



**NEPAL SBI BANK LIMITED**

.....Branch

**ACCOUNT NUMBER**

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Account Type  Current  Saving  Fixed  Others (Specify) \_\_\_\_\_

Constitution:  Private Ltd. Co.  Public Ltd. Co.  NGO  Others(Specify) \_\_\_\_\_

Currency  NPR  USD  EURO  Others ((Specify) \_\_\_\_\_

**ACCOUNT OPENING FORM FOR LIMITED COMPANIES, NGOs, TRUSTS ETC.**

To,  
The Branch Manager, Nepal SBI Bank Ltd., \_\_\_\_\_ Branch

At the meeting of the Board of Directors/Management Committee of \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ it was RESOLVED that a bank account in the name of \_\_\_\_\_ Limited be opened at Nepal SBI Bank Ltd., \_\_\_\_\_ Branch and that the Bank be authorized to honour cheques, bills of exchange and promissory notes drawn, signed, accepted or made on behalf of the company/\_\_\_\_\_ by the signatories authorized by the Board/Management Committee and to act on any instructions given by the persons so authorized with regard to any account whether in credit or overdrawn or any transaction of the company.

RESOLVED that these resolutions be communicated to the Bank and shall be constituted as the Company's/\_\_\_\_\_ Mandate to the Bank to remain in force until revoked by notice in writing to the Bank by the authorized signatories.

Please open an account with your Bank as follows:

**DETAILS OF THE LIMITED COMPANY, NGO, CLUB, ASSOCIATION ETC.**

Applicant's Name: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Year of Establishment \_\_\_\_\_

Business Registration No : \_\_\_\_\_

Registration No. with Income Tax Department \_\_\_\_\_ PAN No. \_\_\_\_\_

**Registered Address:**

House No.: \_\_\_\_\_ P. B. No.: \_\_\_\_\_ Street Name/Tol Name: \_\_\_\_\_

Ward No.: \_\_\_\_\_ City/Village \_\_\_\_\_ District: \_\_\_\_\_ Country \_\_\_\_\_

**Communication / Mailing Address:**

House No.: \_\_\_\_\_ P. B. No.: \_\_\_\_\_ Street Name/Tol Name: \_\_\_\_\_

Ward No.: \_\_\_\_\_ City/Village \_\_\_\_\_ District: \_\_\_\_\_

Country \_\_\_\_\_ Phone 1. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

**DETAILS OF MEMBERS OF BOARD\*/MANAGING COMMITTEE AND THEIR PHOTOGRAPHS**

S No.	Name & Designation	Share holding %*	Address	Photo Identity Document & No.
1.				
2.				
3.				
4.				
5.				
6.				

\* In case of Companies, particulars of Directors (including Chairperson and Managing Director) holding 20% or more share of the company to be furnished

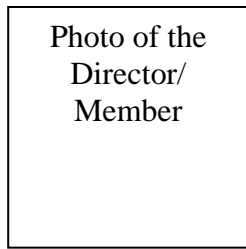


Photo of the  
Director/  
Member

Name \_\_\_\_\_

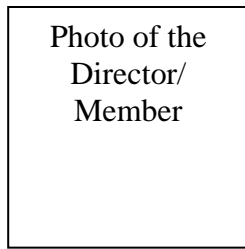


Photo of the  
Director/  
Member

Name \_\_\_\_\_

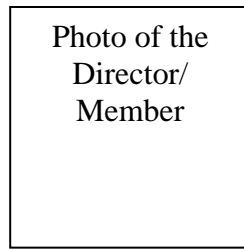


Photo of the  
Director/  
Member

Name \_\_\_\_\_

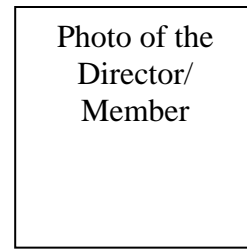


Photo of the  
Director/  
Member

Name \_\_\_\_\_

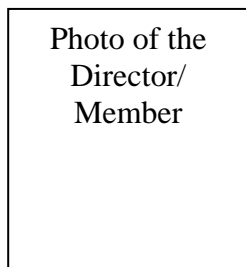


Photo of the  
Director/  
Member

Name \_\_\_\_\_

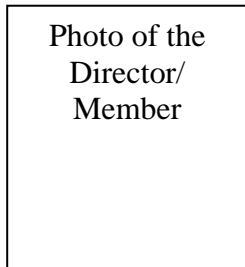


Photo of the  
Director/  
Member

Name \_\_\_\_\_

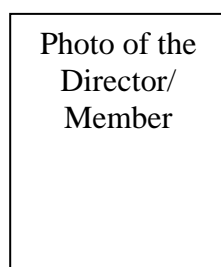


Photo of the  
Director/  
Member

Name \_\_\_\_\_

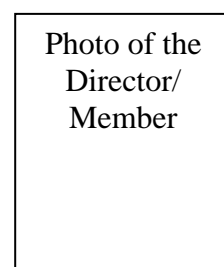


Photo of the  
Director/  
Member

Name \_\_\_\_\_

**INTRODUCTION OF ACCOUNT**

Introduced by \_\_\_\_\_ Account Number \_\_\_\_\_  
(Introducer's Name)

Signature(s) : \_\_\_\_\_ Signature verified by \_\_\_\_\_

## SOURCE OF FUNDS

Source of Funds	Last Year Actual	Estimated for Current Year
i) Sales		
ii) Loan proceeds		
iii) Others		

## DETAILS OF DEALINGS WITH OTHER BANKS

Dealing with other banks?  Yes  No

If Yes: Name of the Bank/Branch \_\_\_\_\_

Do you enjoy any credit facility with other Banks?

Yes  No

Type of account : \_\_\_\_\_

If yes, the type of facility? \_\_\_\_\_

## OTHER SERVICES REQUIRED

1. Services Required :  Tele Banking  Others(specify) \_\_\_\_\_

1. Account Statement Frequency :  Monthly  Quarterly  Half Yearly

2. Account Statement delivery:  Post  Courier  Collect

3. Remit Fixed Deposit Interest to : (at present at half yearly intervals)

My A/c no. [ ] with \_\_\_\_\_

By \_\_\_\_\_ to (Tick) my mailing address  Bank  at my cost

## DETAILS OF PERSONS AUTHORISED TO OPERATE AND THEIR DECLARATION

**Mode of Operation :** \_\_\_\_\_

Name of Authorised Person (1) \_\_\_\_\_

Designation: \_\_\_\_\_ Signature

Photo Identity Document \_\_\_\_\_ No. \_\_\_\_\_

Name of Authorised Person (2) \_\_\_\_\_

Designation: \_\_\_\_\_ Signature

Photo Identity Document \_\_\_\_\_ No. \_\_\_\_\_

Name of Authorised Person (3) \_\_\_\_\_

Designation: \_\_\_\_\_ Signature

Photo Identity Document \_\_\_\_\_ No. \_\_\_\_\_

I/We, the undersigned have read and understood and hereby agree to the terms and conditions of Nepal SBI Bank Limited for opening of the accounts. Information furnished by me/us in this form are true and correct. We hereby certify that the authority for account operation as above have been accorded in terms of the Board of Directors of the company /Managing Committee's resolution dated \_\_\_\_\_ (A certified copy of which is enclosed).

Name of the Account Operator 1: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of the Account Operator 2 : \_\_\_\_\_ Signature: \_\_\_\_\_

Name of the Account Operator 3 : \_\_\_\_\_ Signature: \_\_\_\_\_

**DOCUMENTS REQUIRED TO BE ENCLOSED (COPIES TO BE ATTESTED BY BANK OFFICIAL)**

<b>Limited Companies</b>	<b>Clubs, NGOs, Trusts etc.</b>
(i) Certified copy or extract of the Resolution of the Board of Directors to open account with Nepal SBI Bank Ltd. and authorizing the above signatories to operate the account duly certified by the Chairperson or Secretary.	(i) Registration Certificate indicating constitution of the organization
(ii) Copy of the Memorandum of Association and Articles of Association	(ii) Trust Deed in case of Trust or Bye laws of the NGO, association
(iii) Copy of Certificate of Incorporation	(iv) Resolution of the Managing Committee to open and operate account with Nepal SBI Bank Ltd.
(iv) Copy of Income Tax Registration Certificate / PAN	(v) (a) Agreement with Social Welfare Council, if any (in case of NGO and INGOS)
(v) Document disclosing the name, surname and address of the members of Board of Directors (including phone no., if any)	(b) Document disclosing the name, surname, photographs and address of the representative or chief appointed locally on behalf of the INGO.
(vi) Photograph of the members of Board of Directors.	

**FOR OFFICE USE ONLY**

Account No  Amount Deposited

Original Documents verified:  Yes . Photocopies of documents obtained,  Yes

Details of Documents obtained : \_\_\_\_\_

No. of cheque book/FD-From-  To-

Signature of Officer in Charge-(Deposits) \_\_\_\_\_ Date \_\_\_\_\_

Open Account:  Reject

Branch Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Signature Scanned by \_\_\_\_\_ Date \_\_\_\_\_

To  
Nepal SBI Bank Ltd.  
..... Branch  
Nepal

Dear Sir,

**TERMS AND CONDITIONS FOR CURRENT / SAVINGS ACCOUNT**

I/we undertake to abide by the following terms and conditions of the Bank for maintaining Account with the Bank:

1. Amount fixed by the Bank as the minimum balance must be deposited as initial deposit while opening accounts and such minimum balance needs to be always maintained in the Account, failing which, the account holder(s) will be liable to pay incidental charges as stipulated by the Bank and in case of Savings Account, no interest will be paid for the month(s) for which minimum balance is not maintained.
2. Cheque(s) should be signed as per specimen signature provided to the Bank and any change in the mode of operation or alteration in the signature, or change in constitution, address etc. must be notified to the Bank.
3. The Bank will take care to see that credit and debit entries are correctly recorded in the accounts of the account holder(s). In case of any error, the Bank shall be within its right to pass the adjusting entries to correct the mistake without notice and if the account is overdrawn because of this or otherwise, the bank has the right to recover the amount so overdrawn from the account holder(s) with applicable interest. The Bank shall not be liable for any damage, loss, etc., to account holder(s) due to such errors.
4. Interest will be calculated and credited to depositor's Saving Account on minimum monthly balance in a month and credited on half-yearly basis or as decided by the Bank from time to time.
5. Collection of cheques/drafts will be undertaken by the Bank only on terms that the Bank is not liable for loss, damage or delay caused due to reasons beyond the control of the Bank's staff and Bank reserves the right to deduct collection charges therefor from the proceeds/account without notice.
6. The Bank is authorized :
  - a. to take actions in relation to the following matters on receipt of instructions or documents given or executed in accordance with the signing instructions specified in the account opening form until such time as the account holder gives written notice to the Bank to the contrary.
  - b. for making payments of cheques, bills of exchange, promissory notes, standing orders, direct debits, issue of drafts, mail and telegraphic transfers, purchase and sale of foreign currency and any other instructions by debiting the Account(s) whether in credit or otherwise; and
  - c. to accept any other instructions regarding the Accounts including instructions for the closure of all or any of the Account(s).
7. Any funds received by the Bank on behalf of the account holder shall be credited to the relevant Accounts unless the Bank receives written instructions from the account holder to the contrary.
8. The Bank acts only as the collecting agent of the account holder and assumes no responsibility for the realization of any items deposited with the Bank for collection. Proceeds of cheques or other instruments deposited with the Bank are not available for withdrawal until collected by the Bank. The Bank reserves the right to debit any of the Accounts that may have been exceptionally credited with an item subsequently unpaid on collection. The Bank may refuse to accept for collection cheques drawn in favour of third parties or if the payee's name is not identical to the name of account holder on the Bank's record. The Bank will not accept for credit to the Accounts any cheque or draft in favour of a third party crossed or denoted "A/c Payee" (or any other words of similar effect). The Bank may at any time debit and recover from the Accounts the value of any instrument negotiated, purchased or collected by the Bank in the event that the proceeds are not received against the same at any time and/or after receipt of proceeds, the account of the Bank is debited or proceeds recovered from the Bank upon return of the instrument by the drawee bank or correspondent of the Bank.
9. The provision of any overdraft facility or other accommodation by the Bank to the account holder may be granted or refused at the sole discretion of the Bank. The continuance or withdrawal of such facility or accommodation at any time is also at the Bank's sole discretion.
10. The account holder will be liable for any overdraft or other facilities arising in connection with any of the Accounts and hereby authorizes the Bank to debit any of the Accounts with all or any mark-up, commission and other banking charges, costs and expenses (including any legal costs) incurred in connection therewith at such rates as may be determined by the Bank from time to time in its absolute discretion. The account holder will also pay to the Bank any such amounts, in the manner and at such times, as may be required by the Bank in its absolute discretion.
11. As regards any and all amounts credited to the Accounts during the period when any overdrafts or any other banking facilities in connection therewith are being provided by the Bank to the account holder such amounts shall firstly be applied by the Bank to reduce any mark-up payable on the overdrafts or any other banking facilities until the mark-up is paid in full. Then and only then shall any such amounts so credited be applied to reduce the principal amount of any such overdraft or any other banking facilities.
12. The Accounts will be subject to applicable charges as per the Bank's schedule of such charges as revised from time to time. The Bank shall always be entitled without notice to the account holder to recover from and debit the Accounts for any charges, expenses, fees, commissions, mark-up penalties, withholding taxes, levies of government departments or authorities and any other impositions in respect of the Accounts or the balances in the Accounts. The Bank is authorized to reverse credit entries made in error. The Bank is also entitled to reverse debit entries made in error in relation to the accounts. Any charges debited by the Bank are not refundable upon closure of any or all of the Accounts.
13. Unless specified otherwise, maturity value of foreign currency or rupee term deposits shall be automatically closed. Withdrawal of term deposits prior to maturity may be allowed at the discretion of the Bank and may attract penalties by way of forfeiture or reduction in the interest as the case may be, payable on maturity and/or charges which are subject to change without notice to the account holder(s), as determined by the Bank.
14. The risks associated with the Accounts denominated in foreign currency are fully acceptable to the account holder. Accordingly, withdrawals from and credit to foreign currency accounts shall be subjected to availability of foreign currency notes at the time of withdrawal and subject to prevailing Nepal Rastra Bank and Government of Nepal's rules and regulations. Further, the Bank may decline acceptance of foreign currency notes for credit to the Accounts at its discretion.
15. The statement of account in respect of the accounts will be provided and sent by mail or kept on hold at the Bank at such frequency as the Bank may determine from time to time or as requested by the account holder. The contents of the statement of account will be treated as correct and conclusive and all discrepancies or objections, if any shall be deemed to be waived unless notified in writing to the bank within 30 days from the date of dispatch of the relevant statement. No statement of account will be sent or provided for a term deposit for which only deposit confirmation receipt will be issued. It is the responsibility of the account holder to provide the Bank their correct and full address and any change in their address must be advised to the Bank promptly.
16. The Bank is authorized to respond, if it shall so choose, to any and all enquiries received from any other Banks concerning the accounts without reference to the account holder. For the avoidance of doubt, any such response may include a bank reference. The

Bank is authorized to release any information in respect of the accounts and balances in the accounts to any authority demanding the same provided the Bank bona fide believes it is obliged to release such information. No information to account holders shall be provided over telephone unless they have availed Telebanking services.

17. The account holder may close any of the Accounts by giving prior written notice to the Bank. The Bank may however, either, at its own instance, or at the instance of any court or administrative order, or otherwise, close, freeze or suspend dealings in any of the Accounts without prior notice to the account holder or, without being liable for any breach of any duty it may owe to the account holder.
18. The Bank is authorized to make such disclosure in respect of the Accounts as may be required by any court order or competent authority or agency under the provisions of applicable law and/or otherwise to protect the interest of the Bank.
19. The Bank reserves the right to close any account without prior notice which, in its opinion, is not satisfactorily operated or for any other reason whatsoever which shall not be incumbent on the Bank to disclose to the account holder(s).
20. In relation to any dealings in respect of any of the Accounts, the Bank shall not be liable for any loss resulting from such dealings in the event of the incapacity or bankruptcy (or any other analogous events or proceeding(s) of the account holder(s) unless and until the Bank has received written notice of any such event together with such documentary evidence as the Bank may require. Further, the Bank shall not be liable for any losses, damages or delay attributable in whole or in part to the acts or omission of any government or government agency or any other event outside the Bank's control including, without limitations, strikes, industrial action, equipment failure or interruption of power supplies.
21. If conflicting or unclear instructions are issued by the account holder or any of the persons authorized to operate the Accounts, the Bank shall be entitled forthwith to stop the operation of the relevant Accounts until such time as the matter is resolved to the satisfaction of the Bank. The Bank will not be liable for failing to take any action in respect of the Accounts in the presence of conflicting or unclear instructions. The account holder shall be liable for the repayment of any finance availed by them, together with return, interest and mark-up thereon at a rate determined by the Bank from time to time.
22. Cheque-book to a third party will be delivered only after obtaining the identity document of the receiver and authority from the account holder(s).
23. 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.
24. Save as otherwise provided in these Terms, any demand or communication made by the Bank under these Terms shall be in writing and made at the address given by the Account holder(s) or such other address as the Account holder(s) shall notify the Bank from the time to time) and, if posted, shall be deemed to have been served to the Account holder(s) on the date of posting.
25. In addition to the above terms and conditions, the laws and regulations prevailing in Nepal and usual customs and practices adopted by the commercial banks of Nepal will apply to and govern the conduct of Deposit Accounts.

We hereby waive any and all claims we may have against the Bank pursuant to the Accounts or these Terms unless such claim is based on fraud or willful misconduct of the Bank. The Bank's interpretation of these terms shall be final and binding. We have signed the application form as a token of acceptance of the aforesaid Terms and we have read and understood the Terms prior to such signing.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature



**NEPAL SBI BANK LTD.**  
**Kathmandu**

**SPECIMEN SIGNATURE CARD**

A/c No. 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Date : .....

Account Holders Name :.....

The bank is authorized to honour the cheques/instructions signed by ..... following signatory(ies) and charge to my/our account until you receive intimation to the contrary.

FULL NAME (IN CAPITAL LETTERS)	SPECIMEN SIGNATURE	VEIRFIED BY (SIGNATURE)
1)		
2)		
3)		