

NON-INDIVIDUAL
ACCOUNT OPENING FORM

Branch
Date

Customer No.
A/C No.
A/C Type

FOR BANK'S USE ONLY

(Please fill in details in CAPITAL Letter, mark as appropriate and mention date in DD/MM/YYYY format (Gergorian Calendar) as far as possible)

DETAILS WITH GREEN DEVELOPMENT BANK LIMITED

Do you have account with Green Development Bank Limited Yes No

If yes, Existing Customer Number Account No.

Please open an account with Green Development bank limited as follows

MAIN DETAILS

Account Type Current Call Others (Please Specify) _____

Currency NPR US Others (Please specify) _____

Account Name
(A per Registration)

- SOLE PROPRIETORSHIP A/C** एकलौटी खाता
 Registration Certificate दर्ता प्रमाणपत्र Citizenship Certificate नागरिकता प्रमाणपत्र Others अन्य
- PARTNERSHIP ACCOUNT** साभेदारी खाता
 Partnership Deed साभेदारी कबुलियतनामा Registration Certificate दर्ता प्रमाणपत्र Citizenship Cert. of partners साभेदारीको नागरिकता प्रमाणपत्र
- COMPANY ACCOUNT** कम्पनी खाता
 Resolution to open & operate account खाता खोल्न र सञ्चालन गर्ने निर्णय Others अन्य
 Registration Certificate दर्ता प्रमाणपत्र Citizenship Certificate नागरिकता प्रमाणपत्र
 Memorandum & Articles of Association प्रबन्धपत्र र नियमावली
 Name, Address of Directors of the Company with copy of Citizenship Certificate नागरिकता प्रमाणपत्रको प्रतिलिपि सहित सञ्चालक समितिको सदस्यको नाम ठेगाना
 Resolution of Board of Directors to open & operate Account खाता खोल्ने र सञ्चालन गर्ने सञ्चालक समितिको निर्णय
 PAN/VAT Certificate पान/भ्याट प्रमाणपत्र Others अन्य
- INGO/NGO/OTHERS** एकलौटी खाता
 Regd. Certificate दर्ता प्रमाणपत्र List of Office Bearers कार्यालय बाहकको सूचि Constitution/By Laws विधान/विनियमावली
 Resolution Regarding to open & operate A/C खाता खोल्ने र सञ्चालन गर्ने निर्णय Others अन्य

Reg. No. Reg. Date Expiry Date

Registered with _____ PAN/VAT No.

Nature of Business _____

OTHER DETAILS

Authorised Capital _____ Paid up Capital _____

Expected source of funds passing through the account _____

Expected Annual Business Turnover _____ Group Name _____

Sister Concerns: 1. _____ 2. _____

3. _____ 4. _____

ADDRESS

Registered Address: P.O. Box _____ Street/Tole Name _____ Ward No. _____

MC/RM _____ Province No. _____ District _____ Country _____

Tel _____ Fax No. _____ Email _____

Contact Address: P.O.Box _____ Street/Tole Name _____ Ward No. _____

MC/VDC/RuralMunicipality _____ Province no. _____ District _____ Country _____

Tel _____ Fax No. _____ Email _____

DETAILS OF PROPRIETOR/PARTNERS/DIRECTORS/EXECUTIVE COMMITTEE MEMBERS/MAJOR OFFICIALS

No.	Name	Designation	Residential Address (Full details)	Citizenship No. Issued/Date/Place	Contact No.
1.					Mob.No. Res Ph. E-mail
2.					Mob.No. Res Ph. E-mail
3.					Mob.No. Res Ph. E-mail
4.					Mob.No. Res Ph. E-mail
5.					Mob.No. Res Ph. E-mail

Note: Please attach separate sheet if required

LOCATION MAP OF REGISTERED ADDRESS OF FIRM/COMPANY/INSTITUTION

N
↑

OTHER BANK DETAILS

Do you have account with other banks ?

Yes No

If yes, Name of Bank

1. _____

Account No.

2. _____

Account No.

3. _____

Account No.

Are you availing credit facility with other banks ?

Yes No

If yes, Name of Bank

1. _____

2. _____

3. _____

4. _____

OTHER SERVICES DETAILS

Services Required Internet Banking Mobile Banking SMS Alert Utility Payment Other (Please specify)

Account Statement Frequency Monthly Quarterly Semi-Annually On Demand

Account Statement Delivery Post Special Delivery Courier Collect Email

ACCOUNT OPERATING SPECIMEN SIGNATURES AND INSTRUCTION

Account Operation Single Any Two As Per special Instruction

Special Instruction

Signature (Please sign within the box in black ink)

Name:
Designation:

Signature (Please sign Within the box in black ink)

Name:
Designation:

Signature (Please sign within the box in black ink)

Name:
Designation:

Signature (please sign within the box in black ink)

Name:
Designation:

Note: Please fill in separate signature specimen cards in case of more number of account operators. Please cross the unused boxes.

Requestion for Cheque

Please supply a book of Cheques to me/us or being my/our agent whose specimen signature appears below.

.....
(Specimen signature of a/c Holder)

.....
(Signature of Applicant)

Received Cheque book bearing no. to and counted checked and found correct.)

GENERAL RULES FOR DEPOSIT ACCOUNTS

(निक्षेप खाता सम्बन्धि सामान्य नियमहरू)

- Cheques/cards issued by Bank are the property of account holder (s) and it is their responsibility to keep them in safe custody at all times. The account holder(s) should immediately notify the bank and give a written request if such instrument is stolen or lost. The Bank will not be liable for any loss due to payment of lost or stolen instrument if the payment is made prior to receipt of such instruction or unless the Bank has sufficient time available to act on the request.
बैंकद्वारा जारी गरिएको चेक तथा कार्डहरू खातावालाहरूका सम्पत्ति हुन् र तिनीहरूलाई सदैव सुरक्षित राख्नु उनीहरूको नै जिम्मेवारी हुनेछ। यी कागजातहरू चोरी भए वा हराएमा बैंकलाई तत्काल खबर गर्नुका साथै लिखित जानकारी समेत दिनुपर्नेछ। जारी गरिएको कुनै चेकको भुक्तानी रोक्का गर्न खातावालाले निर्देशन नदिएको अवस्थामा वा दिएको निर्देशन पालनाका लागि प्रयोज्य समय नभई भुक्तानी हुन गएमा बैंक जवाफदेही हुने छैन।
- The Bank shall take due care to ensure that credit and debit entries are correctly recorded in the accounts. In case of any error, the Bank shall be within its rights to make the correct adjusting entries without notice and recover any amount due from the account holders.
ग्राहकहरूको खातामा गरिने जम्मा वा खर्च रकमलाई अभिलेख गर्ने कुरामा बैंकले पूर्ण ध्यान दिनेछ। कारणवश कुनै गल्ती भएको खण्डमा बिना सूचना खाता समायोजन गरी सच्याउने र खातावालासँग लिन बाँकी रकम असुल गर्ने अधिकार बैंकलाई हुनेछ।
- Any change in the address or account operators should be immediately communicated to the Bank.
खातावालाको ठेगाना अथवा संचालनमा कुनै परिवर्तन भएमा त्यसको जानकारी तत्काल बैंकलाई दिनुपर्नेछ।
- If there is no debit transaction in the account for a period of six months or above the account shall become dormant. The account operators shall be required to be present in person or make a written request to the bank to reactivate account.
६ महिना वा सो भन्दा बढी कारोबार नभएको खातालाई निरक्रिय खाता मानिने छ। यस्तो खातालाई सक्रिय गराउन संचालक स्वयं, बैंकमा उपस्थित हुनुपर्नेछ वा बैंकलाई लिखित अनुरोध गर्नुपर्नेछ।
- Account holders can close account by giving one business day's written account closing request along with the submission of unused cheques and cards provided by the bank in relation to the account. Account closing charges will be levied as per the bank's prevailing schedule of charges.
खाता बन्द गर्नका लागि प्रयोग नगरिएको चेक बुक तथा कार्डहरू सहित एक दिन अगावै निवेदन दिनुपर्नेछ। खाता बन्द गर्दा लाग्ने शुल्क बैंकले समय समयमा निर्धारण गरे बमोजिम लाग्नेछ।
- Customers are advised to count their cash withdrawn before leaving the counter. The Bank shall not be held responsible for any shortfall/shortages not brought to the notice of the bank during cash withdrawal at the bank's counter.
ग्राहक वर्गमा आफुले बुझ्निएको रकम ठिक भए नभएको पुष्टि गरि मात्र काउन्टरबाट जान अनुरोध गरिन्छ। नगद भुक्तानी लिँदाको अवस्थामा बैंक काउन्टरमा सूचना गरिएको स्थितिमा बाहेक अन्य अवस्थामा कम भुक्तानी पाएको भन्ने सुनुवाई बैंकले गर्नेछैन।
- In conflicting instructions are issued by any of the signatories, the Bank may stop the operation of the account until the dispute is resolved to the satisfaction of the Bank.
खाताका हस्ताक्षरी मध्ये कसैबाट विवादास्पद निर्देशन जारी भएमा विवाद सम्बन्धी सन्तोषजनक परिमाण नआएसम्म बैंकले खाता संचालन रोक्का गर्न सक्नेछ।
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- The Bank shall have no liability for loss or damage incurred to the account holders in the event of any failure, interruption or delay in performance of any instruction resulting from breakdown, failure of malfunction of any internet or computer system or from any circumstances resulting from nature calamities whatsoever not reasonably under the bank's control.
ईन्टरनेट वा कम्प्युटर प्रविधिमा भएका प्राविधिक गडबडीहरू वा बैंकको क्षमता बाहिरको दैविक प्रकोपबाट उत्पन्न परिस्थितिका कारण खातावालाहरूलाई पर्न जाने नोक्सान वा क्षतिप्रति बैंक कुनै पनि किसिमले जिम्मेवार हुनेछैन।
- The bank shall make endeavors to preserve the secrecy of the account. Nevertheless the Bank shall disclose any information as required by any investigating or government authority provided the Bank believes it is obliged to release such information.
खाताको गोप्यता कायम राख्न बैंकले सक्दो प्रयास गर्नेछ। तथापि प्रचलित कानून बमोजिम कुनै जाँच अधिकारी वा सरकारी अधिकारीले मागेको अवस्थामा बैंकले खाता सम्बन्धि आवश्यक सूचना सम्बन्धित निकायलाई उपलब्ध गराउन सक्नेछ।
- The Bank shall not be liable for any loss resulting from dealing in the account in the event of authorized signatories unless and until the bank has reviewed written information of any such event along with such documents as required by the Bank.
खातावालाको मृत्यु भएको अवस्थामा कागजात सहित तयसको लिखित जानकारी बैंकलाई प्राप्त हुनु अगाडि खातामा भएको कारोबारबाट हुन गएको क्षतिप्रति बैंक जिम्मेवार हुनेछैन।

.....
(Signature)

DECLARATION, CONSENT & AUTHORIZATION

- 1. I/We here by certify that the authorities to open and operation of account with Greend Development Bank Limited have been given in terms of our board resolution/working committee minute/partnership deed dated.....
A duly attested copy/extract of which is enclosed here with.
- 2. I/We here by agree to pay all charges/fees applicable for rendering various services from the bank and authorize the bank to debit my /our account. Bank mayrevise and apply such charges from time to time without prior notice to me/us.
- 3. I.We have read and understood and here by agree to the general rules terms and conditions for account operation contained in this form. I/we certify that the information provided herein are correct and true, if found otherwise I/we will be fully liable incase of any concequences arising thereafter. I/we here by agree to accept, abide and be bound to present and future rules, terms and conditions of the Bank governing account opening and operations. In the event I/we fauk ti abude bt sycg terns abd conditions, I/we shall bear the damage and/or penalties as a consequence there of.
- 4. I/We here by submit the copies of document for account op[ening as required by the Bank and regulatory authorities and also here by confirm that all the submitted documents are correct and genuine,If found otherwise I/we will be fully responsible for any legal consequenses arise there to.
- 5. I/We here by declare that no transaction would be conducted through the account in support of terrorism activities, organized crimes, human trafficking, drugs traficking, Money laundring activities and any other activities that may be harmful to the bank and are prohibitted by law.
- 6. Persons signing signature specimen card for this account is/are authorized signatory for operation of account.
- 7. I declare that I am the sole proprietor of Messers
..... and undertake to notify the bank in case there is any change in the constitution of the firm. I will be fully responsible for any act done on behalf of the firm.

(point no.7 applicable for proprietorship firm)

Seal/Stamp

.....
Authorized Signatures
Name:
Designation:

FOR BANK'S USE ONLY

- | | | | |
|---|--------------------------|-------------------------|--------------------------|
| 1. Cheque Book Ordered/printed | <input type="checkbox"/> | 3. Documents Completed | <input type="checkbox"/> |
| 2. Document copies verified with original | <input type="checkbox"/> | 2. PAA/VAT No. verified | <input type="checkbox"/> |

Signature Attested By (please Sign) Signature Scanned By (Please Sign)

GENERAL CONDITION GOVERNING ACCOUNT (खाता सञ्चालन सम्बन्धी नियम)

1. The laws and regulations of Nepal and customs and procedures common to Bank's in Nepal will apply to and govern to conduct of accounts opened with the Bank. (यस बैंकमा खोलिएको खाताको सञ्चालन नेपाल राज्यमा प्रचलित ऐन नियम तथा बैंकिङ क्षेत्रमा प्रचलित परम्परा र चलन अनुसार हुनेछ।)
2. The Bank reserves the right to amend these rules at any time and in any manner which the Bank deems necessary with or without notice to the applications of public. (बैंकले आफ्नो स्वविकेकमा कुनै पनि बेला पूर्व सूचना सहित वा बगर पनि खाता सञ्चालन सम्बन्धी यी नियम परिवर्तन गर्न सक्नेछ।)
3. The Bank is entitled to close the account without notice if the conduct of the account is in the opinion of the Bank unsatisfactory or for any other reasons whats over. (बैंकलाई कुनै खाता सञ्चालन गर्न दिन अनुपयुक्त लागेमा आफ्नो स्वविकेकमा बिना सूचना नै खाता बन्द गर्न सक्नेछ।)
4. Commission and/or service charge will be levied by the bank as applicable. (बैंकले खाता सञ्चालन गर्न दिए वापत आफ्नो आन्तरिक नियम अनुसारको कमिसन र/वा सेवा शुल्क लगाउन सक्नेछ।)
5. The account holder must maintain the prescribed minimum balance as set by the bank from time to time and if the balance falls below the prescribed minimum balance a monthly ledger fee will be charged, as per rules of Bank. (खातामा बैंकले समय-समयमा तोके अनुसारको न्यूनतम मौज्जात रहेको हुनुपर्दछ। यदि खातामा बैंकले तोकेको न्यूनतम मौज्जात भन्दा कम रकम भएमा बैंकले आफ्नो आन्तरिक नियमानुसार मासिक लेखाबही शुल्क लगाउने छ।)

THE FOLLOWING CERTIFIED DOCUMENTS HAVE TO BE SUBMITTED WHILE REQUESTING FOR OPENING ACCOUNT. (खाता खोल्न अनुरोध गर्दा तल उल्लेखित कागजात संलग्न गर्नुपर्नेछ)

I. Proprietorship Account (एकल स्वामित्व खाता)

- Declaration of sole proprietorship (एकल स्वामित्वको लिखत)
- Copy of renewed Registration Certificate (नवीकरण गरिएको प्रमाणपत्रको प्रतिलिपि)
- Identification paper of A/C Operators (खाता सञ्चालकको परिचय)
- Income tax registration/renewal certificate (आयकर प्रमाणपत्र)

II. PARTNERSHIP ACCOUNT (साझेदारी खाता)

- Letter of partnership duly signed by all partners (सबै साझेदारीद्वारा हस्ताक्षरित साझेदारीको पत्र)
- Copy of partnership agreement/Deed (साझेदारी सम्झौता/अधिकारपत्रको प्रतिलिपि)
- Certificate of partnership registration and Renewal (साझेदारी दर्ता र नवीकरणको प्रमाणपत्र)
- Identification paper of A/C operators (खाता सञ्चालकको परिचय सम्बन्धी कागजात)
- Income tax registration/renewal certificate (आयकर प्रमाणपत्र)

III. ACCOUNT OF CORPORATE BODIES (संस्थागत खाता)

Memorandum and Article of Association of the company (कम्पनीको प्रबन्धपत्र तथा नियमावली)

Resolution of Board of directors to open and operate the account (खाता खोल्ने तथा सञ्चालन गर्ने सम्बन्धी सञ्चालक समितिको निर्णय)

- List of directors duly signed by respective directors with home address and phone numbers (घरको ठेगाना र फोन नम्बरसहित सम्बन्धित सञ्चालकहरूद्वारा हस्ताक्षरित सञ्चालकहरूको नामावली)

Company Registration Certificate (कम्पनी दर्ता प्रमाण पत्र)

Identification paper of A/C operators (खाता सञ्चालकको परिचय सम्बन्धी कागजात)

Income Tax registration/renewal certificate (आयकर प्रमाण पत्र)

IV ACCOUNT OF CLUBS, SOCIETIES AND ASSOCIATION (ALL DOCUMENTS TO BE DULY CERTIFIED BY CHARITY (क्लब, सामाजिक संघसंस्था तथा संगठनको खाता (सबै कागजात

दायव्य (च्यारिटी) बाट प्रमाणित हुनुपर्ने)

- List of office bearers and address (पदाधिकारी नामावली र ठेगाना)
- Copy of By-laws/constitutions (उपनियमहरूको/विधानको प्रतिलिपि)
- Copy of resolution to open and operate the account (खाता खोल्ने र सञ्चालन गर्ने निर्णयको प्रतिलिपि)
- Certificate of registration and renewal (दर्ता नवीकरणको प्रमाणपत्र)
- Name and signature of persons authorized to operate the account (खाता सञ्चालन गर्न नियुक्त व्यक्तिहरूको नाम)
- Identification paper of A/C operators (खाता सञ्चालकको परिचय सम्बन्धी कागजात)

.....
Signature
हस्ताक्षर



Stamp
छाप