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Confidential and to be filled in by Bank

KYC PROFILE FORM
Institutional Account (প্রতিষ্ঠানের হিসাব খোলার ক্ষেত্রে ব্যবহার্য)

1. Account Name :
2. Type of Account :
3. Type of Organization (in details) :
4. Net Worth of the Organization :
5. Source(s) of fund (in details) :
6. Following documents collected for ensuring source(s) of fund :
 - i.
 - ii.
 - iii.

Account Number											

Client Identifier Code											

- Whether collected documents have been verified : Yes No
7. How address(es) of the organization have been verified (in details) ?
 8. Whether Beneficial Owner (BO) of the account has been determined ?
 Yes No

If the answer is yes, then KYC to be completed of the Beneficial Owner(s) as per **Annexure-1**

(In case of a company, KYC to be completed as per Annexure-1 of the share holder who is holding share of 20% or above singly Moreover, KYC to be completed of the controlling share holder after collecting detailed information.)

- | | <u>Copy obtained</u> | <u>Verified</u> (Please Put ✓) |
|---|--------------------------|---|
| 9. Electronic Tax ID (E-TIN) No. : | <input type="checkbox"/> | <input type="checkbox"/> (in applicable case) |
| 10. Vat Registration No. : | <input type="checkbox"/> | <input type="checkbox"/> (in applicable case) |
| 11. Organization's Registration No. : | <input type="checkbox"/> | <input type="checkbox"/> (in applicable case) |
| 12. Other Documents : | <input type="checkbox"/> | <input type="checkbox"/> (in applicable case) |

13. Purpose of account opening (in case of foreign company/institutions) :
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(a) Name of Controlling Authority :
- (b) Approval related information :

14. Whether there are any Politically Exposed Person (PEP), Influential Person (IP)/Chief of any International Organization or high official or their family member or close associates (as defined in related BFIU circular) :
 Yes No

If the answer is yes :

- a. Has approval been obtained from Senior Management ? Yes No
- b. Has face to face interview been taken ? Yes No

15. Is the organization's/directors/signatories name is similar to or match with person or entity suspected under various resolutions of United Nations Security Council (UNSC) for Terrorism, financing in expansion of weapons of mass destruction and with listed persons/entity as declared banned by Bangladesh Government in light with existing laws, regulations and circulars ?

Yes No

If the answer is yes, then describe the measures taken :

16. Risk Grading as per **Annexure-4(5)**

Sum of Risk Score	Overall Risk Rating
> =15	High
< 15	Low

Comments :

(* In case of risk rating of any account is below 15, a customer may also be assessed as high risk on subjective judgment basis considering high risk of Beneficial Owner)

<p>Preparer : (Account Opening Officer/ Relationship Manager)</p> <p>Signature :</p> <p>Name Seal :</p> <p>Date :</p>	<p>Reviewer : (Branch Manager / Branch Anti Money Laundering Compliance Officer)</p> <p>Signature :</p> <p>Name Seal :</p> <p>Date :</p>
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(Signature of higher official's approved the account in case of PEP/IP/higher officials of any International Organization)

Seal :

Date :

17. When was the information related to the Account last reviewed & updated ?

Name of Officer performing review & update :

Signature with seal : Date :