Bangladeshi (Individual & Joint Account)					
1	Two (2) copies of recent passport size photographs of the account holder	Yes		No	
2	Copies of Passports with valid visa (First Applicant & Joint applicant)	Yes		No	
3	Copy of Service Agreement with the Employer/Work Permit/Residence Permit/Social Security Card/ Business documents	Yes		No	
4	Foreign Currency (FC) Bank Account certificate containing name of the applicant, name of father & mother and Bank Account number	Yes		No	
5	Individual NITA Account Number with custodial Bank along with Account statement	Yes		No	
6	One (1) copy of recent passport size photograph of the Nominee(s), if any (attested by Account Holder)	Yes		No	
7	Recent passport size photographs of Authorized Person & Power of Attorney (attested by Account Holder)	Yes		No	
8	Two (2) copies of recent passport size photographs of Second applicant (attested by Account Holder at the back)	Yes		No	

List of required documents of Proprietorship Concern					
1	Copy of Valid Trade License	Yes		No	
2	NID Copy & Two (2) copies of recent passport size photographs of Contact Person	Yes		No	
3	Copy of Bank Statement/ MICR Cheque Leaf	Yes		No	
4	Copy of e-TIN certificate	Yes		No	

List of required documents of Partnership Concern					
1	Copy of Valid Trade License	Yes		No	
2	Copy of Partnership Deed	Yes		No	
3	NID copy & Two (2) copies of recent passport size photographs of Authorized Person attested by all the partners (if any)	Yes		No	
4	Partners letter of authority to open account and authorization for operation	Yes		No	
5	Copy of Bank Statement/ MICR Cheque Leaf	Yes		No	
6	Copy of e-TIN certificate	Yes		No	

List of required documents for Association /Trust/Society/ Provident Fund					
1	Copy of Trust Deed (for trust account only) duly attested	Yes		No	
2	Copy of Constitution/By laws/Rules	Yes		No	
3	Copy of Certificate of Registration	Yes		No	
4	List of members of the governing bodies along with addresses	Yes		No	
5	Recognition Letter from NBR (for Provident Fund only)	Yes		No	
6	Copy of Bank Statement/ MICR Cheque Leaf	Yes		No	
7	Copy of Board Resolution of Governing Body to open the account and authorization for operation (Company Pad)	Yes		No	
8	e-TIN Certificate	Yes		No	
9	List of authorized signatories along with addresses, two (2) copies of recent passport size Photographs & copies of NID	Yes		No	
10	NID Copy & One (1) copy of recent passport size Photograph of Authorized Person (duly attested)	Yes		No	