

The listed documents are required to open a bank account:

For an Individual Customer:

- a) Copy of the Passport, if available or Employer's Certificate or Commissioner's/Chairman's Certificate or Letter of Introduction by a person acceptable to the Bank.
- b) TIN Certificate, if applicable.
- c) Two recent passport size photographs duly attested by the Introducer.

For Sole Proprietorship:

- a) Copy of Trade License.
- b) Two recent passport size photographs of the Proprietor/Signatory duly attested by the Introducer.
- c) Copy of the Passport of the Proprietor/Signatory, if available or Commissioner's /Chairman's Certificate or Letter of Introduction by a person acceptable to the Bank.
- d) TIN Certificate.

For Partnership:

- a) Copy of the partnership Deed of the Firm.
- b) List of Partners with their address and phone number.
- c) Copy of Trade License.
- d) Extract of Resolution of the Partners of the Firm for opening the account and authorization for its operation duly certified by the Managing Partner of the Firm.
- e) For Registered Partnership, Certificate of Registration of the Firm along with duly certified copy of the Partnership Deed.
- f) Two recent passport size photographs of each Partner/Signatory duly attested by the Introducer.
- g) Copy of the Passport of each Partner/Signatory, if available or Commissioner's/Chairman's Certificate or Letter of Introduction by a person acceptable to the Bank.
- h) TIN Certificate.

Private & Public Limited Company:

- a) Certified true copy of the Memorandum and Article of Association of the Company.
- b) Certified true copy of Certificate of Incorporation of the Company.
- c) Certified true copy of Certificate of Commencement of Business of the Company, in case of Public Limited Company.
- d) Latest list of Directors with address and phone number along with Form XII.
- e) Extracts of the duly adopted Resolution of the Board of Directors of the Company for opening the Account and authorization for its operation duly certified by the Chairman/Managing Director of the Company.
- f) Copy of Trade License.
- g) Two recent passport size photographs of each Signatory duly attested by the Introducer.
- h) Copy of the passport of each Signatory, if available or Commissioner's/Chairman's Certificate of Letter of Introduction by a person acceptable to the bank.
- i) TIN Certificate.

Association/Club/Trust/Society/Charity Organization/Educational Institution/Mosque/Madrasha:

- a) Certified true copy of Constitution and By-Laws/Memorandum and Article of Association/Trust Deed.
- b) Certified true copy of the Certificate or Registration/Permission from the concerned Government Department(s).
- c) List of Members of the Governing Body/Executive Committee with their address and phone number.
- d) Extracts of the duly adopted Resolution of the Board/Executive Committee/Governing Body for opening the Account and authorization for its operation duly certified by the Chairman/Secretary/President.
- e) Two recent passport size photographs of each Signatory duly attested by the Introducer.
- f) Copy of the Passport of each Signatory, if available or Commissioner's/Chairman's Certificate or Letter of Introduction by a person acceptable to the Bank.

COMPLIANCE:

- a) Properly introduced.
- b) All requisite documents as stated in the Documents Check List have been obtained.
- c) All documents have been checked and found in order and supportive.
- d) Signing Authority of the Signatory/Signatories has been obtained and authenticated.