

# Institutional Account Opening Form

PLEASE FILL OUT THE FORM IN CAPITAL LETTER IN ENGLISH



Date :

The Manager  
ONE Bank PLC

Branch

Dear Sir, (প্রিয় মহোদয়)

## Bank Use Only

CIF Number

Account Number

I/We hereby apply to open an account with your branch. My/Our, organization and account related detailed information is furnished below: ( আমি/আমরা আপনার শাখায় একটি হিসাব খোলার জন্য আবেদন করছি। আমার/আমাদের, প্রতিষ্ঠানের এবং হিসাব সংক্রান্ত বিস্তারিত তথ্য নিম্নে প্রদান করছি ) :

## Part-1 : Account Related Information

1. Account Title :   
(বাংলায়)

In English  
(Block Letters)

2. Currency (Put ✓) : ☐ Taka ☐ Dollar ☐ Euro ☐ Pound ☐ Others

3. Type of Account (Put ✓) : ☐ Savings ☐ Current ☐ SND ☐ FC ☐ RFC ☐ NITA ☐ Others

4. Initial Deposit (In Number) :  (In Words)

5. Cheque Book (Put ✓) : ☐ Yes ☐ No If Yes, Number of leaves  Delivery Option ☐ Branch

Debit Card : ☐ Yes ☐ No

\*\*Only for Proprietorship account holder.

Debit Card Name in Block Letters.  
(Name as you want to see in your Card)

Card Delivery Branch Code & Name

Card Delivery Sub-Branch Code & Name

## Part-2 : Institution Related Information

1. Name of Organization :   
(evsjvq)

In English (Block Letters)

2. Type of Organization (Put ✓) ☐ Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Private Limited Company ☐ Public Limited Company  
☐ Trust ☐ NGO/NPO ☐ Club/Society ☐ Educational Institution ☐ Religious Institution ☐ Foreign Mission  
☐ Others

3. Trade License Number :

Expiry Date :  Issuing Authority :

4. Registration Number :

Date of Incorporation :  Issuing Authority :  Country :

5. Registered Address :

6. Business Address :

7. BIN / VAT Reg. No. :

8. Business Type : ☐ Trading ☐ Service ☐ Manufacturing ☐ Other

9. E-TIN No. :  10. Proof of Return Submission (Year): ☐ Yes ☐ No  Return Submission Year

11. Nature of Business ( In Details ) :

12. Annual Turnover :  13. Net Worth of Org. :

14. Total Manpower : Temporary :  Permanent :  Total :

15. Designated Mobile No. :  16. Designated Email Address :

\*Please Fill out required Field and close untied/Blank Field \*\* In case the A/C to be operated by more than 01 person, Please obtain "Information on Individual (Annexure-1)" for Each person  
Initial of the Account Opening Officer

## Foreign Account Tax Compliance Act (FATCA) : (For Entity )

Please put (✓) in the applicable box below:

1. Does your entity have ownership of US entities? ☐ Yes ☐ No
2. Does the entity receive payments sourced from US? ☐ Yes ☐ No  
(that is interest, dividend, rent, payment for services and any others fixed determinable, annual, periodical (FDAP) income)
3. Is any of the owner/ signatory/ director/beneficial owner US-Person? ☐ Yes ☐ No

I/we hereby acknowledge that the statement given above is true, accurate and complete. In any event if this statement is identified as false, I hereby consent OBPLC to treat the account as per the directions of FATCA. I/we hereby consent for OBPLC or any of its affiliates (including branches) to share my/our information with domestic or overseas regulators or tax authorities where necessary to establish my/our tax liability in any jurisdiction (if required). Where required by domestic or overseas regulators or tax authorities, I/we consent and agree that the bank may withhold and pay out from my/our account(s) such amounts as may be required according to applicable laws, regulations, agreements with regulators or authorities and directives. I/we agree and undertake to notify OBPLC within 30 calendar days if there is a change in any information which I/we have provided to the bank.

### Part-3 : Personal Information

#### 1. Name of Account Operator's :

(বাংলায়)

In English (Block Letters)

#### 2. Relationship with the Organization (Put ✓) :

- ☐ Proprietor ☐ Partner ☐ Director ☐ Signatory ☐ Trustee ☐ Beneficial Owner  
☐ Attorney Holder ☐ Others

3. Date of Birth :

4. Gender: ☐ Male ☐ Female ☐ Third Gender

5. Nationality: ☐ Bangladeshi ☐ Others (In case of foreign citizen, copy of the passport with valid VISA must be obtained)

6. Resident Status: ☐ Residence ☐ Non-Residence (Instructions of Guidelines for Foreign Exchange Transactions will be followed by Bank if necessary)

7. Details of Profession :

(a) Position / Designation :

(b) Monthly Income :

(If needed, related documents mentioning details to be provided as per the Bank's requirement)

8. E-TIN No. :

9. Proof of Return Submission (Year): ☐ Yes ☐ No

Return Submission Year

10. Source of Income : ☐ Salary ☐ Rent ☐ Agriculture ☐ Own Business ☐ Gift/Inheritance/Retrun on Investment ☐ Others

11. Father's Name :

12. Mother's Name :

13. Spouse's Name :

14. Email Address : USE CAPITAL LETTER

15. Contact No :

Cell No. :

Others :

16. Identity Document : ☐ NID ☐ Passport ☐ Birth Certificate ☐ Others (please specify)

Number :

Expiry Date  
(where applicable) :

#### 17. a. Present Address (Residence) :

Flat No./House/Holding No./Landmark:

Road/  
Village:

Post  
Office:

Post  
Code:

Upazila  
/Thana:

District:

Country:

#### b. Permanent Address :

Flat No./House/Holding No./Landmark:

Road/  
Village:

Post  
Office:

Post  
Code:

Upazila  
/Thana:

District:

Country:

## Foreign Account Tax Compliance Act (FATCA)

Please put (✓) in the applicable box below:

1. Are you a U.S. Citizen? ☐ Yes ☐ No
2. Are you a U.S. Green Card Holder? ☐ Yes ☐ No
3. Are you a U.S. Resident? ☐ Yes ☐ No

Subject to applicable local laws, I/We hereby consent for ONE Bank PLC or any of its affiliates (including branches) (collectively "the Bank") to share my/our information with domestic or overseas regulators or tax authorities where necessary to establish my tax liability in any jurisdiction. Where required by domestic or overseas regulator or tax authorities, I/We consent and agree that the Bank may withhold from my account(s) such amounts as may be required according to applicable laws, regulations and directives.

I/We undertake to notify the Bank within 30 calendar days if there is a change in any information which I have provided to the Bank.



## Part-6 : Terms & Conditions

### GENERAL CONDITIONS OF GOVERNING ACCOUNTS:

- a) The law, rules and regulations of Bangladesh, usual customs and procedures common to Banks in Bangladesh will apply to and govern the conducts of the account opened with the Bank.
- b) Any person opening an account will be deemed to have read, understood and accepted the rules governing the account. Minimum balance to be maintained in Current and SND A/C. Tk. 10,000/- and in Savings A/C. Tk. 5,000/- only.
- c) A suitable introduction by an introducer acceptable to the Bank (in applicable cases) is required prior to opening of any account. Recent photographs of the account openers duly attested by the introducer must be produced.
- d) Each account will be given one account number. This number is to be properly quoted on all letters and / or documents addressed to the Bank and on all deposit slips. The Bank will not be responsible for any loss or damage occurring as a result of wrong quotation of account number.
- e) Interest commissions/service or maintenance of account charges will be levied by the Bank as determined by the Bank from time to time and as per Bangladesh Bank regulation.
- f) The funds available in any of the account holders account (the customer) with the Bank will be considered by the Bank to be a security for any commitment(s), the Bank is entitled without giving prior notice to the customer to utilize such funds against the obligation(s) and/or commitment(s) of the customer to the Bank.
- g) Any statement of account dispatched to the customer will be considered as approved unless any discrepancy(-ies) are notified in writing to the Bank within 15 days from the date of dispatch. The Bank is not responsible for delays or non-delivery due to mail problems. Statement of account to be picked up will be considered as approved even if not picked up 15 days after the date they are produced. Statements of account are not produced when there is no operation during the month. Those can be obtained on special request.
- h) Account holders must provide maximum security to the cheque books in their possession and the Bank is not responsible for any loss occurring due to inadequacy of security. Any cheque book loss or misuse must be immediately reported to the Bank and confirmed in writing without any delay.
- i) When cheque deposited are payable by other Banks or outstation, they are available after clearing or collection only. Service charge as per schedule of charges will be realized.
- j) The Bank reserves the right to close any account without giving prior notice if the conduct of the account is unsatisfactory in the opinion of the Bank or for any other reason(s) whatsoever.
- k) The balance in the account is payable solely at ONE Bank PLC and shall be governed by and subject to "laws" in effect in Bangladesh. As used herein Laws will include Bank Circulars, modifications, regulations and orders of the Government and Bangladesh Bank including practice of banking.
- l) The Bank reserves the right to amend the present rules at any time in any manner with or without giving prior notice to the account holder(s) separately or to the public. The cheque book will not be issued unless and until all the required formalities are completed.
- m) The customers must at all times exercise due care to prevent cheques from being altered or forged in a manner which may facilitate fraud. In such events, the Bank is not responsible for any loss suffered by the customers or any other person. Any loss or misuse of the cheques must be immediately reported to the Bank and confirmed in writing without any delay.
- n) 7 days prior notice in case of SND A/C is required to withdraw fund. If withdrawal is made without submission of the requisite written notice, no interest will be paid to that account for the month. [The account which is opened and operated for bill collection, IPO collection and as Escrow Account and written agreement exist between the customer and the Bank to transfer funds from those accounts at certain intervals (at least 7 days) are exempted from submission of written notice]
- o) The Bank may refuse to process any transaction on any customer's account(s) if the Bank suspects fraud or illegality therein. The Bank's decision on whether the transaction is or likely to be involved a fraud or irregularity shall be final and conclusive and binding on the customer.
- p) The Bank reserves the right to debit any account that may have been inadvertently credited with an item/transaction subsequently unpaid on collection or detected to be the wrong entry without giving any information to the customer.
- q) As per prevailing Banking Company Act, unclaimed deposit over 10 (ten) years to be transferred to Bangladesh Bank.
- r) In case of saving account prevailing savings rules and regulations shall be applicable.
- s) In of FC, NITA or other account, respective account related terms and conditions will be applicable.
- t) The account holder must provide a "Positive pay Instruction" as per Bangladesh Bank directives. The Bank will return a clearing cheque by stating the reason advice not received.

### 3. DEBIT CARD RULES AND REGULATIONS:

#### 01. FACILITIES THAT CAN BE AVAILED WITH ONE BANK PLC DEBIT CARD

The Card can be used for Availing Cash withdrawals from OBPLC Branch locations or the places where OBPLC ATMs are deployed. ATM Establishment displaying the Visa Logo and e-Cash Member Banks ATM Locations or POS transactions for goods and services obtained from Visa authorized merchants in Bangladesh by the use of the Card.

#### 02. LOSS OF CARD OR DISCLOSURE OF PIN

- a) The Cardholder shall not disclose or cause to be disclosed to any person the PIN assigned to the Card. Immediately upon learning that the Card is lost or stolen or the PIN is disclosed, the Card holder shall report it to the Bank followed by written confirmation containing cardholder's signature of the said loss. The card holder shall, at the request of OBPLC, furnish the Bank with a statutory declaration in such a form as it may require such as Police GD copy and/ or any other information. If the lost or stolen card is found or recovered, the card holder shall not make use of the card but shall immediately cut it into halves and return the same to OBPLC.
- b) Notwithstanding the loss or theft of any Card or disclosure of the PIN in respect of any Card, the Bank may charge and debit the Account for the amount of each and every Card Transaction made or effected before written confirmation by the cardholder of such loss, theft or disclosure is received by the Bank. Replacement of Card will be provided to the Card holder and charges in this regard will be debited from the account.

#### 03. FEES AND CHARGES

OBPLC Will charges and debit the Customer Account relating to any Card:

- a) An annual service fee and VAT for the issue or renewal of the card at such rate as the Bank may prescribe from time to time with or without notice.
- b) In the event of replacement of the card due to whatever reasons as requested by the card holder, a replacement fee will be charged to the account as prescribed by the bank management.
- c) In the event of resetting the PIN, a fee will be charged to the account.

#### 04. TERMINATION OF USE OF CARD AND ACCOUNT

- a) ONE Bank reserves the absolute right and discretion to terminate use of Card and Bank Account or seize/cancel the card so issued or revoke the card at any time without prior notice and without assigning any reason whatsoever.
- b) A cardholder may terminate by giving written notice thereof. Such termination shall be effective only upon receipt of such card or cards by the Bank and square-up of all liabilities and dues, if any,
- c) The card shall not be valid and Bank shall be entitled to the immediate return of the card in any event of (1) Closure of the designated Account (2) Death of the Account holder (3) The Cardholder ceases to be a customer of the Bank (4) The Cardholder's authority to operate the designated account is terminated (5) The Bank requests of its return.

## Part-7 : Acceptance of Terms and Conditions

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 am/are fully aware of the prevailing anti money laundering act and declare that I/We shall not do any act/transaction in the contravention of the provision of the said act. I/We hereby agree to the above rules, regulations & general conditions (আমি/আমরা এই মর্মে নিশ্চয়তা প্রদান করছি যে, আমি/আমরা হিসাব সংক্রান্ত যাবতীয় নিয়মাবলী/শর্তাবলী পড়েছি এবং উক্ত নিয়মাবলী/শর্তাবলী মেনে চলতে বাধ্য থাকব। আমি/আমরা প্রচলিত মানি লন্ডারিং বিরোধী আইন সম্পর্কে সম্পূর্ণ অবগত আছি এবং ঘোষণা করছি যে আমি/আমরা উক্ত আইনের বিধানবলীর পরিপন্থী কোনো কার্যকলাপ/লেনদেন করব না। আমি/আমরা উপরে বলিত বিধি বিধান এবং সাধারণ শর্তাবলীর সাথে সম্মত।)

Signature of Signatory

Signature of Signatory

Signature of Signatory

## Part-8 : Bank Use Only

Tax Applicable

☐ Yes

(If 'Yes') Latest Proof of Tax Return

☐ Submitted☐ Not Submitted☐ No

(If 'No') ☐ Tax Waiver Document Submitted

Mandatory SBS Code : (as per Bangladesh Bank Guideline)

Depositor's Information

Sector Code :

Type of Deposit Code:

RM Code:

RM Name :

☐ De-dup checked☐ Client NID verified with EC Portal☐ AML Sanctions Screening Checked

Account Opening Officer's Seal, Signature and Date

Approving Officer's Seal, Signature and Date

Signature with Name Seal

BM /BSM Signature with Name Seal