



## CORPORATE DEPOSIT APPLICATION FORM

Customer Name :

Customer ID :

Account Number :

## REQUIRED DOCUMENT CHECKLIST

Sl. No.	For Corporate	Yes	N/A
01	Board Resolution or Forwarding letter from CFO or CEO for opening the account (Company)		
02	Memorandum and Article of Association along with certificate of incorporation (in case of company)		
03	Signatories photo and photocopy of NID attested by authorized officer (in case of company)		
04	Detail information of the signatories		
05	Trade license (in case of proprietorship and partnership business)		
06	Registered partnership deed (in case of partnership business)		

**CORPORATE DEPOSIT APPLICATION FORM**Date : Deposit No. : Manager  
Bangladesh Finance Ltd.

..... Branch

Customer ID : 

Dear Sir/Madam,  
I /We hereby apply to open / renew a deposit in your organization. My/Our detail information is furnished below.

**Name of the Depositor:**Customer ID : Name (In English) Name (বাংলায়) **Select the Deposit Scheme (Please tick the appropriate box only):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Term Deposit                | <input type="checkbox"/> Profit Earners Scheme | <input type="checkbox"/> Profit First Deposit         |
| <input type="checkbox"/> Cumulative Deposit          | <input type="checkbox"/> Platinum Deposit      | <input type="checkbox"/> Lakhopoti Deposit Scheme     |
| <input type="checkbox"/> Double Money Deposit Scheme | <input type="checkbox"/> Gunon                 | <input type="checkbox"/> Shurokkha                    |
| <input type="checkbox"/> Others .....                |  | <input type="checkbox"/> Monthly Deposit Scheme (MDS) |

**\*Cash Deposit is Not Allowed (নগদ ডিপোজিট গ্রহণযোগ্য নয়)**

Please issue Account Payee Cheque/ Demand Draft/ Pay Order / EFT/ RTGS/ MFS drawn in favor of "Bangladesh Finance Ltd"

Deposit Amount (BDT):	
Taka (in word):	
Cheque/DD/PO/ Deposit no.:	Dated:
Drawn on (Bank, Branch, Routing No.):	Account no.:

■ Source of Fund: .....

■ Term: ..... ■ Months..... ■ Maturity Date: .....

Contact Person Name: .....

Contact Person's Number: .....

Authorization to Receive Profit/LAD/ Repayment to our Bank A/C No.: 

Bank Name: Branch: Routing No. :

## TERMS & CONDITIONS

- Mode of Acceptance:** Deposit shall be made by 'Account Payee' cheque drawn in favor of "Bangladesh Finance Ltd." together with duly filled application form. Deposit cheque should be made from the depositor's bank account and repayment cheque/transfer will also be made on that account.
- Mode of Repayment:** The depositor(s) has to return the deposit certificate duly discharged to BANGLADESH FINANCE office for receiving the repayment cheque/transfer. If the deposit matures on a holiday, payment will be made on the next working day.
- Minimum Period:** Deposits will be accepted for a minimum term of 3 (Three) months. Deposit cannot be en-cashed before completion of three months as per the rules of the Bangladesh Bank.  
Premature Withdrawal: For new deposits, premature encashment may be allowed only after completion of 3 months subject to management approval. For renewed deposits premature encashment can be done any time after maturity at reduced rate for the broken period as per prevailing premature encashment policy of BANGLADESH FINANCE.
- Renewal:** BANGLADESH FINANCE deposit will be automatically renewed with accrued interest from the date of maturity at the then prevailing rate of return unless otherwise advised.  
Fixed and Variable Rate Option: Depositor may choose fixed rate or variable rate deposits. For Fixed rate deposits, rate will remain fixed till maturity. Rate of return on variable rate deposit will be reset at the beginning of each return period i.e., 1st July for Monthly Income Deposit, Quarterly Income Deposit, Cumulative Deposit, Easy Way Deposit, Easy Home Deposit and Children's Deposit, and for Annual Income Deposit, at the end of 12 months. On variable rate deposit, projected maturity value may vary due to yearly revision of rate.
- Payment of Profit:** Deposit profit will be transferred to customer's Bank Account through Bangladesh Electronic Fund Transfer Network (BEFTN) or by A/C payee cheque in favor of depositor.
- Quick Loan Facility:** Depositors can take loan against deposit at any time after placing the deposit with BANGLADESH FINANCE. The amount of the loan will be determined by BANGLADESH FINANCE at its sole discretion. The interest rate and charges for the loan will be as per prevailing loan against deposit policy.
- Loan Repayment:** Depositor can repay the loan anytime and any amount. At the time of repayment, interest amount would be adjusted first and the remaining balance would be adjusted with the principal amount. Loan amount and interest would be adjusted with the deposit maturity value if repayment is not made before the maturity of the deposit.
- Taxes and Excise Duties:** Tax on profit will be applicable as per the prevailing government rules and regulations. Government Excise duty will also be applicable as per prevailing government rules and regulations. Any other charges imposed by government, regulator or any other relevant authority from time to time will also be applicable.
- Right to Change:** BANGLADESH FINANCE reserves the right to change the terms and conditions mentioned above without prior notice to customer.

Sl. No.	Name	Designation	Signature
1.			
2.			
3.			

## OFFICE USE ONLY:

Emp. Ref:	RM Code:	Tele Code:
Received By: Signature & Seal	Date of Receipt	Authorized by: Signature & Seal

\*Cash Deposit is Not Allowed (নগদ ডিপোজিট গ্রহণযোগ্য নয়)

## ACKNOWLEDGEMENT

Date :

Received with thanks from Mr./Ms

Tk. (in word)

Cheque/ PO/ DD No.:

Drawn on (Bank):

Branch, Routing No. :

Dated:

Hot Line: 16727

Received by:

Signature:

## CORPORATE CUSTOMER REGISTRATION FORM

..... Branch Customer ID :

Name (In English)		
Name (বাংলায়)		
Type of Organization: <input type="checkbox"/> Partnership <input type="checkbox"/> Private/ Public Limited <input type="checkbox"/> NGO <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Govt. Organization <input type="checkbox"/> Club/ Society <input type="checkbox"/> Bank/ Financial Institution <input type="checkbox"/> Others (Please Specify)		
Office/Mailing Address:		
Registered Address:		
Factory Address:		
Phone:	Fax:	
E-mail:	Mobile:	
Trade License No.:	Date:	Issuing Authority:
Registration No.:	Date:	Issuing Country:
E-TIN (If any):	VAT Reg No.(if any):	
Nature of Business:		

### CONTACT INFORMATION:

Contact Person Name:	
Designation:	
Phone:	E-mail Address:

### DOCUMENTS SUBMITTED:

- Board resolution on signatories  Valid Photo ID of all signatories  Certificate of Incorporation  
 Passport size photo of all signatories  Article of Association/ By Law  Partnership deed  Trade License

Sl. No.	Name	Designation	Signature
1.			
2.			
3.			

### OFFICE USE ONLY:

Scan Ref. No. ....

Received By .....

## SIGNATORY INFORMATION

PHOTO  
OF THE  
SIGNATORY

Customer ID :

Name (In English)	
Name (বাংলায়)	
Father's Name:	
Mother's Name:	
Spouse's Name:	
Date of Birth	Place of Birth:
National ID No:	Nationality:
Present Address:	
Permanent Address:	
Phone: Res	Office: Mobile:
E-mail:	Fax:
Passport No. (if any):	Birth Reg. No. (if any):
E-TIN (If any):	Driving license No. (if any):
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Resident Status: <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident
Occupation: <input type="checkbox"/> Service ( Government/Private ) <input type="checkbox"/> Business <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Other	
Designation:	
Office Name & Address:	
<b>Relation with this FDR:</b> <input type="checkbox"/> Chairman <input type="checkbox"/> Managing Director <input type="checkbox"/> Director <input type="checkbox"/> Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Signatory <input type="checkbox"/> Power of Attorney Holder <input type="checkbox"/> Others.....	

Please attach the recent photograph and a copy of valid identification like National ID or passport (if address differs, please attach copy of utility bill or bank statement).

Signature of the Signatory

## RISK ASSESSMENT FORM

Customer ID : \_\_\_\_\_

Name of Depositor \_\_\_\_\_

Risk category on Profession/ Business:

Deposit No. : \_\_\_\_\_

Sl	Nature	Risk level	Score	Sl	Nature	Risk level	Score
1	Jewellery /Gold Business	High	5	22	Motor Parts Business	Medium	3
2	Money Changer/Courier service agent	High	5	23	Tobacco and Cigarette business	Medium	3
3	Real Estate Agent/ promoter of Construction Project	High	5	24	Freight/Shipping/Cargo Agents	Medium	3
4	Offshore Corporation	High	5	25	Auto Business ( New Car)	Low	2
5	Art/Antique Dealer	High	5	26	Shop Owner (Retail)	Low	2
6	Owner of Restaurant/Bar/Night Club/ Residential Hotel	High	5	27	Land / property broker	Low	2
7	Import/Export Agent	High	5	28	Provident/Gratuity Fund	Low	2
8	Cash Financing Business	High	5	29	Small Business	Low	2
9	Share/Stock Dealer	High	5	30	Self employed Professional	Low	2
10	Business in different places	High	5	31	Corporate Customer	Low	2
11	Cinema Producer/Distributor	High	5	32	Construction Material Business	Low	2
12	Arms Business	High	5	33	Construction Material Business	Low	2
13	Mobile Phone Operator	High	5	34	Computer/Mobile Phone Dealer	Low	2
14	Man power Export Business	High	5	35	Software business	Low	2
15	Travel Agent	High	4	36	Manufacturer (Except Arms)	Low	2
16	Auto Dealer ( Reconditioned Car)	Medium	3	37	Retired Person	Low	1
17	Leasing/Finance Company/ Bank	Medium	3	38	Service/Job	Low	1
18	Carrying Operator	Medium	3	39	Housewife	Low	0
19	Insurance/Brokerage agency	Medium	3	40	Student	Low	0
20	Religious organization	Medium	3	41	Farming/ Agriculturist	Low	0
21	Amusement Park/Organization	Medium	3	42	Others – According to type, FI will fix risk rating		0

### Risk Categorization:

#### Based on net worth

Amount in Taka	Risk Level	Risk Rating
Up to Taka 50 Lac	Low	0
Taka 50 Lac - Taka 100 Lac	Medium	1
>Taka 100 Lac	High	3

#### Based on type of account opening

Type	Risk Level	Risk Rating
Relationship Manager/Branch	Low	0
Direct Sales Agent	Medium	1
Internet/Walk in/ Unsolicited	High	3

#### Based on net worth

Risk Rating	Nature of Risk
>= 8	High
<8	Low

### Comment by BAMLCO/ Head of Branch:

Overall Risk rating is in low / high level based on verification of profession and risk categorization by Relationship Manager. Also considering amount with in lac

Official Signature with Date

Authorizer's Signature with Date

## KYC PROFILE FORM

1.	Name of the Depositor:	
2.	Type of Account:	
3.	Customer ID No.:	
4.	Name & Code of Dealing Officer:	
5.	Passport No.	: Photocopy Received? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)
6.	Birth Registration No.	: Photocopy Received? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)
7.	National Id No.	: Photocopy Received? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)
8.	E-TIN (If any)	: Photocopy Received? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)
9.	VAT Registration No.	: Photocopy Received? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)
10.	Driving License No.	: Photocopy Received? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)
11.	Information of Beneficial Owner (In case of company, detail information of the controlling shareholders or shareholders holding 20% & above shares of the company).....	
12.	Source of fund and how it was verified:	
13.	Details of customer's occupation with nature:	
14.	Is the amount matched with customer's income level:	

Name of Official/ Relationship Manager Code & Signature with Date

Authorizer's Signature with Date



## CLIENTELE ACKNOWLEDGEMENT FORM (CAF)

Name of the Customer :	
Description of Deposit :	
Deposit Amount :	
Deposit No. :	

### PRODUCT TYPE/ CATEGORY: RETAIL/ CORPORATE

Questions		BANGLADESH FINANCE's Comment	Customer's Comment
1.	What will be the Interest rate?		Agreed with BANGLADESH FINANCE's Comment
2.	When will be the Deposit account mature?		Agreed with BANGLADESH FINANCE's Comment
3.	Will the interest rate be same in case of early encashment?	NO	Agreed with BANGLADESH FINANCE's Comment
4.	If no, whether the client is fully informed about tenure-wise different rates of interest for early encashment?	Yes	Agreed with BANGLADESH FINANCE's Comment
5.	Will there be any fees charged against the deposit account?	NO	Agreed with BANGLADESH FINANCE's Comment
6.	If so, whether the depositor is informed about it or not?	N/A	Agreed with BANGLADESH FINANCE's Comment

Official Signature with Date

Client's Signature with Date

## গ্রাহক অঙ্গীকার নামা

গ্রাহকের নাম :	
আমানতের পরিমাণ :	আমানতের ধরণ:

প্রশ্নসমূহ	মন্তব্য	
	প্রতিষ্ঠানের মন্তব্য	গ্রাহকের মন্তব্য
১. আমানতের উপর প্রদত্ত মুনাফার হার কত?		প্রতিষ্ঠানটির মন্তব্যের সাথে একমত
২. আমানত হিসাবটির মেয়াদ কবে শেষ হবে?	না	প্রতিষ্ঠানটির মন্তব্যের সাথে একমত
৩. (ক) মেয়াদ পূর্তির পূর্বে আমানতকৃত অর্থ উত্তোলন করা হলে মুনাফার হার কি একই থাকবে?	না	প্রতিষ্ঠানটির মন্তব্যের সাথে একমত
৩. (খ) যদি মুনাফার হার একই না থাকে, সেক্ষেত্রে আমানতের মেয়াদ ভিত্তিক মুনাফার হার সম্পর্কে গ্রাহককে অবহিত করা হয়েছে কিনা?	হ্যাঁ	
৪. আমানতের মেয়াদ ভিত্তিক মুনাফার হার সম্পর্কে গ্রাহককে অবহিত করা হয়েছে কিনা? মেয়াদ পূর্তিতে আমানতকৃত অর্থ উত্তোলন করা না হলে এবং গ্রাহক কোন ধরনের নির্দেশনা না দিয়ে থাকলে হিসাবটি স্বয়ংক্রিয় ভাবে নবায়ন হবে কি?	হ্যাঁ	প্রতিষ্ঠানটির মন্তব্যের সাথে একমত
৫. (ক) আমানত হিসাবের বিপরীতে কোন ফি আরোপ করা হবে কিনা?	না	প্রতিষ্ঠানটির মন্তব্যের সাথে একমত
৫. (খ) যদি একরূপ ফি আদায় করা হয়, তবে সে বিষয়ে গ্রাহককে অবহিত করা হয়েছে কিনা?		

অফিসারের স্বাক্ষর ও তারিখ

গ্রাহকের স্বাক্ষর ও তারিখ

## CLIENTELE FEEDBACK FORM (CFF)

Name of the Customer :	
Description of Deposit :	
Deposit Amount :	
Deposit No. :	

### PRODUCT TYPE/ CATEGORY: RETAIL/ CORPORATE

Questions	BANGLADESH FINANCE's Comment	Customer's Comment
Whether BANGLADESH FINANCE has charged any extra fee (maintenance fee/ others) which was not mentioned in the agreement?	No	YES/NO
If so, what is the reason?	No	Agreed with BANGLADESH FINANCE's Comment

Official Signature with Date

Client's Signature with Date

## গ্রাহক মতামত ফরম

গ্রাহকের নাম :	
আমানতের পরিমাণ :	আমানতের ধরণ:

প্রশ্নসমূহ	মন্তব্য	
	বাংলাদেশ ফাইন্যান্স -এর মন্তব্য	গ্রাহকের মন্তব্য
১. (ক) চুক্তিনামায় উল্লেখ না থাকলেও মেইনটেন্যান্স বা একই রকমের অন্যান্য ফি কি কর্তন করা হবে?	না	প্রতিষ্ঠানটির মন্তব্যের সাথে একমত
২. (খ) যদি কর্তন করা হয়, তাহলে কর্তন করার কারণ কী?	প্রযোজ্য নহে	

অফিসারের স্বাক্ষর ও তারিখ

গ্রাহকের স্বাক্ষর ও তারিখ



**Corporate Office**

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