

PROBASHI ACCOUNT OPENING FORM
Account Number : Date Manager Branch Name

Dear Sir

I/We are applying to open the following account in your branch. My/our detail information are given below:

Currency : Taka

Account Title (As per Passport)
 Passport size
 photograph
 of the
 applicant.

TYPE OF ACCOUNT (Please Tick (✓) as appropriate)
 Probashi Current Account Probashi Savings Account
PERSONAL INFORMATION (FIRST APPLICANT)
Father's Name Mother's Name Spouse's Name Gender Male Female Date of Birth Occupation (With Designation) Nature of Business Monthly Income (In BDT) Passport Number Issue Date Expiry Date Issuing Authority TIN (TAX Identification Number (Local/Foreign)) National ID Card Number (If Available) Nationality Overseas Residential Address City/District Division/State/Province Postal Code Country Telephone No *Mobile No
Overseas Office Address
Name of the Employer/Company/Firm City/District Division/State/Province Postal Code Country Telephone No *Mobile No
Permanent Address in Bangladesh
Village Thana/ Upazila Division City/District Country Postal Code Telephone No *Mobile No *E-mail Address (If available)

* Please insert the mobile number and email address which is registered in your name only

MAILING ADDRESS FOR CORRESPONDENCE (PLEASE TICK (✓) AS APPROPRIATE)

Overseas Office Address Overseas Residential Address Permanent Address in Bangladesh

OTHER BANK ACCOUNTS INCLUDING BRAC BANK LIMITED

My /our other bank accounts (if any):

	Bank	Type of Account	Branch	Account Number	Account Title
1.					
2.					

Credit Card Related Information

Issuing Company Credit Card Number

OTHER BUSINESS AFFILIATION

Name of the Business where Individual Applicant has Affiliation/Ownership/Partnership

OTHER FACILITY

Cheque Book: Yes No Debit Card: Yes No

E- Statement Facility: Yes No *Email Address (In Capital Letter):

* Please provide the email address which is registered in your name only. Also note that sensitive information will be shared in this email address from BRAC Bank Limited.

*Alternate Email Address (In Capital Letter): **TRANSACTION PROFILE****Purpose of Opening Account:**

Personal Banking Transactions Savings Salary Business
 Foreign Remittance Investment Rental Income
 Salary Others Others

Nature & Volume of Transactions - Deposit/Withdrawal (Monthly)

Deposit Type	No. of Transactions	Highest Amount (For individual transactions)	Total Amount	Withdrawal Type	No. of Transactions	Highest Amount (For individual transactions)	Total Amount
Cash Deposit (Including online)				Cash Withdrawal (Including online, ATM)			
Deposit through Transfer/Instrument				Payment through Transfer/Instrument			
Deposit of Foreign Remittance				Withdrawal of Foreign Remittance			
Others (Specify)				Others (Specify)			
Total Probable Deposit				Total Probable Withdrawal			

Initial Deposit: (BDT) By Cash By Inward Remittance

By Cheque Drawn on (Bank Name) Cheque No

Note: If needed, information should be obtained according to BB guideline for Foreign Exchange Transaction

Signature :

Signature :

Name :

Name :

Designation:

Designation:

Date :

Date :

DETAILS OF NOMINEE

I/we hereby nominate the following person to receive the entire balance in my account, upon my/our death. I/we hereby reserve the right to cancel/amend the above mentioned nomination at any point in time. I/we further declare that the bank will not be liable for any transaction affected according to my/our instruction.

Name of the Nominee (Mr/Mrs/Ms)	<input type="text"/>	Passport size photograph of Nominee (One copy duly attested by Applicant)
Father's Name	<input type="text"/>	
Mother's Name	<input type="text"/>	
Spouse's Name	<input type="text"/>	
Date of Birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	
Occupation	<input type="text"/>	

Relationship between Nominee & Applicant(s)	<input type="text"/>		
Nominee's National ID/ Passport No/Birth Certificate No	<input type="text"/>		
Permanent Address of the Nominee	<input type="text"/>		
Village	<input type="text"/>	Upazila/Thana	<input type="text"/>
City/District	<input type="text"/>	Postal Code	<input type="text"/>
Country	<input type="text"/>	Phone	<input type="text"/>

* In case of nonresident nominee, if the proceed of the relevant account is payable to that nonresident, Exchange Control Regulations will be applicable for outward remittances.

LEGAL GUARDIAN DETAILS (IF NOMINEE IS MINOR)

This part is to be filled up by the Guardian of the Minor Nominee:

Minor's Name	<input type="text"/>		
Guardian's Name	<input type="text"/>		
Relationship between Guardian & Minor	<input type="text"/>		
Guardian's National ID/ Passport No:	<input type="text"/>		
Guardian's Address	<input type="text"/>		
Upazila/ Thana	<input type="text"/>	City/District	<input type="text"/>
		Postal Code	<input type="text"/>
Country	<input type="text"/>	Telephone No	<input type="text"/>
		Mobile No	<input type="text"/>

INTRODUCER DETAILS

I hereby confirm that applicant has signed this application form in front of me.

Name of the Introducer	<input type="text"/>		
Introducer Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship between Introducer & Applicant	<input type="text"/>		

Signature of the Introducer

.....
Signature verified by (for bank staff only)

Customer Declaration Form

I/We are interested to avail the customer service of BRAC Bank Ltd. This is for your information that-

Account Opening Form

	Yes	No	Not Applicable
The information I have provided in the Account Opening Form to open the account is correct			
I have provided all the required documents to open the account and the information in those documents are correct to the best of my knowledge.			

Regarding Interest, Fees & Charges associated with the account

I am aware of all the fees and charges related to this account			
I am aware of the interest rate and rules & regulations to receive interest			

Regarding submission of required documents

Completed Account Opening Form (duly attested by the introducer)			
Copy of Passport			
Copy of Visa/Work Permit/Residence Permit			
Recent photo of the Account Holder duly attested by the introducer (1 copy)			
Recent photo of the Nominee attested by the Account Holder (1 copy)			
Copy of TIN Certificate (if available)			
Others			

I/We declare that the bank representative has explained to me/us regarding all the charges, rules & regulations and other information related to my account and accordingly I have decided to open an account in the BRAC Bank Limited. I/We also declare that I/we have not given any cash or cash/bearer cheque to any Bank representative to open the account without receiving any Bank receipt.

1st Applicant Signature:

2nd Applicant Signature:

FOR BANK'S USE ONLY

SOL ID	<input type="text"/>	RM Code/PSO ID	<input type="text"/>
MPSO Code	<input type="text"/>	Cost Center	<input type="text"/>
Customer Sector Code	<input type="text"/>	Deposit Type Code	<input type="text"/>
CIF	<input type="text"/>	Scheme Code	<input type="text"/>
System Generated A/C	<input type="text"/>	Welcome Pack A/C	<input type="text"/>

Account Opening Checklist

Completed Account Opening Form Introducer Photograph Applicant Photograph Nominee
 Copy of Passport Copy of Visa/Work Permit/Residence Permit Others

Customer Acquisition

Branch RM Overseas Deputed Staff Exchange House
 Others

Account Opened By	Checked By	Approved By
Name:	Name:	Name:
Designation:	Designation:	Designation:
PIN:	PIN:	PIN:

Terms and Conditions

1. **Governing Laws, Regulations and Rules:** These terms and conditions shall apply to such accounts and services as offered by the Bank to its customers, existing or new, from time to time. The Terms and Conditions herein shall be governed by the laws, rules and regulations of the Central Bank of Bangladesh, Government of Bangladesh and the Bank's policies and practices.
2. **Acceptance of Rules:** Any person opening an account shall be deemed to have read, understood, and accepted the terms and conditions herein governing the account.
3. **Information about Customers:** It is the Bank's policy that it will offer high quality services to Customers but not to Customers who are engaged in illegal activities and activities that are harmful to the welfare of the people of the country. It is therefore necessary for the Bank to obtain information about its connection with the customer's financial condition, background and dealings with banks and businesses. The customer confirms that all information, particulars are true and correct and complete and that if there are any changes to the information provided, the customer will inform the Bank in writing. The customer agrees to provide the Bank such additional information, particulars and documents as the Bank may require from time to time in documents. The customer also authorized the Bank to obtain any information that the Bank considers necessary from other banks, organizations and sources that provide information related to the customer's financial conditions.
4. **Confidentiality:** It is the Bank's policy to maintain confidentiality of customer information. The laws and regulations in Bangladesh may require disclosure of customer information to Government organizations and / or regulatory organizations such the Bangladesh Bank. The Bank may also consider sharing customer information in a way that it considers most suitable with other organizations to improve banking services. The customer authorizes the Bank to disclose or share information at the sole discretion of the Bank and indemnifies the Bank any accidental disclosure of information during the process of printing, transportation and filing of information.
5. **Fees:** The bank shall be entitled, without notice, to levy or impose all customary banking and other charges and expenses (including collection of fees and legal expenses) in respect of any account or in respect of any other banking facilities provided to the customer by the Bank and to debit the relevant account(s) in accordance with the Bank's normal banking procedures. Such charges are not refundable upon termination of any or all of a customer's account(s).
6. **Credit of the Account:** The Bank acts only as the collecting agent and assumes no responsibility for the realization of any items deposited with the Bank for collection. Thus, proceeds of cheques or other instruments deposited are not available for withdrawal until collected by the Bank. The Bank reserves the right to debit any account that may have been inadvertently credited with an item subsequently unpaid on collection.
7. **Issue and Safety of Cheques:** Cheques will only be issued to a customer when all documentation considered necessary by the Bank has been obtained. It is the responsibility of the account holders to ensure that cheques in their possession are kept in secured place. The customer must at all times exercise due care to prevent cheques, payment orders or other orders or instruments from coming into the possession of unauthorized persons and to prevent any cheques, orders or other instruments or instruction from being altered or forged in a manner which may facilitate fraud. In such events, the Bank is not responsible or any loss suffered by the customer or any other person. Any loss of cheques, orders or other instruments must be immediately reported to the Bank and confirmed in writing without any delay.
8. **Closure of Accounts:** The Bank reserves the right to close any account or related service without giving prior notice if the conduct of the account is unsatisfactory in the opinion of the Bank or for any other reason(s) whatsoever. The Bank shall pay to the customer all available finally collected balances after realizing all dues to the Bank at the time of the closure of the accounts.
9. **Minimum Balance and Interest Payment:** The minimum average monthly balance as prescribed by the Bank from time to time is required to be maintained in Current, Savings and other accounts. The Bank reserves the right to change the minimum balance requirement. If the balance falls below the required minimum for a period, the Bank may not credit any interest for that period.
10. **Periodic Statements and Advices:** The customer may be provided with the account "statement" half-yearly. The customer is required to promptly notify the Bank of the failure to receive an expected Statement or Advice. If the account holder does not bring the errors, discrepancies or irregularities to the notice of the Bank in writing within fifteen(15) calendar days after the mailing of statement/ advice, it will be construed that the transaction shown on the account statement/advice are correct and complete
11. **Deposits, Withdrawals and Banking Facilities:** The Bank shall meet its obligations exclusively at the branch office where the customer maintains the account. When appropriate telecommunications is possible, deposit or withdrawals of money may be made at any of the Bank's branches in Bangladesh subjected to the terms and conditions of the Bank. The customer shall ensure that there are sufficient funds (or pre-arranged credits) for the Bank to honor cheques presented to and the Bank may, at its sole discretion, carry out the instruction notwithstanding such inadequacy and may do so without seeking prior approval from or notice to the customer and the customer shall be responsible to repay the resulting overdraft, advance or credit thereby for all related charges.
12. **Suspicious Transactions:** The Bank may refuse to process any transaction on any account of the customer if the Bank suspects fraud or illegality therein. The decision of the Bank with regards to whether the transaction is or is likely to be involved a fraud or irregularity shall be final and conclusive and binding on the customer.
13. **Instruments Deposited:** The Bank will not accept stale or post-dated instruments for deposit. The Bank may refuse to accept an instrument payable to "Cash" if the instrument is not payable to "bearer". The Bank will refuse to accept an instrument for deposit if the payee's name is not identical to the name of the in the Bank's records.
14. **Orders to Stop Payment or Amend Instruction:** A Customer may place a stop payment order for a cheque in writing. The Bank will not make the payment if it has reasonable opportunity to act on such order.
15. **Nominee:** (a) In the event of the death of a customer, the nominee shall receive/ draw the amount of deposit held by the Bank in the customer's account. If the Nominee is a minor at the time of the customer's death; the legal guardian is authorized to receive/ draw the amount of the deposit held by the Bank in the customer's account. In the event that there is no nominee, the account will then be frozen until the legal successors to the deceased is appointed/determined by the relevant Court of Law.
(b) The Nominee for the mother account will be eligible for receiving /withdrawing the amount deposited in the mother account only. Simultaneously, the amount deposited in other link account, for that particular amount the nominee of that particular account will be eligible for receiving /withdrawing. It may be mentioned here that the link account nominee cannot claim the interest amount later as it will be deposited in the mother account.
(c) Unless and otherwise specified, the nominee of the mother account will be considered as the nominee of all the subsidiary accounts.
16. **Service Disruption:** The customer agrees that the Bank will not be liable for any loss or any damage if it is unable to provide services in connection with any customer accounts due to postal, courier, electrical, mechanical, telecommunications or computer failure or an act of God, catastrophe, war, civil or industrial disturbance.
17. **No Liability for Loss:** The customer agrees the Bank will not be liable for any loss, damage or liability incurred by the customer in connection with any of its account with or services provided or agreed to be provided by the Bank or inaction on part of the Bank or any of its officers, agents, employees and representatives. The customer agreed not to hold the Bank liable for any loss or damage arising from: (A) non-discovery of any forgeries or frauds, except to the extent that the Bank has acted with gross negligence, (B) the Bank closing the customer account for whatever reason whatsoever, (C) directly or indirectly, the error, failure, negligence, act or omission or any other, person, system, institution or payment infrastructure.
18. **Indemnity:** The customer shall keep the Bank indemnified at all times against all loss, costs, damages, expenses(including legal fees), claims or demands arising any way in connection with customer's accounts or, in enforcing these terms and conditions and in recovering of any amount due to the Bank or incurred by Bank in any legal proceedings of whatever nature.
19. **Statement of Account:** In case of Savings/ Current Account, statement cycle would be half yearly (If the customer does not enroll to e statement). Charges should be applicable in case the customer needs the statement apart from regular practice of BRAC Bank Limited.

Terms and Conditions

20. E-Statement:

- a) When I/ We subscribe to e-Statement, all my /our statements will be e-Statement and no paper statements shall be provided unless specifically asked for in writing and accepted by the BRAC Bank Limited.
 - b) BRAC Bank Limited has the right, at its sole discretion, to refuse this or any other application or stop the e-Statement service at any time without any prior notice to me/ us and in that case, I/we will receive only paper statements.
 - c) The Bank shall not be liable for any loss incurred or damage suffered by me/us or indirectly by reasons of or in consequence of the e-Statement service.
 - d) In case of no dispute about the contents or any entry in the account within 15 days from the date of receipt hence, the records of the Bank shall be conclusive evidence of the correctness of all debits and credits and balances of the account(s).
 - e) This e-Statement service is provided entirely at my/our sole risk and in case of disclosure of the released statement, the Bank shall not be liable to me/us for any direct, indirect, special, incidental or consequential loss or damage which may arise in respect of this disclosure and/or delivery of this e-Statement.
 - f) I/ We understand that the e-Statement service is free of charge; however the Bank reserves the right under its sole discretion to charge for the Service in future after prior notification to me/us.
 - g) BRAC Bank Limited does not guarantee the delivery of any email notification, nor the liability for losses or damages arising from non-delivery, delayed or misdirected notifications. Factors affecting these email notifications are solely between me/us and a Third Party I/we designate, such as an Internet Service Providers and Phone company. BRAC Bank Limited does not make any representations or warranties whatsoever with regard to Third Party Service Providers products or services. Likewise, BRAC Bank makes no warranty of any kind, express or implied that my/our e-Statement delivery will be available at all times. I/We agree that neither BRAC Bank Limited nor its suppliers or its directors, officers or employees be held liable for any technical, hardware or software failure of any kind, any interruption in the availability of their service, any delay in operation or transmission, any incomplete or garbled transmission, computer virus, loss of data or other similar loss. To the extent BRAC Bank Limited may have breached any term of this consent and agreement, I/We agree that my/our sole remedy is to discontinue use of this service.
 - h) I/We hereby affirm and acknowledge that BRAC Bank Limited may change the terms and conditions of e-Statement at any time. If I/We do not wish to accept the change, I/We may terminate and discontinue receiving e-Statement with prior notification to BRAC Bank Limited.
21. Changes of Terms and Conditions: The Bank may at any time as it deems necessary add/amend /delete the present terms and conditions. The Bank may give notice of such changes where it considers appropriate to the account holder(s) by ordinary mail.
22. Acceptance of Terms and Conditions: I/we have signed the application form as a token of acceptance of the aforesaid terms and conditions.

DECLARATION & SIGNATURE

I/We hereby acknowledge that I/we have read and understood the Terms and Conditions governing the account opened under this Application Form with BRAC Bank Limited (as described in this application form) and agree to comply with them.

I/We hereby also confirm that I/we am/are a Bangladeshi non-resident(s) and that all information provided by me/us in this application form is true, complete and accurate in all respects and that I/we have not withheld any material fact willfully.

Following declaration is applicable if applicant is abroad during the time of application:

I/We hereby also confirm that as I/we am/are a non-resident and currently living abroad, I/we am/are unable to provide you with the attested photograph of the above stated nominee. However, I/we confirm that as soon as I/we arrive in Bangladesh in near future, I/we shall provide the bank with attested photograph of the nominee.

Mode of Operation: Singly Jointly Any one of us (Either or Survivor)

Signature of the 1st Applicant

Passport size
photograph
of the
1st Applicant

Signature of the 2nd Applicant

Passport size
photograph
of the
2nd Applicant

KYC Profile Form

As per Bangladesh Bank Circular No. AMLD-1 (Policy)/2008-2324
(Applicable for Opening Account of Individual & Organization)

1. Account Name
2. Type of Account
3. CIF Number:
4. Name of Account Opening Officer
5. Type of Business & Source of Fund:
6. How the source of fund was assured? For establishment of business relationship, if should be described whether the amount of transaction is relevant to business by clearly mentioning the nature of business.
7. Information of Beneficial Owner (In case of company detail information of the controlling shareholders holding 20% or above individual share):
8. Passport Number Photocopy Obtained? Yes No Not Applicable
9. Voter ID Card No Photocopy Obtained? Yes No Not Applicable
10. National ID No Photocopy Obtained? Yes No Not Applicable
11. TIN Photocopy Obtained? Yes No Not Applicable
12. VAT Reg. No Photocopy Obtained? Yes No Not Applicable
13. Driving License Photocopy Obtained? Yes No Not Applicable
14. Obtained confirmation about the reason for opening Non-residence account & account opened by Foreigners

Nature of Visa Resident Work

15. Risk category on Profession/Business:

Sl. No	Category	Risk Level	Rating
1	Jewelry/Gems trade	High	5
2	Money Changers/Courier service agents	High	5
3	Real Estate Agents	High	5
4	Construction promoters of projects	High	5
5	Offshore Corporation	High	5
6	Art/Antique dealers	High	5
7	Restaurant/Bar/Casino/Night Club owners	High	5
8	Import/Export Agents	High	5
9	Cash Intensive Business (Cash Deposit>25 lacs in a month)	High	5
10	Share/Stock Dealer	High	5
11	Manpower Business	High	5
12	Operations in multiple locations	High	5
13	Film Production/Presentation Organization	High	5
14	Arms Dealer	High	5
15	Mobile Phone Operator	High	5
16	Traders with a turn over of more than 1 crore per annum	High	4
17	Travel Agents	High	4
18	Transport Operator	Medium	3
19	Auto Dealers (Reconditioned cars)	Medium	3
20	Leasing/Finance Company	Medium	3

Sl. No	Category	Risk Level	Rating
21	Freight/Shipping/Cargo Agents	Medium	3
22	Insurance/Brokerage Agency	Medium	3
23	Religion Organization/Institution	Medium	3
24	Amusement Organization/Park	Medium	3
25	Motor parts business	Medium	3
26	Tobacco & Cigarette Business	Medium	3
27	Auto Primary (New Car)	Low	2
28	Shop Owner (Retail)	Low	2
29	Business Agents	Low	2
30	Small Trader (Turnover less than 50 lacs per annum)	Low	2
31	Self-employed professionals	Low	2
32	Corporate Customers	Low	2
33	Construction Material business	Low	2
34	Computer/Mobile Phone Dealer	Low	2
35	Software Business	Low	1
36	Manufacturers (Other than arms)	Low	1
37	Retired from service	Low	0
38	Service	Low	0
39	Student	Low	0
40	House wife	Low	0
41	Farmer	Low	0
42	Others..... (Bank will decide the risk level according type)		

16. What is the net worth/sales turnover of the customer?

Amount (Tk.)	Risk Level	Risk Rating
150 Lac	Low	0
50 Lac-200 Lac	Medium	1
> 2 Crore	High	3

17. How was the A/C opened?

Mode	Risk Level	Risk Rating
RM/Affiliate	Low	0
DSE/SSE	Medium	1
Internet	High	3
Walk-in/Unsolicited	High	3

18. Expected Value of Transactions on monthly basis:

Value for Current a/c (Tk.-Lacs)	Value for Savings a/c (Tk.-Lacs)	Risk Level	Risk Rating
0-10	0-5	Low	0
10-50	5-20	Medium	1
>50	>20	High	3

19. Expected Number of Transactions on monthly basis:

Number of Transaction in current account	Number of Transaction in savings account	Risk Level	Risk Rating
0-100	0-20	Low	0
100-250	20-50	Medium	1
>250	>50	High	3

20. Expected Value of Cash Transactions on monthly basis:

Value for Current a/c (Tk.-Lacs)	Value for Savings a/c (Tk.-Lacs)	Risk Level	Risk Rating
0-10	0-2	Low	0
10-25	2-7	Medium	1
>25	>7	High	3

21. Expected Number of Cash Transactions on monthly basis:

Number of Transaction in current account	Number of Transaction in savings account	Risk Level	Risk Rating
0-15	0-5	Low	0
15-30	5-10	Medium	1
>30	>10	High	3

22. Overall Risk Assessment:

Risk Rating	Risk Assessment
≥ 14	High
< 14	Low

Comments:

(The customer can be treated as High Risk in spite of having score less than 14 by giving justification)

23. Account holders' address verified or not?

24. If Yes, how?

25. Politically Exposed Persons (PEPs): (as per A.M.L Circular - 14)

a. Approval taken from Top Management Yes No

b. Source of Fund

c. Face to face interview with the customer Yes No

Prepared By	Approved By
(Account Opening Officer/RM) Signature (With Seal) Name: Date	(Branch Manager/Branch Head of Operation) Signature (With Seal) Name: Date

26. When the information of the account was Reviewed & Updated for the last time:

Name of Reviewing & Updating Officer:
Signature:
Date