

# KYC PROFILE FORM [Annexure-4(1)] Individual Account

Confidential and to be filled in by bank



		Branch	
If Applicable		IB Window	

**Bank Use Only**

CIF Number									
Account Number									

1. Account Title :

2. Type of Account (Put ✓) : ☐ MSD ☐ AWCD ☐ MSND ☐ MRFCD ☐ FCD ☐ RFCD ☐ NFCD ☐ NITA ☐ IB ☐ Others

3. Purpose of Opening the Account :

4. Customer's Profession (in details) :

5. Anticipated Monthly Income :

6. Source(s) of Fund (in details) :

7. How source of income of the Account Holder has been verified (details with documents).

i. <table border="1" style="width: 100%; height: 20px;"></table>	}	Whether collected documents have been verified? <input type="checkbox"/> Yes <input type="checkbox"/> No
ii. <table border="1" style="width: 100%; height: 20px;"></table>		
iii. <table border="1" style="width: 100%; height: 20px;"></table>		

8. How address(es) of the Account Holder has been verified ( in details ) ?

9. Whether Beneficial Owner (BO) of the account has been determined ?  
☐ Yes ☐ No ☐ Not Applicable ( If the answer is Yes, then information of the Beneficial Owner to be collected as per Annexure-1)

10. Identity Papers :	Copy Obtained (Put ✓)	Verified (Put ✓ where applicable)
<input type="checkbox"/> National ID No. <table border="1" style="width: 100%; height: 20px;"></table>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Passport No. <table border="1" style="width: 100%; height: 20px;"></table>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Birth Certificate <table border="1" style="width: 100%; height: 20px;"></table>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Others <table border="1" style="width: 100%; height: 20px;"></table>	<input type="checkbox"/>	<input type="checkbox"/>

11. Purpose of the account opening in case of Non-resident and Foreigners :

(a) Type of Visa : 



 Validity : 

D	D	M	M	Y	Y	Y	Y
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(b) Is there approval from competent authority for work permit and opening of the Bank Account favoring the work permit recipient?

☐ Yes ☐ No

(Copy of passport in case of NRB and copy of Passport with Visa must be obtained from foreigners)

12. Is the client a Politically Exposed Person (PEP)/Influential Person (IP)/Chief of any International Organization or high official or their family member or close Associates (as per 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

13. Is the customer's 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 :

14. Risk Grading as per Annexure-4(5) :

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

**Comments:**

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\* Though 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.

\*\* Approval of Higher Official is required for the account in case of PEP / IP / Higher officials of any International Organization.

Preparer :	Reviewer :
(Account Opening Officer/ Relationship Manager)	(Branch Manager / Branch Anti Money Laundering Compliance Officer)
Signature : .....	Signature : .....
Name Seal : .....	Name Seal : .....
Date : .....	Date : .....

.....  
(Signature of higher official's approved the account in case of PEP/IP/higher officials of any International Organization)

Seal :

Date :

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

Name of Officer performing review & update : .....
Signature with seal : ..... Date : .....