

Account Opening Documentation Instruction for Online Clients

- ➔ Duly fill up the Account Opening Form with your signature on every necessary places.
- ➔ Put your specimen Signature on the Signature Card enclosed with the Account Opening Form:
 - ◆ for Individual & Joint Account – Specimen Signature of Accountholders
 - ◆ for Company Account – Specimen Signature of Managing Director/CEO
- ➔ Put your signature on every copies of scanned documents (listed below).
- ➔ Email scanned Account Opening Form along with necessary documents (listed below) to idlclcsupport@idlc.com

*Please courier the same documents as soon as possible to our Head office at 65/2/2 Bir Protik Gazi Golam Dastagir Road, Purana Paltan, Dhaka-1000.

Required Documents for Account Opening with IDLC Securities Limited

Documents required for Resident Bangladeshi (Individual & Joint)

1. Copy of National ID Card Accountholder(s), Nominee(s), Power-of-Attorney, Authorized Person(s), if any.*
If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID of Accountholder(s) and Nominee / Power-of-Attorney, if any.*
2. Bank Statement (last Three month). Copy of Bank Cheque Leaf for BEFTN setup.*
Bank Certificate, if NID of Accountholder(s) not available.
3. Two copies Passport size photograph of the account holder(s). [Attested by accountholder at the back]*
4. One copy Passport size photograph of the Nominee(s), if any [Attested by account holder].*
In case the Nominee is Minor, Guardian's NID / Passport / Photo ID and Photo are mandatory.*

5. Two copies Passport size photograph of Authorized Person and Power-of-Attorney, if any. [Attested by account holder]*
6. ETIN certificate (to enjoy Tax Benefit).
7. Copy of Employee ID card / Letter of Introduction from Employer / Visiting Card / approval of Operational head (applicable only for service holder).

Or,

Trade License / approval of Operational Head (if profession is business).

Or,

If the applicant does not have any income, additional documents are required for ensuring the source of fund.

Or,

If the profession of applicant is share business, Portfolio of his/her BO account(s) is required.

Documents required for Non-Resident Bangladeshi (**NRB**) (Individual & Joint)

1. Copy of Passport (with valid visa) of account holder(s).*
2. Copy of National ID Card Accountholder(s), Nominee(s), Power-of-Attorney, Authorized Person(s), if any.*
If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID of Accountholder(s) and Nominee / Power-of-Attorney, if any.*
3. Copy of Service agreement with the employer / Work permit / Residence Permit / Business documents.*
4. Bank Certificate of both *Local* and *Foreign Currency (FC)* accounts and copy of Cheque leaf of local bank account for BEFTN setup.*
5. Copy of Notarized Power-of-Attorney acknowledgement.*
6. Two copies Passport size photograph of the account holder(s), Power-of-Attorney, Authorized Persons. [Attested by accountholder at the back]*

7. One copy Passport size photograph of the Nominee(s), if any [Attested by account holder].*

In case the Nominee is Minor, Guardian's NID / Passport / Photo ID and Photo are mandatory.*

8. ETIN certificate (to enjoy Tax Benefit).
9. Copy of Employee ID card / Letter of Introduction from Employer / Visiting Card / approval of Operational head (applicable only for service holder).

Or,

Trade License / approval of Operational Head (if profession is business).

Or,

If the applicant does not have any income, additional documents are required for ensuring the source of fund.

Or,

If the profession of applicant is share business, Portfolio of his/her BO account(s) is required.

Documents required for **Foreign Individuals** residing in Bangladesh

1. Copy of Passport with valid Visa of account holder(s) and Nominee(s).*
2. Copy of certificate from Board of Investments regarding employment of foreign national.*
3. Bank Certificate of *Local* and *Foreign Currency (FC)* accounts and copy of Cheque leaf of local bank account for BEFTN setup.*
4. Two copies Passport size photograph of the account holder(s). [Attested by accountholder at the back]*
5. One copy Passport size photograph of the Nominee(s), if any [Attested by account holder].*

In case the Nominee is Minor, Guardian's NID / Passport / Photo ID and Photo are mandatory.*

6. ETIN certificate (to enjoy Tax Benefit).

Required Documents required for **Local Company**

1. Copy of Valid Trade License.*
2. Copy of RJSC certified Memorandum and Article of Association (MEMART).*
 - Copy of Certificate of incorporation and commencement of business (for Public Limited Company)
 - Latest copy of form XII
 - List of Directors along with address (Or) A license from Bangladesh Bank (in case of Financial Institution).
3. Board resolution regarding opening of Trading and BO Account.*
4. List of Authorized signatories with specimen signature. *
5. ETIN certificate (to enjoy Tax Benefit).
6. VAT / BIN registration document.
7. Bank Certificate of the organization. Copy of Cheque Leaf for BEFTN setup.*
8. Copy of NID card of CEO / MD / Chairman and Signatories.*

If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID.
9. Two Photographs of CEO / MD / Chairman and Signatories with their names in Block Letters and signature and Attested by Managing Director.*

Documents required for **Sole Proprietorship**

1. Copy of Valid Trade License.*
2. ETIN certificate (to enjoy Tax Benefit).
3. VAT / BIN registration document.
4. Bank Certificate of the organization. Copy of Cheque Leaf for BEFTN setup.*
5. Copy of NID card of Proprietor.*

If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID.

6. Two Photographs of Proprietor with his/her name in Block Letters and signature and Attested by him/her-self.*
7. One copy Passport size photograph of the Nominee(s), if any [Attested by account holder].*
In case the Nominee is Minor, Guardian's NID / Passport / Photo ID and Photo are mandatory.*
8. Two copies Passport size photograph of Authorized Person and Power-of-Attorney, if any. [Attested by account holder]*

Additional Documents required for **Partnership**

1. Copy of Valid Trade License.*
2. Valid Partnership deed.*
3. Partners resolution to open BO account.*
4. ETIN certificate (to enjoy Tax Benefit).
5. VAT / BIN registration document.
6. Bank Certificate of the organization. Copy of Cheque Leaf for BEFTN setup.*
7. Copy of NID card of Partners.*
If NID not available, then Valid Passport, Driving License or other Govt. issued photo ID.
8. Two Photographs of Partners with their names in Block Letters and signature and Attested by themselves.*
9. Two copies Passport size photograph of Authorized Person and Power-of-Attorney, if any. [Attested by account holder]*

Additional Documents required for **Association / Trust / Society / Provident Fund**

1. Trust deed*
2. Copy of constitution / bye – law / rules (not required for Provident Fund).*
3. Certificate of Registration (not required for Provident Fund).*

4. Copy of resolution of governing body to open the account and authorization for operation.*
5. List of members of the governing bodies along with addresses.*
6. List of authorized signatories with specimen signature.*
7. Recognition letter from NBR (for Provident Fund only).*
8. Bank Certificate of the organization. Copy of Cheque Leaf for BEFTN setup.*
9. Two Photographs of Chairman / President / Trustee members and Signatories with their names in Block Letters and signature and Attested by themselves.*
10. ETIN certificate (to enjoy Tax Benefit).
11. VAT / BIN registration document.

Note: - The Account Opening Form should be filled in BLOCK LETTERS
- All Photocopy documents must be attested by account holder(s).
- Photos need Attestation of the Accountholders at the back.