জাগো উচ্ছ্বাসে

IPDC Finance PLC.
আইপিডিসি ফাইন্যান্স পিএলসি.

DEPOSIT APPLICATION FORM (INSTITUTIONAL)

Branch : ______________________ Date D D M M 2 0 Y Y

Dear Sir,
We request you to open a deposit account with your institution. My/Our information is furnished below:

1. ACCOUNT TITLE :
In English (Block Letter) ______
(In Bangla) ______

2. TYPE OF INSTITUTION ☐ Limited Company ☐ Partnership ☐ Joint Venture ☐ Proprietorship ☐ NGO ☐ Club/Society/Trust
☐ Others ______ Nature of Business ______

3. ADDRESS OF INSTITUTION & PREFERRED COMMUNICATION ADDRESS

1. Registered ______ Thana ______ Post Code ______
2. Business ______ Thana ______ Post Code ______
3. Factory ______ Thana ______ Post Code ______

4. REGISTRATION RELATED INFORMATION E-TIN Number ______
Trade License Number ______ Date ______
Issuing Authority ______ Issue Country ______
______ Date ______

5. TYPE OF DEPOSIT: ☐ **FDR General** ☐ **CPS** ☐ **Others** ______

6. DEPOSIT DETAILS (AMOUNT IN BDT)

Product Name	Amount	Amount in words	No. of A/C	Term (in months)	Rate (% p.a.)	A/C Opening Date

7. MODE OF DEPOSIT TO IPDC (Please note that cash transactions are not allowed. Any cheque (A/C payee) or pay order is to be issued in favor of "IPDC Finance PLC.")
Cheque/PO No. ______ Cheque/PO Date ______ Bank (Customer) ______
EFT Reference ______ Credit Account No. ______ Bank (IPDC) ______
Others ______

8. PARTICULARS OF APPLICANT'S BANK ACCOUNT
(All payments from IPDC will be made through account payee cheque/EFT to the below mantioned bank Account)

A/C Title ______
A/C No. ______ Bank Name ______ Branch/Routing No. ______
Payment Type: ☐ Interest Payment ☐ Encashment Interest Payments: ☐ Monthly ☐ Quarterly ☐ Annually ☐ At Maturity

9. SPECIAL INSTRUCTION: ______

Mode of Operation: ☐ Singly ☐ Jointly ☐ Either/Survivor ☐ Others ______
Tax Acknowledgement Receipt/Tax Certificate: ☐ Yes ☐ No ☐ Pending Tax Assessment year ______

10. CONTACT PERSON DETAILS (FOR ACCOUNT REFERENCE)
☐ A/C Operator 1 ☐ A/C Operator 2 ☐ A/C Operator 3 ☐ A/C Operator 4 ☐ Others ______
Name ______ Designation ______
Address ______ Thana ______ Post Code ______
Mobile Number ______ Email ______
IPDC is authorized to send deposit related information via SMS to contact person's mobile: ☐ Yes ☐ No

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IPDC Finance PLC.

আইপিডিসি ফাইন্যান্স পিএলসি.

IPDC FINANCE

ACCOUNT OPERATOR'S INFORMATION FORM (INSTITUTIONAL)

Photo

CIF No | | | | | | | | | | |

Account Title

☐ Mr. ☐ Ms. Name (BLOCK LETTER)

Name (in Bangla)

CUSTOMER'S RELATION WITH ACCOUNT

☐ Chairman ☐ Managing Director ☐ Beneficial Owner ☐ Partner

☐ Signatory ☐ Sponsor Director ☐ Attorney Holder ☐ Proprietor

☐ Shareholder ☐ Nominated Director ☐ Others

Gender ☐ Male ☐ Female ☐ Other

Mother's Name

Father's Name

Spouse's Name

Date of Birth   Resident Status : ☐ Resident ☐ NRB

NID No.   Passport No.

Birth Certificate No.   eTIN (if Available)

Name of Organization

Designation

Present Address   Thana   Post Code

Contact Number   Email

Permanent Address   Thana   Post Code

☐ Same as present address

Contact Number   Email

Office Address   Thana   Post Code

Contact Number   Email

Preferred Communication Address :

☐ Present Address ☐ Permanent Address ☐ Office Address

A/C Operator's Signature & Date

RM's Signature & Date

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আইপিডিসি ফাইন্যান্স পিএলসি.

IPDC FINANCE

ACCOUNT OPERATOR'S INFORMATION FORM (INSTITUTIONAL)

Photo

CIF No

Account Title

☐ Mr. ☐ Ms. Name (BLOCK LETTER)

Name (in Bangla)

CUSTOMER'S RELATION WITH ACCOUNT

☐ Chairman ☐ Managing Director ☐ Beneficial Owner ☐ Partner

☐ Signatory ☐ Sponsor Director ☐ Attorney Holder ☐ Proprietor

☐ Shareholder ☐ Nominated Director ☐ Others

Gender ☐ Male ☐ Female ☐ Other

Mother's Name

Father's Name

Spouse's Name

Date of Birth | Resident Status : ☐ Resident ☐ NRB

NID No. | Passport No.

Birth Certificate No. | eTIN (if Available)

Name of Organization

Designation

Present Address | Thana | Post Code

Contact Number | Email

Permanent Address | Thana | Post Code

☐ Same as present address

Contact Number | Email

Office Address | Thana | Post Code

Contact Number | Email

Preferred Communication Address :

☐ Present Address ☐ Permanent Address ☐ Office Address

A/C Operator's Signature & Date

RM's Signature & Date

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IPDC FINANCE

Photo

ACCOUNT OPERATOR'S INFORMATION FORM (INSTITUTIONAL)

CIF No

Account Title

☐ Mr. ☐ Ms. Name (BLOCK LETTER)

Name (in Bangla)

CUSTOMER'S RELATION WITH ACCOUNT

☐ Chairman ☐ Managing Director ☐ Beneficial Owner ☐ Partner

☐ Signatory ☐ Sponsor Director ☐ Attorney Holder ☐ Proprietor

☐ Shareholder ☐ Nominated Director ☐ Others

Gender ☐ Male ☐ Female ☐ Other

Mother's Name

Father's Name

Spouse's Name

Date of Birth | Resident Status : ☐ Resident ☐ NRB

NID No. | Passport No.

Birth Certificate No. | eTIN (if Available)

Name of Organization

Designation

Present Address | Thana | Post Code

Contact Number | Email

Permanent Address | Thana | Post Code

☐ Same as present address

Contact Number | Email

Office Address | Thana | Post Code

Contact Number | Email

Preferred Communication Address :

☐ Present Address ☐ Permanent Address ☐ Office Address

A/C Operator's Signature & Date

RM's Signature & Date

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IPDC Finance PLC.
আইপিডিসি ফাইন্যান্স পিএলসি.

IPDC FINANCE

Photo

ACCOUNT OPERATOR'S INFORMATION FORM (INSTITUTIONAL)

CIF No | | | | | | | | | | |

Account Title ____________________

☐ Mr. ☐ Ms. Name (BLOCK LETTER) ____________________

Name (in Bangla) ____________________

CUSTOMER'S RELATION WITH ACCOUNT

☐ Chairman ☐ Managing Director ☐ Beneficial Owner ☐ Partner

☐ Signatory ☐ Sponsor Director ☐ Attorney Holder ☐ Proprietor

☐ Shareholder ☐ Nominated Director ☐ Others ____________________

Gender ☐ Male ☐ Female ☐ Other

Mother's Name ____________________

Father's Name ____________________

Spouse's Name ____________________

Date of Birth ____________________ Resident Status : ☐ Resident ☐ NRB

NID No. ____________________ Passport No. ____________________

Birth Certificate No. ____________________ eTIN (if Available) ____________________

Name of Organization ____________________

Designation ____________________

Present Address ____________________ Thana ________ Post Code ________

____

Contact Number ____________________ Email ____________________

Permanent Address ____________________ Thana ________ Post Code ________

☐ Same as present address ____________________

Contact Number ____________________ Email ____________________

Office Address ____________________ Thana ________ Post Code ________

____

Contact Number ____________________ Email ____________________

Preferred Communication Address :

☐ Present Address ☐ Permanent Address ☐ Office Address

A/C Operator's Signature & Date

RM's Signature & Date

TERMS & CONDITIONS

Where the term denotes plural shall also include singular and vice versa. The terms “FDR”, “Scheme”, “Deposit” and “Account” may be used interchangeably to mean any type of deposit account with IPDC Finance PLC. (herein often mention as “IPDC”). In case of any conflict between the meaning of any term and condition or any text of this form written in Bangla and English, the interpretation of the text written in English will prevail.

General Conditions:

1.An account payee cheque, pay order, demand draft, or electronic fund transfer (BEFTN/RTGS) favoring 'IPDC Finance PLC.' shall be deposited to initiate the deposit account. The FDR will be opened upon the realization of funds by IPDC. For fund transfer, electronic fund transfers are accepted, provided that IPDC receives verifiable documents or receipts supporting the transaction.

2. The amount, rate, and term of the FDR will be determined at the time of account opening and will remain in effect from the opening date until the maturity date of the account.

3. In accordance with Bangladesh Bank regulations, FDR deposit’s minimum tenure must be 3 months.

4. Lost of Deposit Instrument: In case of lost/damage/stolen of the deposit instrument, the customer needs to file a General Diary (GD) and submit an application to IPDC along with GD for duplicate copy (where applicable).

5. Premature Encashment/Early Encashment : Deposit accounts cannot be encashed before the completion of three (3) months from the opening date of the new deposit (excluding renewed deposits). After three months, early encashment is allowed, subject to:

   a. A 3% reduction in interest rate if encashed within less than two years for term deposit products.
   b. A 2% reduction if encashed after two years or more for term deposit products.
   c. Interest will be paid according to IPDC's prevailing policy for early encashment of installment-based deposits.
   d. No interest will be paid if early encashment is done within 30 days from the renewal date.

In unavoidable circumstances, deposits may be encashed within three months with written approval from Bangladesh Bank, but no interest shall be paid in such cases.

6. Unless otherwise instructed by the depositor, the deposit account shall be renewed for the same term as the initial period of deposit at rate of interest prevailing at the date of renewal (except scheme products only).

7. Instant loan (Secured Overdraft-SOD) against lien on the deposit account shall be availed subject to the approval from IPDC and satisfactory due diligence on prospective company/own transaction including clean report from CIB.

8. IPDC shall not be liable to depositors for any loss, damage, or delay related to any transaction on its deposit accounts if caused by actions of governmental agencies or events beyond IPDC’s control (such as strikes, lockdowns, equipment or server failure, power interruptions, natural disasters, or disease outbreaks). IPDC will, where possible, notify customers of anticipated delays due to such events through office notices or otherwise.

9. Payments of principal and/or interest would be made to the depositors through account payee cheques, account transfer or BEFTN, unless otherwise specified by the depositor in this account opening form or in any written correspondence. However, irrespective of the instructions provided by the depositor, IPDC will comply with regulatory guidelines.

Communication from IPDC:

1.IPDC will send a letter with deposit details to the depositor’s preferred address upon account opening.

2.IPDC may notify the depositor of account transactions via SMS unless the depositor requests otherwise.

Nominee:

In case of death of a proprietor of proprietorship concern making the deposit, the account shall cease to operate, and the payable amount shall be paid to the nominee. However,

1. In the event, the Nominee(s) so authorized remains a minor at the time of depositor's death, the legal guardian as authorized by relevant Court/Authority will receive/draw the amount of deposits held by IPDC in the deposit account.

2. In the event that there is no survivor or nominee, that account will then be frozen until the legal successor to the deceased or disabled individual is appointed/determined by the relevant Court or Authority.

Waiver:

No act of forbearance, negligence, or waiver by IPDC in enforcing these terms and conditions shall affect its right to enforce them strictly at any time. A waiver shall only be effective if provided in writing by IPDC.

Type of Deposit Accounts:

Unless otherwise agreed by IPDC, in general the following types of FDR accounts will be opened in the name of an institutional depositor.

1. FDR General: Simple interest auto renewed with principal at maturity.

2. Cumulative Profit Scheme (CPS): Interest is capitalized annually and auto renewed with principal at maturity.

TDS Deduction:

Payment of any interest by IPDC is subject to deduction of tax at source at rates determineby National Board of Revenue/Govt. of Bangladesh.

To read these Terms & Conditions in Bengali, please scan the QR code.

এই শর্তাবলী বাংলায় পড়তে, অনুগ্রহ করে QR কোডটি স্ক্যান করুন।

TERMS & CONDITIONS

Excise Duty:

Excise duty (if applicable) will be deducted from deposit account at rate and frequency as per direction of National Board of Revenue/ Govt. of Bangladesh.

FDR Instrument:

Upon opening a deposit account, IPDC will issue a deposit receipt confirming the principal amount, annual interest rate, opening date, term, and maturity date of the FDR. This FDR receipt must be signed by two authorized signatories of IPDC. For encashment, the FDR instrument must be retained until maturity and must be endorsed with the applicant's signature on the reverse side at the time of encashment.

Variations/Modification of Terms and Conditions:

Notwithstanding anything contained in these terms and conditions, in the event of any government or regulatory intervention on applicable rate of tax and/or excise duty, IPDC shall have an unfettered discretion to adjust the applicable rates as it deems fit.

Notices:

Unless otherwise stated, any communication or demand by IPDC under these terms and conditions shall be made in writing or through electronic media such as SMS or email to the Depositor's provided contact details. Such communication shall be deemed served on the date of posting or transmission.

Governing Law:

These terms and conditions are governed by the laws of Bangladesh. The Depositor irrevocably submits to the exclusive jurisdiction of the courts of Bangladesh, without limiting IPDC 's right to bring proceedings in any other jurisdiction or forum.

Special Notice:

1. Money Laundering Prevention Act, 2012 and Money Laundering Prevention (Amendment) Act, 2015 have been enacted to prevent acquisition and transfer of property by illegal means. The said law is being implemented through the banks and financial institutions under the supervision of Bangladesh Bank. Illegal transfer, conversion, concealment, or property acquired directly or indirectly by legal or illegal means or aiding and abetting such activity is against the national interest. Banks and financial institutions are often used by unscrupulous persons for doing the mentioned illegal activities. Therefore, the account holders will co-operate with financial institutions by being more conscious and active in opening account, transfer of money, and provision and preservation of correct and complete information relating to identification of a customer.

2. In the event of any suspicion arising out of unusual transactions, Central Bank may investigate into any account. If illegal transactions are proved, Central Bank may prosecute in the Court of Law and all offenses under this law are cognizable, non-compoundable and non-bailable. The Court may issue investigation order as appropriate or impose punishment specified against each offense under this law.

Address and Contact Information:

a) Communication made by letter or SMS to any of the contact points mentioned in the form by IPDC regarding the notification of any changes in the Loan/Deposit will be treated as valid and duly accepted by the depositor and the customer will not be able to deny or ignore any of the methods of communications in any manner.

b) The Customer understands, acknowledges, and accepts the communication sent via email, facsimile machines, internet, diskettes, SMS, or any other method over public lines, is not encrypted, and that these transmission methods are not necessarily secure mean of transmission and delivery of information, and that there are associate risks, including of breach of confidentiality, possible unauthorized alteration and/or unauthorized use, and failure of communication. The Customer agrees to exempt IPDC from any misuse of communication, and to hold IPDC harmless for any cost or loss that the Customer may incur due to the same and any error, delay, or problem in transmission or otherwise.

c) If a customer subscribes to the SMS Alert Facility of IPDC, the Customer shall receive short messaging service alerts on the Customer's Authorized Mobile Number in the form of customized messages. The SMS alerts shall only be sent to the mobile phone number which has been specifically provided by the Customer for the purposes of communication.

d) The SMS alerts will be available to the Customer only if the Customer is within the cellular service range of the cellular service provider of the Customer.

e) The customer will be responsible for informing IPDC in writing regarding any change in address, email, and phone number within 07 days of such a change taking place.

I/We hereby confirm that I/we have read and understood the Terms and Conditions both in English and Bengali governing the Deposit account and I/we shall abide by the said terms and conditions. I/We shall provide any relevant information/document as per your requirement in addition to those already provided. I/We hereby confirm that I/We have carefully read and reviewed the contents of all pages in their entirety and acknowledge that the information provided therein is true, accurate, and complete to the best of my/our knowledge and belief.

SL.	Name of the Authorised Signatory(s)	Signature (As per NID/Passport/DL)	Signature & Date (As per AOF)
1			
2			
3			
4			

Name of Relationship Manager
Signature (with seal) & Date

জাগো উচ্ছ্বাসে IPDC Finance PLC.
আইপিডিসি ফাইন্যান্স পিএলসি.

NOMINEE INFORMATION FORM

Nominee 1 Photo attested by applicant	Nominee 2 Photo attested by applicant

Particulars	Nominee 1	Nominee 2
Name		
Share (%)		
Date of Birth		
Gender	☐ Male ☐ Female ☐ Other	☐ Male ☐ Female ☐ Other
Father's Name		
Mother's Name		
Spouse's Name		
Relationship with Applicant		
Present Address		
Permanent Address ☐ Same as present address		
Mobile Number		
Email ID		
Occupation		
Identity No. (NID/ Passport No.)		
	Signature & Date	**Signature & Date**

CLIENT ACKNOWLEDGEMENT FORM (CAF)

Name/Account Title

Description of Deposit ☐ **FDR General** ☐ **CPS** ☐ **Others**

Amount (BDT)

Account Type

SL	Questions	Comments By IPDC Finance PLC.	Comments By Client/Depositor
1	What will be the interest rate?		☐ Agree ☐ Disagree with comment of IPDC Finance PLC.
2	When will be the Deposit account matured?		☐ Agree ☐ Disagree with comment of IPDC Finance PLC.
3	a) Will the interest rate be same in case of early encashment?	No	☐ Agree ☐ Disagree with comment of IPDC Finance PLC.
	(b) If no, whether the client is fully informed about tenure-wise different rates for early encashment?	Yes	☐ Agree ☐ Disagree with comment of IPDC Finance PLC.
4	Will it be automatically renewed if the amount is not withdrawn at maturity and no instruction is given by the client in this regard?	☐ Yes ☐ No (In case of scheme deposits)	☐ Agree ☐ Disagree with comment of IPDC Finance PLC.
5	(a) Will there be any fees charged against the deposit account?	☐ Yes ☐ No	☐ Agree ☐ Disagree with comment of IPDC Finance PLC.
	b) If the answer to 5(a) is YES, whether the depositor is informed about it or not.	☐ Yes ☐ No	☐ Agree ☐ Disagree with comment of IPDC Finance PLC.

CLIENT FEEDBACK FORM (CFF)

Name/Account Title

Description of Deposit ☐ **FDR General** ☐ **CPS** ☐ **Others**

Amount (BDT)

Product Category

SL	Questions	Comments By IPDC Finance PLC.	Comments By Client/Depositor
1	(a) Whether IPDC has charged any extra fee (maintenance fee/others) which was not mentioned in the agreement?	☐ Yes ☐ No	☐ Yes ☐ No
	(b) If the answer to 1(a) is YES, what is the reason?		☐ Agree ☐ Disagree with comment of IPDC Finance PLC.

SIGNATORIES' SIGNATURES

SL.	Name	Signature	Date
1			
2			
3			
4			

IPDC FINANCE PLC.

ACKNOWLEDGEMENT COPY "NO CASH"

IPDC FINANCE

Branch | Center ☐ Retail ☐ MME ☐ Corporate ☐ SCF

Received with thanks from

A/C Name

Cheque/ PO No. D D M M 2 0 Y Y

Amount (Tk.)

Bank Name

Branch Name

RECEIVED BY
With Name, Signature (with seal) & Date

*Original Instrument will be issued after realization of the cheque/PO amount.

KYC FORM (INSTITUTIONAL)

1. Account Title

2. Branch ID & Account No. 3. CIF No.

4. Client's Name

5. RM's Name

Documents

If photocopy has been obtained, in applicable cases

6. Trade Licensee No.	☐ Yes ☐ No	7. MoA/Partnership Deed	☐ Yes ☐ No
8. VAT Reg. No.	☐ Yes ☐ No	9. Certificate of Incorporation	☐ Yes ☐ No
10. E-TIN	☐ Yes ☐ No	11. Board Resolution	☐ Yes ☐ No

12. Information on Beneficial Owner (Beneficial owner of the account must be identified and KYC of beneficial owner, and all shareholders holding at least 20% shares must be completed in details)

13. What is the source of fund? How source of fund has been verified (if applicable)?

14. Is the source of fund consistent with the profession of the client? Justify the consistency by giving detailed description of client's profession.

15. Risk Score ☐ Low ☐ Medium ☐ High ☐ Extreme

Comment

16. Whether the customer is a politically exposed person (PEP)/influential person (IP)/head or high-ranking officer of an international organization and their family members or close associates (as defined in the circular issued by BFIU)?: ☐Yes ☐No

a) Is approval from CAMLCO taken or not? ☐ Yes ☐ No ☐ N/A b) Has the customer been interviewed face-to-face? ☐Yes ☐No ☐ N/A

Name of Relationship Manager
Signature (with seal) & Date

Name of Approving Officer
Signature (with seal) & Date

17. Is any of the names of the Applicant/Nominee/Beneficiary found in the sanction list or any other blacklist? If the answer is yes, then give detailed description in the comment field ☐ Yes ☐ No

Name of Verifying Officer
Signature (with seal) & Date

18. Last Date of review/update of Account and Customer Information

Name of Review/updating officer
Signature (with seal) & Date

☐ Please open ☐ Do not open

Name of Approving Officer
Signature (with seal) & Date

Account Opening Date

D	D	M	M	2	0	Y	Y

Maturity Date

D	D	M	M	2	0	Y	Y

Name of account opening officer
Signature (with seal) & Date

FOR OFFICE USE ONLY

RM Name

RM Code | Branch | RM Contact No.

Cost Center

For Lead Reference

Name

Employee ID | Branch

Note (if any)

NBFI RETURNS 2 REPORTING FORM

Depositor's Information

Branch Name | Branch Code | NBFI Branch Code

Account No.

For Individual

Depositors' Name
(IN BLOCK LETTERS)

Profession | Sector Code

(see page 78-93 for Guidelines on NBFI-1,2, & 3 Returns)

Type of Account | Type of Deposit Code

(see page 85 for Guidelines on NBFI-1,2, & 3 Returns)

For Institution/Office/Company/Firm, etc.

Name of the Institution
(IN BLOCK LETTERS)

Profession | Sector Code

(see page 78-93 for Guidelines on NBFI-1,2, & 3 Returns)

Type of Account | Type of Deposit Code

(see page 85 for Guidelines on NBFI-1,2, & 3 Returns)

Prepared By	Approved By	Verified By
Date D D M M 2 0 Y Y	Date D D M M 2 0 Y Y	Date D D M M 2 0 Y Y

Notes:

1. Form is to be stored with Account Opening Form
1. For Joint Accounts, 1st Applicant will be considered
3. During NBFI-2/NBFI-3 reporting, the codes of this form must be inserted

DOCUMENT CHECKLIST

Mandatory Documents List for Entities:

- ☐ 1. Duly filled in Account Opening Form
- ☐ 2. Photograph of the signatories, duly attested by RM
- ☐ 3. Valid photo ID (passport, driving license, national ID, etc. containing Name, Date of Birth, Father's & Mother's name & address) of the signatories, duly attested by RM.
- ☐ 4. Copy of Latest Income Tax Return Acknowledgement Receipt/Income Tax Return Certificate (if available).
- ☐ 5. Original copy of Resolution of the Board of Directors/Partners/Trustees/Governing Body/Executive Committee for opening and operating account with IPDC (if applicable).
- ☐ 6. Certified copy of Partnership Deed/Memorandum and Articles of Association/Constitution/By Laws/Trust Deed/ BSEC Certificate as applicable for the entity.
- ☐ 7. Certified copy of Latest Form X and XII/List of Directors/Governing Body/Executive Committee/Trustees, as applicable for the entity.
- ☐ 8. Updated trade license, if required for the entity.
- ☐ 9. Cheque for initial deposit in favor of "IPDC Finance PLC."

Information/ Document/Conditions Applicable for Specific Entities:

Proprietorship Concern

- ☐ 1. Duly filled in and signed Nominee Information Form.
- ☐ 2. Nominee photograph attested by the proprietor.

Public Limited Company (PLC)

- ☐ 1. Certificate of Incorporation
- ☐ 2. Certificate of Commencement of Business (in case of PLC)
- ☐ 3. Approval from the Ministry of Health in case of Hospital/Clinic/Diagnostic Centers.

Club/Charity/Association/Trust

- ☐ 1. Registration Certificate from NGO Affairs Bureau if the entity receives fund from abroad.
- ☐ 2. Registration Certificate from Micro-Finance Regulatory Authority if the entity is engaged with Micro Financing.

Co-Operative Society

- ☐ 1. Certificate of Registration with Department of Co-Operative.
- ☐ 2. Constitution/By Laws to be certified by Department of Co-Operative.

Government-Owned Institutions' Account

- ☐ 1. RJSC certified copy of Certificate of Incorporation/related Government Ordinance.
- ☐ 2. Certificate from the Chief Controller of Insurance in case of Insurance Company.
- ☐ 3. License from Bangladesh Bank in case of Commercial Bank.

Companies Registered Abroad

- ☐ 1. All documents must be certified by the Bangladesh Embassy/High Commission.

N.B. Additional documents may be requested as per requirement