



1. Date:

2. Unique Customer ID No: \_\_\_\_\_

3.

<input type="checkbox"/> Partnership Firm (Notarized)	<input type="checkbox"/> Private Limited Company	<input type="checkbox"/> Association/Club/Society/Trust/Charitable Organization
<input type="checkbox"/> Partnership Firm (Registered)	<input type="checkbox"/> Public Limited Company	<input type="checkbox"/> Proprietorship
<input type="checkbox"/> Non-Governmental Organization (NGO)	<input type="checkbox"/> Government Organization	<input type="checkbox"/> 4. _____

**Instructions for filling the form:**  
 The form is to be filled clearly in capital letters | Any overwriting and/or words struck out must be confirmed by signature of the Authorized Signatory(ies).

5. Are you a new client of the Company?  
 Yes; If **Yes**, all fields are mandatory to fill up.  
 No; If **No**, select the following:  
 For new instruction for new scheme/product, all fields are mandatory to fill up.  
 For update/change of any information of existing account, fill only the relevant fields.

6. New Account No. : \_\_\_\_\_ FOR OFFICE USE ONLY  
 7. New Account No. : \_\_\_\_\_ FOR OFFICE USE ONLY  
 8. Existing Account No.: \_\_\_\_\_

**COMPANY DETAILS:**

9. Name of the Company: \_\_\_\_\_  
 10. (বাংলায়) : \_\_\_\_\_

11. Industry Sector :  Service  Trading  Manufacturing 12. Is the proprietor/majority of the ownership held by female(s)?:  Yes  No

13. Date of Incorporation : \_\_\_\_\_ 14. e-TIN (if applicable): \_\_\_\_\_

15. Nature of Business : \_\_\_\_\_

16. Major Products/Services: \_\_\_\_\_

17. Business Address : \_\_\_\_\_

18. Factory Address : \_\_\_\_\_

19. Registered Address : \_\_\_\_\_  
*(as per trade license)*

Registration Information : 20. Registration No.: \_\_\_\_\_ 21. Registration Date: \_\_\_\_\_  
 22. Issuing Authority: \_\_\_\_\_ 23. Issuing Country: \_\_\_\_\_

24. Trade License No. : \_\_\_\_\_ 25. Issuing Date: \_\_\_\_\_ 26. Issuing Authority: \_\_\_\_\_

27. VAT Registration No. : \_\_\_\_\_

Contact : 28. Phone: \_\_\_\_\_ 29. Fax: \_\_\_\_\_  
 30. Mobile: \_\_\_\_\_ 30. E-mail: \_\_\_\_\_

**31. Annual Turnover (in Tk.):**

Less than 1 Lac  1 Lac - 10 Lac  10 Lac - 1 Crore  
 1 Crore - 10 Crore  10 Crore - 100 Crore  More than 100 Crore

**32. Annual Profit (in Tk.):**

Less than 1 Lac  1 Lac - 10 Lac  10 Lac - 1 Crore  
 1 Crore - 10 Crore  10 Crore - 100 Crore  More than 100 Crore

**33. Fixed Assets excluding Land & Building (in Tk.):**

Less than 5 Lac  5 Lac - 10 Lac  10 Lac - 50 Lac  
 50 Lac - 10 Crore  10 Crore - 15 Crore  15 Crore - 30 Crore  
 More Than 30 Crore

**34. Numbers of Employees:**

Less than or equal to 10  11  12 - 25  
 26 - 100  101 - 150  More Than 150

**Associated Business/Company:**

Name of the Company	Nature of Business
35.	36.
37.	38.
39.	40.
41.	42.
43.	44.

**Associated Bank:**

Name of the Bank	Branch/Location
45.	46.
47.	48.
49.	50.

**51. Reason for Choosing United Finance:**

- |   |  |                                      |  |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Direct Sales of United Finance | <input type="checkbox"/> Convenient Location | <input type="checkbox"/> Advertising | <input type="checkbox"/> Dissatisfaction with Others |
| <input type="checkbox"/> Recommended by Family/Friends  | <input type="checkbox"/> Interest Rate       | <input type="checkbox"/> Service     | <input type="checkbox"/> 52. _____                   |

**REQUIRED DOCUMENTS:***(Please tick mark for each submitted document)***Partnership Firm**

- 53. Account Application Form, duly filled and signed with official seal.
- 54. Organizational Information Form, duly filled and signed with official seal.
- 55. Account Operations Form, duly filled and signed with official seal.
- 56. Personal Information Form, duly filled and signed for all authorized signatories.
- 57. One copy passport size photograph of each authorized signatory.
- 58. Photocopy of valid photo ID (National ID/Passport/Motor Driving License) of each authorized signatory.  
In absence of valid photo ID; Birth Registration Certificate or Certificate from Union Parishad/Ward Commissioner should be provided. In this case, a passport size photograph attested by the Chairman of Union Parishad/Ward Commissioner will have to be attached.
- 59. Photocopy of Partnership Deed/Agreement certified by RJSC/Notarized/Certified by all partners.
- 60. Photocopy of up-to-date Trade License of the concern.
- 61. Photocopy of e-TIN (Tax Identification Number) certificate of the concern, if required.
- 62. Partners' resolution for opening deposit account with United Finance and assigning authorized signatory(ies).

**Private/Public Limited Company**

- 63. Account Application Form, duly filled and signed with official seal.
- 64. Organizational Information Form, duly filled and signed with official seal.
- 65. Account Operations Form, duly filled and signed with official seal.
- 66. Personal Information Form, duly filled and signed for all authorized signatories.
- 67. One copy passport size photograph of each authorized signatory.
- 68. Photocopy of valid photo ID (National ID/Passport/Motor Driving License) of each authorized signatory or an Introduction Letter, containing name, address and photograph of the authorized signatory(ies), signed by the Chief Executive or the Company Secretary of the organization.  
In absence of valid photo ID/Introduction Letter; Birth Registration Certificate or Certificate from Union Parishad/Ward Commissioner should be provided. In this case, a passport size photograph attested by the Chairman of Union Parishad/Ward Commissioner will have to be attached.
- 69. Photocopy of RJSC certified Certificate of Incorporation or equivalent.
- 70. Photocopy of RJSC certified Memorandum and Articles of Association of the company.
- 71. Photocopy of RJSC certified Form XII/List of Directors certified by Chairman/Managing Director/Company Secretary.
- 72. Photocopy of up-to-date Trade License of the company.
- 73. Photocopy of e-TIN (Tax Identification Number) certificate, if required.
- 74. Board Resolution for opening deposit account with United Finance and assigning authorized signatory(ies).

**Association/Club/Society/Trust/Charitable Organization**

- 75. Account Application Form, duly filled and signed with official seal.
- 76. Organizational Information Form, duly filled and signed with official seal.
- 77. Account Operations Form, duly filled and signed with official seal.
- 78. Personal Information Form, duly filled and signed for all authorized signatories.
- 79. One copy passport size photograph of each authorized signatory(ies).
- 80. Photocopy of valid photo ID (National ID/Passport/Motor driving license) of each authorized signatory(ies).  
81. In absence of valid photo ID; Birth Registration Certificate or Certificate from Union Parishad/Ward Commissioner should be provided. In this case, a passport size photograph attested by the Chairman of Union Parishad/Ward Commissioner will have to be attached.
- 82. Photocopy of certified Registration Certificate/Charter/Bye-law and Regulations/Constitution of the organization.
- 83. Photocopy of e-TIN (Tax Identification Number) certificate, if required.
- 84. Resolution of Managing Committee/Executive Committee for opening deposit account with United Finance and assigning authorized signatory(ies).

**DECLARATION:**

I/We hereby warrant that all information furnished by me/us in this form is true, complete and accurate in all respects and that I/we have not willfully withheld any material fact. I/We have provided all relevant documents as per the list mentioned above.

85. Signature of Authorized Signatory<sup>1</sup>86. Name : \_\_\_\_\_  
*(in block letters & according to ID)*

87. Designation: \_\_\_\_\_

88. Signature of Authorized Signatory<sup>1</sup>89. Name : \_\_\_\_\_  
*(in block letters & according to ID)*

90. Designation \_\_\_\_\_

**FOR OFFICE USE ONLY**

91. Remarks: \_\_\_\_\_

92. Checked by: \_\_\_\_\_ *Account Opening Officer* \_\_\_\_\_ *Signature with Date*93. Approved by: \_\_\_\_\_ *Account Approving Officer* \_\_\_\_\_ *Signature with Date*