

..... **Branch**

**APPLICATION TO OPEN AN ACCOUNT  
INDIVIDUAL ACCOUNTS**

Date:.....

Account Number

The Manager  
ONE Bank Limited

Branch Code			Account Number																	

.....Branch

Client Identifier Code							

Dear Sir/Madam:

I/We hereby apply to open a ..... account with your branch as requested below. My/Our detailed information is furnished below:

**1. Account Name:** .....

**2. Type of Account (Put v):**                     Savings    Current    STD    Fixed    FC    RFCD    NFCD  
 Other.....

**3. Currency (Put v):**                             Taka       US Dollar    Euro       Pound       Other.....

**4. Instructions Regarding Account Operation:**       Singly       Jointly       Any One       Other.....

**5. Other Bank Accounts of Customer (if any):**

<u>Name of Bank</u>	<u>Branch</u>	<u>Type of Account (put tick mark)</u>
a) .....	a).....	a) <input type="checkbox"/> Deposit Acc. <input type="checkbox"/> Loan/Credit Acc. <input type="checkbox"/> Other.....
b) .....	b).....	b) <input type="checkbox"/> Deposit Acc. <input type="checkbox"/> Loan/Credit Acc. <input type="checkbox"/> Other.....
c) .....	c).....	c) <input type="checkbox"/> Deposit Acc. <input type="checkbox"/> Loan/Credit Acc. <input type="checkbox"/> Other .....

**6. Introducer:**

- a. Name : .....
- b. Account Number : .....
- c. Branch : .....
- d. Signature (with date): .....

**7. Initial Deposit :** Amount : .....  Cash       Cheque No. .... Drawn on: .....

**8. FDR Information :**      Amount ..... Currency..... Date of Issue: .....

Interest Rate : .....

Term : ..... Month ..... Year ..... Day | Maturity Date: .....

Mode of Deposit :  Cash    Cheque No. .... Date ..... Drawn on .....

I/We authorise you to Debit my/our Account No. .... **Client Signature:**.....

Renewal Instructions:    Renew Principal and Interest    Renew Principal Amount only

Renew Principal only and Credit Interest to Account No. ....       Not Applicable

*(Note: Separate sheets should be used for additional FDRs and attached together)*

**9. Special Scheme Information:**

Name of Scheme: .....  
Term of Scheme: ..... One Time Deposit/Installment Amount: .....  
Number of Installments (yearly): ..... Amount Payable on Maturity: .....  
Amount Payable Monthly: .....  
Special Instruction: ..... **Client Signature:**.....

**10. Nominee Information:**

I/We nominate the following person/persons to receive the balance of my/our account after my/our death. I/We reserve the right to cancel or change the nomination at any point of time. I/We also confirm my/our agreement to the effect that the Bank will not be responsible or liable in any way for execution of transactions as per my/our instructions. \*(Number of Nominees:\_\_\_\_\_)



Name of Nominee: ..... Date of Birth/Age: .....  
Father’s Name: .....  
Mother’s Name: .....  
Husband’s/Wife’s Name: .....  
Nominee’s Permanent Address: .....  
Profession: ..... Relationship with Account Holder: .....  
National ID No.: .....  
Signature of the Nominee: ..... Date: .....

*(In case the Nominee is a non-resident and is entitled to the proceeds, all prevalent Exchange Control Rules and Regulations will be applicable at the time of remittance of the proceeds outside Bangladesh). \*(Please use separate sheets for additional nominees and attach)*

**11. If one or more of the Account Holder(s) is/are Minor(s):**

I as the legal guardian of the account holder named below, declare that, the Account Holder is a Minor. His/Her required information is furnished in the attached form. The account will be operated under my signature as the legal guardian until such time the account holder becomes an adult or until further written instructions from me.

- a) Name of Account Holder (Minor): .....
- b) Name of Guardian: .....
- c) Relationship with minor: .....

*(Individual Profile forms have to be completed for both the Minor and the Guardian and both the forms have to be signed by the guardian)*

**12. Source of Fund:** .....

**13. Account Operator’s Declaration and Signature:**

I/We confirm our assurance that, I/We have read all the rules/terms and conditions governing the account and will be bound to comply with the same. I/We consciously and in sound mind(s) declare that all the information furnished above is true and correct. I/We will also furnish any additional documents and/or information as per your requirements.

**Name of Applicant** : .....  
**Signature** : .....  
**Date** : .....

**FOR BANK USE ONLY**

**Comments:** .....

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**Name of Officer Opening the Account:** ..... **Admitted by:** .....

..... **Name:** .....

**Signature:** ..... **Signature:** .....

**Seal & Date:** ..... **Seal & Date:** .....

**Approved by:**

Name: .....

Signature: .....

Seal & Date: .....

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**FOLLOWING FORMALITIES TO BE COMPLETED & DOCUMENTS TO BE OBTAINED BEFORE OPENING THE ACCOUNT:**

1. Two copies of photograph of the Account holder(s) duly attested by the introducer & Photograph of Nominee attested by Account Holder.
  2. Account to be introduced properly.
  3. Introducer's Signature on AOF to be verified by an Officer under full signature.
  4. Letter of thanks to Account holder(s) and introducer to be sent under registered post.
  5. In case of joint account, operational instructions are to be signed by the joint account holders.
  6. Personal Identification of Account Holder(s), Photocopy of Passport/National ID card or Driving License.
  7. Personal Identification of Account Holder(s) Nominee, Photocopy of Passport/National ID card or Driving License.
- In case of Club/Society:**
1. Up to date list of office bearers.
  2. Certified copy of resolution for opening & operation of account.
  3. Certified copy of By-Laws & Regulation/Constitution.
  4. Copy of Govt. Approval (if registered).
- In case of Co-operative Society/Societies Limited.**
1. Copy of By-Laws duly certified by the Co-operative Office
  2. Up to date list of office bearers.
  3. Resolution of the Executive Committee as regards to the account.
  4. Certified copy of Certificate of Registration issued by Registrar, Co-operative Societies.
- In case of Non-Govt. College/School/Madrassa/Muktab**
1. Up to date list of the Governing Body/Managing Committee.
  2. Copy of Resolution of the Governing Body/Managing Committee authorising opening and operation of the account duly certified by Gazetted Officer.
- In case of Trustee Board:**
1. Prior approval of Head Office of the Bank.
  2. Certified copy of Deed of Trust, up to date list of members of the Trustee Board and certified copy of the Resolution of Trustee Board to open & operate the account.
- In case of Minor's Account:**
1. Please put the word "MINOR" after the title of the account.
  2. Please record special instruction of operation of the account.