Account Opening Form

Institutional Account

- [ ] Current Account (চলতি হিসাব)
- [ ] SND Account (এস এন ডি হিসাব)
- [ ] Savings Account (সঞ্চয়ী হিসাব)
- [ ] অন্যান্য

Name of Branch

Name of Account Holder (s)

Account Holder’s ID Number

Account Number

..........................................................

Mercantile Bank Limited
效率是我们的力量
The following papers/documents are required:

ACCOUNT OF SOLE PROPRIETORSHIP

- Valid and updated Trade License/Certificate issued by the Municipal authorities.
- TIN certificate.
- Rent receipt of the shop if the shop is rental.
- Ownership documents of the shop (ie purchase documents of the shop or inheritance documents).
- Membership certificate of any association (Chamber of commerce, Market association, Trade association i.e., Hardware association, cloth merchant association, Hawker’s association etc.) (if any)
- Two copies of Photograph of the Account holder duly signed by the introducer.
- The copy of Photograph of the nominee duly signed by the Account holder.
- National ID Card / Passport / Valid driving license / Birth Registration Certificate (Printed copy, with seal & signature from the Registrar).
- Credit Card (If any)

ACCOUNT OF PARTNERSHIP FIRM

- Two copies of photograph of the account holder(s)/person(s) who will operate the account duly attested by introducer.
- Partnership deed / partnership letter (Notarized)
- Memorandum and Articles of Association.
- Resolution of the partners, specifying operational guidelines / instruction of the partnership account
- National ID Card of all partners / Passport of partners / Birth Registration Certificate of partners (Printed copy, with seal & signature from the Registrar).
- Credit Card (If any).
- Ownership documents of the shop (ie purchase documents of the shop or inheritance documents).
- Membership certificate of any association (Chamber of commerce, Market association, Trade association i.e., Hardware association, cloth merchant association, Hawker’s association etc.) (if any)
- Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf
- TIN certificate of the firm and TIN of the partners.

ACCOUNT OF PRIVATE LIMITED COMPANY

- Two copies of photograph of the account holder(s)/person(s) who will operate the account duly attested by introducer.
- National ID Card / Passport of all the directors.
- Certificate of incorporation or copy of the certificate of incorporation of the company/firm of the current Directors.
- Certified copy of Certificate of incorporation or equivalent, details of the registered office, and place of business.
- Certified copy of the Memorandum and Articles of Association.
- Update List of Directors (Form XII)
- Personal information of at least 5 (five) Directors of the Company who have highest number share/If there are less than five directors of the company, then everyone has to collect personal information/ other applicable cases . personal information of the members of executive committee.
- Copy of the Board Resolution to open the account relationship with the respective bank/ and identification of those who have authority to operate the account.
- Explanation of the nature of the applicant’s business, the source of funds, and a copy of the last available financial statements where appropriate.
- Satisfactory evidence of the identity of the account signatories, details of their relationship with the company. Subsequent changes to signatories must be verified.
- Power of attorney granted to its Managers, Officials or Employees to transact business on its behalf
- Nature of the company’s business
- Identity of beneficial owners, holding 20% share or more of having control over the company’s assets and any person (or persons) on whose instructions the signatories of the account act where such persons may not be a full-time employee, officer or director of the company.

ACCOUNT OF CO-OPERATIVE SOCIETY

- Two copies of photograph of the account holder(s)/person(s) who will operate the account duly attested by introducer.
- National ID Card / Passport of all the directors.
- TIN certificate of the company/firm & all of the Directors.
- Certificate of incorporation.
- Memorandum and Articles of Association.
- Certificate of commencement of business
- List of directors in form – XII
- Personal information of at least 5 (five) Directors of the Company who have highest number share/If there are less than five directors of the company, then everyone has to collect personal information/ other applicable cases . personal information of the members of executive committee.
- Copy of the Board Resolution to open the account relationship with the respective bank/ and identification of those who have authority to operate the account.
- Power of attorney granted to its Managers, Officials or Employees to transact business on its behalf
- Nature of the company’s business
- Identity of beneficial owners, holding 20% share or more of having control over the company’s assets and any person (or persons) on whose instructions the signatories of the account act where such persons may not be a full-time employee, officer or director of the company.

ACCOUNTS OF SOCIETIES, ASSOCIATIONS, NGOs, CLUBS, TRUSTS, FOUNDATIONS, CHARITIES OR RELIGIOUS ORGANIZATIONS AND OTHER ORGANIZATIONS

- Two copies of photograph of the account holder(s)/person(s) who will operate the account duly attested by introducer.
- National ID Card / Passport of the operator(s) / the Trustee(s)
- Certified true copy of the Trust Deed
- Documents of nature of the Organizations / NGO
- Certificate of Registration issued by competent authority if registered
- Telephone/Utility Bill in the name of the organization
- List of Managing Committee Members / Directors and their bio-data
- Personal information of the members of Governing body / Managing committee of non-government school, college, madrasah and members of trustees board of the Trust and President, General Secretary, Treasurer and other account operators of club/society accounts.
- Resolution of the Managing body / Board of Directors / the Executive Committee of the NGO / Organization/trust for the account and identification of those who have authority to operate the account
- Power of attorney allowing transaction in the account (for Trusts, Foundations or similar entities accounts)
- Photos of authorized Managing Committee Members duly signed by the introducer.

FINANCIAL STATEMENTS (HONG)

- Two copies of photograph of the account holder(s)/person(s) who will operate the account duly attested by introducer.
- National ID Card / Passport of all the directors.
- TIN certificate of the company/firm & all of the Directors.
- Certificate of incorporation.
- Memorandum and Articles of Association.
- Certificate of commencement of business
- List of directors in form – XII
- Copy of the Board Resolution to open the account relationship with the respective bank/ and identification of those who have authority to operate the account.
- Power of attorney granted to its Managers, Officials or Employees to transact business on its behalf
- Nature of the company’s business
- Identity of beneficial owners, holding 20% share or more of having control over the company’s assets and any person (or persons) on whose instructions the signatories of the account act where such persons may not be a full-time employee, officer or director of the company.
ACCOUNT OPENING APPLICATION FORM

<table>
<thead>
<tr>
<th>Date</th>
<th>A/C No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Head of Branch

Mercantile Bank Limited

Institutional Account

<table>
<thead>
<tr>
<th>A/C No.</th>
<th>Group Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dear Sir,

I/we am/are applying to open an account at your branch. The detailed information of my/our institution and also of accounts are as follows:

[Part One: Account Related Information]

1. Title of Account

<table>
<thead>
<tr>
<th>Savings</th>
<th>Current</th>
<th>SND</th>
<th>FC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Type of Account

<table>
<thead>
<tr>
<th>بাংলা ভাষায়</th>
<th>হিসাবের ক্রিয়া</th>
<th>Savings</th>
<th>Current</th>
<th>SND</th>
<th>FC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ব্যক্তি</td>
<td>কর্তৃক</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Currency

<table>
<thead>
<tr>
<th>টাকা</th>
<th>USD</th>
<th>Euro</th>
</tr>
</thead>
<tbody>
<tr>
<td>প্রচলিত</td>
<td>বাংলা</td>
<td>বিশেষ</td>
</tr>
</tbody>
</table>

4. Account Management

<table>
<thead>
<tr>
<th>Individual</th>
<th>Joint</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>কর্তৃক</td>
<td>কর্তৃক</td>
<td>অন্যান্য</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(in Numbers)</th>
<th>(in word)</th>
</tr>
</thead>
</table>

   প্রাথমিক রূপের পরিবর্তন

[Part Two: Institution Related Information]

1. Name of the Institution

<table>
<thead>
<tr>
<th>অর্থনৈতিক নাম</th>
<th>In English (Block Letter)</th>
</tr>
</thead>
</table>

2. Trade License No.

<table>
<thead>
<tr>
<th>কোম্পানির লীসেন্স নম্বর</th>
</tr>
</thead>
</table>

3. Registration No.

<table>
<thead>
<tr>
<th>নিবন্ধন নম্বর</th>
</tr>
</thead>
</table>

4. VAT Registration No./BIN (If Any)

<table>
<thead>
<tr>
<th>ভার্টিক্যাল আইডি বা BIN (যদি কাজ করে)</th>
</tr>
</thead>
</table>

5. TAX ID Number (TIN) (If Any)

<table>
<thead>
<tr>
<th>ট্যাক্স ইডিটিভার</th>
<th>আইডি (TIN) নম্বর (যদি কাজ করে)</th>
</tr>
</thead>
</table>

6. Business/Office Address

<table>
<thead>
<tr>
<th>কর্মস্থান/ওয়ার্কসিসের তথ্য</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ফোন/মোবাইল নম্বর</th>
<th>ই-মেইল</th>
</tr>
</thead>
</table>

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7. **Type of Organization**

- Proprietorship
- Partnership
- Joint Venture
- Private Ltd Company
- Public Ltd Company
- Trust
- NGO/NPO
- Club/Society
- Educational Institution
- Religious Institution
- Others (To be mentioned specifically)

8. **Type of Business**

- Trading
- Service
- Manufacturing
- Others

9. **Nature of Business (In detail)**

10. **Annual Turnover**

[Part Three: Personal Information]

(Participant information for more applicants should be added separately in the third part or as an adjunct to the third part)

- **Name of the Account Operator**
- **Date of Birth**
- **Father’s Name**
- **Mother’s Name**
- **Spouse’s Name**
- **Nationality**
- **Gender**
- **Residential Status**
- **Occupation with Designation**
- **TAX ID Number (TIN) If Any**
11. Present Address

<table>
<thead>
<tr>
<th>Road/Village</th>
<th>Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Station</td>
<td>Hotel</td>
</tr>
<tr>
<td>Phone/Mobile No</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

Permanent Address

<table>
<thead>
<tr>
<th>Road/Village</th>
<th>Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Station</td>
<td>Hotel</td>
</tr>
<tr>
<td>Phone/Mobile No</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

12. Documents of Identification:

- **a) National Identity Card Number:**
- **Passport Number:**
- **Birth Registration Certificate Number:**
- **Others (To be mentioned specifically):**

[Declaration and Signature]

I/we do hereby consciously declare that, the above noted information is true. I/we will provide the necessary information or documents as per the demand of the bank.

[Name and Signature of the Applicant(s) with Date]

[Name and Signature of the 1st Applicant with Date]

[Name and Signature of the 2nd Applicant with Date]

[Name and Signature of the 3rd Applicant with Date]

[Name and Signature of the 4th Applicant with Date]

[Only for Bank's Use]

Comments

[Signature of Account Opening Officer with seal and Date]

[Name of Head of Branch with seal and Date]
INSTITUTIONAL ACCOUNTS

TERMS & CONDITIONS

1) No interest will be payable on Current Account.

2) No interest in Savings Account is payable if amount of balance in the account falls below BDT 10,000.00 (Ten Thousand) on or after 15th of the month. Interest shall not be paid in June in a particular month, when withdrawal in account is more than twice in a week or amount withdrawn in a single cheque exceeds 25% of balance of the account. Interest will be calculated for the maximum balance from 5th day to last day of the month.

3) Account Holders must provide positive proof of age at least 7 (seven) days to withdraw money from the SDF account. Interest on Special Deposit (SDF) will be payable on daily product basis at prescribed rate. No interest is payable (for the relative month) if the balance fails below BDT 1,000,000 any day in a month.

4) Each account will be given one account number. This number is to be properly quoted for each deposit and for any correspondence to the Bank. The Bank will not be responsible for any loss or damage occurring as a result of wrong quotation of account number.

5) Cheques will only be issued to a Bank when all documentation considered necessary by the Bank has been obtained. It is the responsibility of the account holder to ensure cheques in their possession are kept safely. The Account Holder must at all times exercise due care to prevent cheques, debit card, payment orders and other instruments 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 Account Holder or any other person. Any lost or stolen cheques or other instruments must be immediately reported to the Bank and confirmed in writing any delay. Cheque book and other securities will be valid if signed / initiated by authorized officials.

6) The account holder(s), shall immediately notify the Bank if any of the cheques issued by the account holder(s) is lost or stolen. The Bank may in its absolute discretion, accept from the Account Holder any step cheque instructions (either orally or in writing) cases where the Account Holder lost the relevant cheque or in other circumstances in which it shall be allowed by law and agreed by the Bank. Should the Bank accept any such instruction from the Account Holder, or from some other person purporting to him/her, he/she shall undertake to indemnify the bank against any loss, damage, cost (including any legal cost) or demand caused by the act prevailing by in accordance with his/her request to stop payment.

7) A cheque leaf is to be signed by the account holder / account operator as per specimen signature recorded with the Bank and any alteration and cutting should be confirmed by full signature of the account holder. No cheque will be honored if the same is lost, stolen, defaced, mutilated,状态 or mutilated. Bank reserves the right to impose fine for bounce of cheque for insufficient fund in the account.

8) A Account Holder may place a stop Payment Order for cheque in writing. The Bank will not make the payment if it has reasonable basis to suspect the cheque is for a fraudulent purpose.

9) As per instruction of Bangladesh Bank on positive pay for clearing cheque, the account holder must inform the Bank (Mercantile Bank Limited) in writing after writing off the account for the amount (One) lac and above. Otherwise, the Bank may return the cheque if presented through automated clearing house at the risk and responsibility of the account holder(s).

10) The bank will refuse to accept an instrument for deposit through collection or internal transfer if the payee’s name is not identical to the name of the Account Holder in the Bank’s record. The bank acts as the collection agent and assumes no responsibility for any instruments or instruments paid with the Bank. Thus, proceeds of any instruments deposited with the Bank will not be available for withdrawal until collected by the Bank.

11) The depositor will be bound to provide necessary information to comply with the clauses of Money Laundering Prevention Act-2012, Anti-Terrorism (Amendment) Act-2013 and the rules issued by the Bank from time to time and also as required under any law as per bank company Act-1991.

12) The bank is authorized to realize Excise duty, income tax etc. as per government instruction. The bank reserves the right to debit any account that may have inadvertently credited an item subsequently unpaid on collection.

13) E-statements:

   1/We fully understand the risk and accept that the bank does not use encrypted e-mail and generally internet is not encrypted and we accept the risks of unauthorized access to our E-statements.

   1/We fully understand the risk and accept that the transmission of the information to a corporate ID involves the risks of the information to be viewed, altered, used or disclosed to third parties who were once authorized, but may not be in the employment of the organization in the future. I/We agree to indemnify the Bank and hold the Bank indemnified for all losses from any of any costs, expenses, liabilities, losses, responsibilities whether direct or consequential, arising out of or in connection with such view, alteration, usage or disclosure of the information or otherwise caused by using the internet as a means of transmission and also for any error, delay or problem in transmission of the information.

   That my/our legal representatives, executors, successors-in-interest and assignees are bound by this E-Statement enrolment.

   That this E-Statement Enrollment shall be governed by and constructed in accordance with the laws of Bangladesh.

   Electronic statement delivery will supersede hard copy statement delivery (If any).

14) In case of death of account holder, account will be terminated / closed and the balance amount will be paid to the selected person in accordance with the notification of necessary formalities.

15) If nominee is not available, deposited amount will be paid to proper successor(s) against succession certificate issued by the court.

16) In case of opening and maintaining Foreign Currency A/C, Foreign Exchange Regulation Act-1947, and Guidelines for Foreign Exchange Transactions and the instructions issued by Bangladesh Bank from time to time will be followed.

17) In case of changing or revoking any information provided by depositor regarding the Account, the depositor will notify the bank in writing immediately.

18) The Instructions and guidelines issued by the Govt. of the People’s Republic of Bangladesh, Bangladesh Bank and other competent authority from time to time will be followed.

19) Bank will have the right to close/terminate the A/C without giving any prior notice. In this regard, the balance amount will be paid through pay order after deducting necessary charges.

20) Account holder will have the right to close/terminate the A/C maintaining necessary formalities. Necessary charges will be applicable for closing / terminating the Account.

21) When an account is closed either by the constituents or by the Bank, the constituent is required to return all the unused cheques and cards (if any) to the Bank.

22) The bank may refuse to process any transaction on any account of the Account Holder if the bank, in its sole discretion suspects fact or illegalities therein. The decision of a transaction to be valid or invalid, and the credibility of suspicious activity shall be final, conclusive and binding on the Account Holder.

23) Any transaction on Bank holiday or after Business hours of the bank shall be shown in the Account. At the sole discretion of the Bank, as having taken place on the succeeding working day and not the actual day of the transaction and all the deductions / accretions on such account shall be deducted /accrued as of such working Day. Bank shall not be responsible for any loss of profit or exchange rate or liability incurred / suffered by the Account Holder including but not limited to return of cheques, loss of profit arising due to such transaction being not shown on the day same actually occurred.

24) Notwithstanding anything to the contrary contained herein, nothing herein shall apply if the Bank is prevented from discharging any of its entire obligation herein or otherwise due to any cause arising out of or related to Force Majeure or technical problem for any reasons beyond the control of the Bank.

25) Bank reserves the right to change, revise or amend the terms and conditions if necessary. In case of any change / modification / rectification, Bank will notify the Account holder accordingly.

The Account Holder will indemnify the bank against all costs and expenses (including legal fees) arising in any way in connection with the Bank’s obligations or other legal proceedings in respect of its obligations and in respect of any right of action or claim and in respect of any other claim and expenses incurred by the bank in any legal proceedings or whatever nature.

An employment or assignment of any way of the bank in the service of account holder of any of these terms and conditions shall prejudice the bank’s right thereafter to strictly enforce the same. No waiver by the bank shall be effective unless it is in writing.

I/We have read and understand above terms and conditions for maintaining an account and agree to be bound by such terms and conditions as amended and supplemented from time to time.