



Greenland Equities Ltd.

ACCOUNT OPENING FORM

Name													
Client Code													
B. O. ID No	1	2	0	2	1	9	0	0					
Address													
Phone							Mobile						
Name (Joint)													



Greenland Equities Ltd.

TREC No.18, REG No: 3.1/DSE 18/2006/121
(Corporate Shareholder of Dhaka Stock Exchange)

BO Account Opening Form

- Duly filled up the account opening form Checked
- In case of Margin Account agreement duly signed (for joint account holder signature required) Unchecked

Identification Documents Received

- NID/ Bank certificate/ valid passport signed by client mandatory for all account type expect Company corporate account.
- In case of NRB**
- ◆ Valid passport
 - ◆ Source of income proof / Work Permit / Business Documents / Residence Permit
 - ◆ Local bank certificate
 - ◆ FC account certificate
 - ◆ Tax Clearance Certificate in case of foreign nationals)
- In case of Company Corporate Account**
- ◆ Certificate of incorporation Checked
 - ◆ Memorandum of association & Articles of association Unchecked
 - ◆ Board resolution (resolved a/c opening with GEL- & authorized signatory of the account)
 - ◆ Bank statement or Certificate of Company Bank Account'
- In case of Sole proprietorship**
- ◆ Valid Trade License
 - ◆ Bank certificate/ statement in Company Name
- In case of Margin Account**
- ◆ Application for credit facilities
- In case of Foreign Client Account**
- ◆ Memorandum of association & Articles of association
 - ◆ Certificate of Incorporation

Photograph of Account Holder/ Joint Account Holder

- 02.copies of recent passport size color photograph attested by the introducer Checked
- Photographs must be signed by account holder Unchecked
- 02 copies of recent passport size color photograph of joint Holder attested the Account Holder

Power of Attorney

- 01 copy of recent passport size color photograph Checked
- Power of attorney portion duly filled up and POA photograph attested by account holder Unchecked
- NID / Passport required

Nominee

- 03 copy of passport size color photograph Checked
- Nominee portion duly filled up and photograph attested by account holder Unchecked
- In case of the Nominee is a minor, detail of legal guardians

Introducer Detail

- Name, Client code / BO ID, Signature of introducer Checked
- Unchecked

“শেয়ার বাজারে বিনিয়োগ ঝুঁকিপূর্ণ, জেনে ও বুঝে বিনিয়োগ করুন”



FORM-II [Sec rule 5(2)(e)] Greenland Equities Ltd.

TREC No.18, REG No: 3.1/DSE 18/2006/121
(Corporate Shareholder of Dhaka Stock Exchange)

Head Office : Suite No-191, Level-10, DSE Tower, Plot # 46
Road # 21, Nikunja-2, Dhaka-1229.

Phone: +88 02 4104 0142-4

Email: customerservicesgreenland@gmail.com, Web: www.greenlandbd.com

Photograph(s)
of Customer(s)
with attestation
of the
Introducer

CUSTOMER ACCOUNT OPENING FORM

(For Customer/Applicant(s) Account)

[To be filled by the Applicant(s) : Please complete all details in Capital letters]

Customer Account No.:

Date:

BO ID No.: Account Type: Cash Margin Account Status: Individual Joint Holder

Citizenship status (Please tick mark): Resident Bangladeshi Non-Resident Bangladeshi Foreigner Other
(Please Specify).....

Details of First Applicant/Customer:

Name of the Applicant/Customer:.....
Father's Name:.....
Mother's Name:.....
Spouse's Name:.....
Date of Birth:..... Sex: Male Female Profession:.....
Present/Contact Address:.....
Permanent Address:.....
Nationality:..... NID/Passport/Birth Certificate/Driving License No.....
Phone No:..... Mobile No:..... E-mail Address:.....

Details of Second Applicant/Customer:

Name of the Applicant/Customer:.....
Father's Name:.....
Mother's Name:.....
Spouse's Name:.....
Date of Birth:..... Sex: Male Female Profession:.....
Present/Contact Address:.....
Permanent Address:.....
Nationality:..... NID/Passport/Birth Certificate/Driving License No.....
Phone No:..... Mobile No:..... E-mail Address:.....

Whether the applicant is Officer or Sponsor/Director of any Broker/Dealer/ Exchange/ Depository/Clearing & Settlement Company/Listed Company?
Yes No

If yes, please mention the name & address of the Broker/Dealer/Exchange/ Depository/ Clearing & Settlement Company/Listed Company with designation of the said officer or sponsor or director:.....

Bank Account Details:

Routing Number:.....
Account Number:.....
Bank Name:.....
Branch Name:..... TIN No.:.....

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Nominee 1 Details:

Name:.....
 Father's Name:.....
 Mother's Name:.....
 Permanent Address:.....
 Profession:..... Mobile No:..... E-mail Address:.....
 NID/Birth Certificate/Passport No.:..... Relation with the Applicants(s):..... Percentage (%):.....

Photograph
of Nominee
with attestation
of the
Customer

Nominee 2 Details:

Name:.....
 Father's Name:.....
 Mother's Name:.....
 Permanent Address:.....
 Profession:..... Mobile No:..... E-mail Address:.....
 NID/Birth Certificate/Passport No.:..... Relation with the Applicants(s):..... Percentage (%):.....

Photograph
of Nominee
with attestation
of the
Customer

Authorized Person Details (if any):

Name:.....
 Present/Contact Address:.....
 NID/Birth Certificate/ Passport Number:.....
 Phone Number:..... Mobile Number:.....
 Email Address:.....

Photograph(s) of
Authorized
Person
attestation of
the Customer(s)

Source of Fund Details.....

Introducer Details:

Name:.....
 Client Account Number & Address:.....
 Mobile Number:.....

Account operating instruction: Singly operated Jointly operated Others (specify).....

Have any other Customer Account (Single/joint) with any Stock Broker(s)? Yes No If yes, give details:

Client Code No.	BO Account No.	Name of Broker

Signature of the First Applicant with date	Signature of the Second Applicant with date	Signature of the Authorized Person (if any) with date	Signature of the Introducer with date
Processed by:	Checked by:	Accepted by:	Approved by:
Signature with Date & Seal	Signature with Date & Seal	Signature with Date & Seal	Signature with Date & Seal

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Photograph of
MD/CEO with
attestation of
the Introducer

CUSTOMER ACCOUNT OPENING FORM

(For the Company or Institutional Account)

[To be filled by the Applicant(s): Please complete all details in Capital letters]

Customer Account No.:

Date:

BO ID No.:

Account Type: Cash Margin

Incorporation Status of the Company/Institution (Please tick mark): Bangladeshi

Foreign Other

(Please Specify).....

Type of the Company/Institution: Private Ltd. Public Ltd. NGO Others (Please Specify).....

Details of the Company/Institution:

Name of the Company/Institution:.....
Corporate Address:.....
Registered Address:.....
Incorporation Certificate No.:..... Date:.....
Business Commencement Certificate No. (if any):..... Date:.....
Trade License No.:..... Date:.....
TIN No.:..... BIN No. (in any):..... VAT Registration Certificate No.:.....
Phone No.:..... Mobile No.:..... E-mail Address:.....

Details of Managing Director/CEO:

Name of the Managing Director/CEO:.....
Father's Name:.....
Mother's Name:.....
Spouse's Name:.....
Date of Birth:..... Sex: Male Female
Present/Contact Address:.....
Permanent Address:.....
Nationality:..... NID/Passport/Birth Certificate/Driving License No.:.....
Phone No.:..... Mobile No.:..... E-mail Address:.....

Whether the applicant is Officer or Sponsor/Director of any Broker/Dealer/ Exchange/ Depository/Clearing & Settlement Company/Listed Company?

Yes No

If yes, please mention the name & address of the Broker/Dealer/Exchange/ Depository/ Clearing & Settlement Company/Listed Company with designation of the said officer or sponsor or director:.....

Bank Account Details:

Routing Number:.....
Account Number:.....
Bank Name:.....
Branch Name:.....

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Signatory 1 of the Account (if any):

Name of the Authorized Signatory:.....
 Designation:.....
 Present/Contact Address:.....
 NID/Birth Certificate/ Passport Number:.....
 Phone No:..... Mobile No:.....
 E-mail Address:.....

Photograph of
authorized Person
Signatory with
attestation of the
MD/CEO

Signatory 2 of the Account (if any):

Name of the Authorized Signatory:.....
 Designation:.....
 Present/Contact Address:.....
 NID/Birth Certificate/ Passport Number:.....
 Phone No:..... Mobile No:.....
 E-mail Address:.....

Photograph of
authorized Person
Signatory with
attestation of the
MD/CEO

Source Of Fund Details:.....

Introducer Details:

Name:.....
 Client Account Number & Address:.....
 Mobile Number:.....

Account operating instruction: Singly operated Jointly operated Others (specify).....

Have any other Customer Account (Single/joint) with any Stock Broker(s)? Yes No If yes, give details:

Client Code No.	BO Account No.	Name of Broker

Signature of MD/CEO with date	Signature of the Authorized Person/ Signatory - 1 (if any) with date	Signature of the Authorized Person/ Signatory - 2 (if any) with date	Signature of the introducer with date

Processed by:	Checked by:	Accepted by:	Approved by:
Signature with Date & Seal	Signature with Date & Seal	Signature with Date & Seal	Signature with Date & Seal

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Greenland Equities Ltd.

CDBL Bye
Laws form 02

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BO Account Opening Form [Bye Laws 7.3.3 (b)]

Please complete all details in **CAPITAL** letters, Please fill all names correctly. All communication shall be sent only to the First Named Account Holder's correspondence address.

Application No.

Date:

Please Tick whichever is applicable

B0 Category: Regular Omnibus Clearing B0 Type Individual Joint Holder Company

Name of CDBL Participant (Up to 99 Characters): Greenland Equities Ltd.

CDBL Participant BO ID Date:

I/we request you to open a Depository Account in my/our name as per the following details:

FIRST APPLICANT

Name in Full of Account Holder (Up to 99 Characters).....

Short Name of Account Holder (Insert full name starting with Title. Mr./Mrs./Ms/Dr. abbreviate only if over 30 characters) Title i.e. Mr./Mrs./Ms/Dr.

(In case of a Company/Firm/Statutory Body) Name of Contact Person:.....

In Case of individual: Male Female Occupation (30 Characters):.....

Father/Husband's Name:.....

Mother's Name:.....

CONTACT DETAILS

Address:.....

City:..... Post Code:..... State/Division:..... Country:..... Telephone:.....

Mobile:..... Fax:..... Email:..... NID:.....

PASSPORT DETAILS

Passport No.:..... Issue Place:..... Issue Date: Expiry Date:

BANK DETAILS

Bank Name:..... Branch Name:..... Account No.

Routing No.

Electronic Dividend Credit: Yes No Tax Exemption (if any) Yes No TIN/Tax ID:.....

OTHERS INFORMATION

Residency: Resident Non Resident Nationality:..... Date of Birth:

Statement Cycle Code: Daily Weekly Fortnightly Monthly Others Please Specify:.....

Internal Ref. No. (To be filed in by COBL Participants):.....

In Case of Company:

Registration No. Date of Registration

JOINT APPLICANT (SECOND ACCOUNT HOLDER)

Name in Full (Up to 99 Characters):.....

Short Name of Account Holder (Insert full name starting with Title i.e. Mr./Mrs./Ms/Dr, abbreviate only if over 30 characters) Title i.e. Mr./Mrs./Ms/Dr

ACCOUNT LINK REQUEST

Would you like to create a link to your existing Depository Account? Yes No

If yes, then please provide the Depository Bo Account Code (8 Digits)

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NOMINEES HEIRS

If Account Holder(s) wish to nominate person(s) who will be entitled to receive securities outstanding in the account in the event of the death of the sole Account Holder/all the Joint Account Holders', a separate nomination Form-23 must be filled up and signed by all Account Holders and the nominees giving names of nominees, relationship with first account holder, percentage distribution and contact details. If any nominee is a minor, guardian's name, address, relationship with nominee has also to be provided.

POWER OF ATTORNEY (POA)

If Account Holders(s) wish to give a Power of Attorney (POA) to someone to operate the account a separate Form-20 must be filled up and signed by all Account Holders giving the name, contact details etc of the POA holder and a POA document lodged with the form.

TO BE FILLED IN BY THE STOCK BROKER/STOCK EXCHANGE IN CASE THE APPLICATION IS FOR OPENING A CLEARING ACCOUNT

Exchange Name: DSE Trading ID CSE Trading ID

PHOTOGRAPH

Please
Paste recent passport size
Photograph of 1st Applicant
or, Authorized Signatory
in case of Limited
Company only

1st Applicant or Authorized Signatory
In case of Ltd.Co. Only

Please
Paste recent passport size
Photograph of 2nd Applicant
or, Authorized Signatory
in case of Limited
Company only

2nd Applicant or Authorized Signatory
In case of Ltd.Co. Only

Please
Paste recent passport size
Photograph of Authorized
Signatory in case of Limited
Company only

Authorized Signatory
In case of Ltd.Co. Only

STANDING INSTRUCTIONS

I/we authorize you to receive facsimile (fax) transfer instructions for delivery: Yes No

DECLARATION

The rules and regulations of the Depository and CDBL Participant pertaining to an account which are in force now have been read by me/us and I/we have understood the same and I/we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. I/we also declare that the particulars given by me/us are true to the best of my/our knowledge as on the date of making such application. I/we further agree that any false/misleading Information given by me/us or suppression of any material fact will render my/our account liable for termination and further action.

Applicants	Name of Applicants/Authorized Signatories in case of Ltd. Co.	Signature with data
First Applicant		✓
Second Applicant		✓✓
3rd Signatory (Ltd. Co. only).		

SPECIAL INSTRUCTIONS ON OPERATION OF JOINT ACCOUNT

Either or Survivor Anyone can operate Any two will operate Jointly
 Account will be operated by.....with any one of the others.

INTRODUCTION

Introduction by an existing Account Holder of..... **Greenland Equities Ltd.**
 Depository Participant's Name

I confirm the identity, occupation and address of the applicant(s).....
 Introducer's Name

Account ID:

(Signature of the Introducer)

Authorized Signatory Accepting the Account



Greenland Equities Ltd.

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Terms & Conditions [Bye Laws 7.3.3 (c)]

Greenland Equities Ltd.
Depository Participant No. 21900

Dear Sir,

Please open a Depository account (BO Account) in my/our names(s) on the terms and conditions set out below. In consideration of **Greenland Equities Ltd.** (the "CDBL Participant") opening the account providing depository account facilities to me/us, I/we have signed the BO Account Opening Form as a token of acceptance of the terms and conditions set out below.

1. I/we agree to be bound by the Depositories Act, 1999, Depositories Regulations, 2000, The Depository (User) Regulations 2003, and abide by the Bye Laws and Operating Instructions issued from time to time by CDBL.
2. CDBL shall allocate a unique identification number to me/us (Account Holder BO ID) for the CDBL Participant to maintain a separate Account for me/us, unless the I/we instructs the CDBL Participant to keep the securities in an Omnibus Account of the CDBL Participant. The CDBL Participant shall however ensure that my/our securities shall not be mixed with the CDBL Participant's own securities.
3. I/we agree to pay such fees, charges and deposits to the CDBL Participant, as may be mutually agreed upon, for the purpose of opening and maintaining my/our account, for carrying out the instructions and for rendering such other services as are incidental or consequential to my/our holding securities in and transacting through the said depository account with the CDBL Participant.
4. I/we shall be responsible for:
 - (a) The veracity of all statements and particulars set out in the account opening form, supporting or accompanying documents;
 - (b) The authenticity and genuineness of all certificates and/or documents submitted to the CDBL Participant along with or in support of the account opening form or subsequently for dematerialization;
 - (c) Title to the securities submitted to the CDBL Participant from time to time for dematerialization;
 - (d) Ensuring at all times that the securities to the credit of my/our account are sufficient to meet the instructions issued to the CDBL Participant for effecting any transaction / transfer,
 - (e) Informing the CDBL Participant at the earliest of any changes in my/our account particulars such as address, bank details, status, authorizations, mandates, nomination, signature, etc.
 - (f) Furnishing accurate identification details whilst subscribing to any issue of securities.
5. I/we shall notify the CDBL Participant of any change in the particulars set out in the application form submitted to the CDBL Participant at the time of opening the account or furnished to the CDBL Participant from time to time at the earliest. The CDBL Participant shall not be liable or responsible for any loss that may be caused to me/us by reason of my/our failure to intimate such change to the CDBL Participant at the earliest.
6. Where I/we have executed a BO Account Nomination Form
 - a) In the event of my/our death, the nominee shall receive/draw the securities held in my/our account
 - b) In the event, the nominee so authorised remains a minor at the time of my/our death, the legal guardian is authorised to receive/draw the securities held in my/our account.
 - c) The nominee so authorised, shall be entitled to all my/our account to the exclusion of all other persons i.e., my/our heirs, executors and administrators and all other persons claiming through or under me/us and delivery of securities to the nominee in pursuance of this authority shall be binding on all other persons.
7. I/we may at any time call upon the CDBL Participant to close my/our account with the CDBL Participant provided no instructions remain pending or unexecuted and no fees or charges remain payable by me/us to the CDBL Participant. In such event I/we may close my/our account by executing the Account Closing Form if no balances are standing to my/our credit in the account. In case any balances of securities exist in the account the account may be closed by me/us in one of the following ways:
 - (a) By rematerialization of all existing balances in my/our account;

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- (b) By transfer of all existing balances in my/our account to one or more of my/our other account(s) held with any other CDBL Participant(s);
- (c) By rematerialization of a part of the existing balances in my/our account and by transferring the rest to one or more of my/our other account(s) with any other CDBL Participant(s);
8. CDBL Participant covenants that it shall
- a) act only on the instructions or mandate of the Account Holder or that of such person(s) as may have been duly authorized by the Account Holder in that behalf.
- b) not effect any debit or credit to and from the account of the Account Holder without appropriate instructions from the Account Holder.
- c) maintain adequate audit trail of the execution of the instructions of the Account Holder.
- d) not honour or act upon any instructions for effecting any debit to the account of the Account Holder in respect of any securities unless:
- (i) Such instructions are issued by the Account Holder under his signature or that of his/its constituted attorney duly authorized in that behalf,
- (ii) The CDBL Participant is satisfied that the signature of the Account Holder under which instructions are issued matches with the specimen of the Account Holder or his / its constituted attorney available on the records of the CDBL Participant;
- (iii) The balance of clear securities available in the Account Holder's account are sufficient to honour the Account Holder's instructions.
- e) furnish to the Account Holder a statement of account at the end of every month if there has been even a single entry or transaction during that month, and in any event once at the end of each financial year. The CDBL Participant shall furnish such statements at such shorter periods as may be required by the Account Holder on payment of such charges by the Account Holder as may be specified by the CDBL Participant. The Account Holder shall scrutinize every statement of account received from the CDBL Participant for the accuracy and veracity thereof and shall promptly bring to the notice of the CDBL Participant any mistakes, inaccuracies or discrepancies in such statements.
- f) promptly attend to all grievances / complaints of the Account Holder and shall resolve all such grievances / complaints as it relate to matters exclusively within the domain of the CDBL Participant within one month of the same being brought to the notice of the CDBL Participant and shall forthwith forward to and follow up with CDBL all other grievances / complaints of the Account Holder on the same being brought to the notice of the CDBL Participant and shall endeavour to resolve the same at the earliest.
9. The CDBL Participant shall be entitled to terminate the account relationship in the event of the Account Holder:
- (a) Failing to pay the fees or charges as may be mutually agreed upon within a period of one month from the date of demand made in that behalf;
- (b) Submitting for dematerialization any certificates or other documents of title which are forged, fabricated, counterfeit or stolen or have been obtained by forgery or the transfer whereof is restrained or prohibited by any direction, order or decree of any court or the Securities and Exchange Commission;
- (c) Commits or participates in any fraud or other act of moral turpitude in his / its dealings with the CDBL Participant
- (d) Otherwise misconducts himself in any manner.

10. Declaration and Signature

I/we hereby acknowledge that I/we have read and understood the aforesaid terms and conditions for operating Depository Account (BO Account) with CDBL Participant and agree to comply with them.

Applicants	Name of Applicants/Authorized Signatories in case of Ltd. Co.	Signature with data
First Applicant		✓
Second Applicant		✓✓
3rd Signatory (Ltd. Co. only).		



Greenland Equities Ltd.

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CDBL Bye
Laws form 23

BO Account Nomination Form

Please complete all details in **CAPITAL** letters. Please fill all names correctly. All communications shall be sent to the correspondence address of only the First Named Account Holder as specified in BO Account Opening Form-02.

Application No.

Date:

Name of CDBL Participant (up to 99 Characters) Greenland Equities Ltd.	CDBL Participant ID
BO ID No.: <input type="text"/>	<input type="text"/>
Name of Account Holder (Insert full name starting with Title i.e. Mr./Mrs./Ms./Dr, abbreviate only if over 30 characters)	
<input type="text"/>	

I/we nominate the following person (s) who is/are entitled to receive securities outstanding in my/our account in the event of the death of the sole holder / all the joint holders.

1. Nominee/Heirs Details

Nominee 1

Name in Full.....

Short Name of Nominee (Insert full name starting with Title i.e. Mr./Mrs./Ms./Dr, abbreviate only if over 30 characters) Title i.e. Mr./Mrs.

Relationship with A/C Holder..... Percentage (%).....

Address.....

City:..... Post Code:..... State/Division:..... Country:..... Telephone:.....

Mobile:..... Fax:..... E-mail:..... NID No.....

Passport No:..... Issue Place:..... Issue Date:..... Expiry Date:.....

Residency: Resident Non Resident Nationality:..... Date of Birth

Guardian's Details (if Nominee is a Minor)

Name in Full.....

Short Name (Insert full name starting with Title i.e. Mr./Mrs./Ms./Dr, abbreviate only if over 30 characters)

Relationship with Nominee:..... Date of Birth of Minor Maturity Date of Minor

Address.....

City:..... Post Code:..... State/Division:..... Country:..... Telephone:.....

Mobile:..... Fax:..... E-mail:..... NID No.....

Passport No:..... Issue Place:..... Issue Date:..... Expiry Date:.....

Residency: Resident Non Resident Nationality:..... Date of Birth

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CDBL Bye
Laws form 20

Power of Attorney (POA) Form

Please complete all details in **CAPITAL** letters. Please fill all names correctly. All communications shall be sent to the correspondence address of only the First Named Account Holder as specified in BO Account Opening Form-02.

Application No.

Date:

Name of CDBL Participant (up to 99 Characters) Greenland Equities Ltd.	CDBL Participant ID
BO ID No.: <input type="text"/>	<input type="text"/>
Name of Account Holder (Insert full name starting with Title i.e. Mr./Mrs./Ms./Dr, abbreviate only if over 30 characters)	
<input type="text"/>	

Power of Attorney Holder's Details	
Name in Full.....	
Short Name Power of Attorney (Insert full name starting with Title i.e. Mr./Mrs./Ms./Dr, abbreviate only if over 30 characters)	Title i.e. Mr./Mrs.
<input type="text"/>	<input type="text"/>

1. Power of Attorney Holder's Contact Details:

Address.....	
City:.....	Post Code:..... State/Division:..... Country:..... Telephone:.....
Mobile:.....	Fax:..... E-mail:..... NID No.....

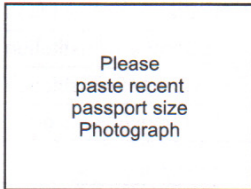
2. Power of Attorney Holder's Passport Details:

Passport No:.....	Issue Place:.....	Issue Date:.....	Expiry Date:.....
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3. Others Information of Power of Attorney Holder

Residency: Resident <input type="checkbox"/> Non Resident <input type="checkbox"/> Nationality:.....	Date of Birth <input type="text"/>
Power of Attorney Effective From <input type="text"/>	To <input type="text"/>
Remarks (Insert reference to POA document i.e. Specific POA or General POA etc).....	
<input type="text"/>	

4. Photograph of Power of Attorney Holder



(POA Holder)

5. DECLARATION

The rules and regulations of the Depository and CDBL Participant pertaining to an account which are in force now have been read by me/us and I/we have understood the same and I/we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. I/we also declare that the particulars given by me/us are true to the best of my/our knowledge as on the date of making such application. I/we further agree that any false/misleading information given by me/us or suppression of any material fact will render my/our account liable for termination and further action.

Applicants	Name of Applicants / Authorized Signatories in case of Ltd. Co.	Signature with Date
POA Holder		
First Applicant		✓
Second Applicant		✓
3rd Signature (Ltd. Co. Only)		

“শেয়ার বাজারে বিনিয়োগ ঝুঁকিপূর্ণ, জেনে ও বুঝে বিনিয়োগ করুন”



Greenland Equities Ltd.

TREC No.18, REG No: 3.1/DSE 18/2006/121
(Corporate Shareholder of Dhaka Stock Exchange)

Head Office : Suite No-191, Level-10, DSE Tower, Plot # 46
Road # 21, Nikunja-2, Dhaka-1229.
Phone: +88 02 4104 0142-4

Email: customerservicesgreenland@gmail.com, Web: www.greenlandbd.com

KYC PROFILE FORM

Customer Account No.:

(Under FORM-II)

Date:

BO ID No.:

Account Type: Individual Joint Holder Institution Company

Name of the Account Holder(s).....

Occupation (with Joint Account Holder's, if any):.....

Name of MD/CEO (In case of Company or Institution or Firm):.....

Nature of Business (In case of Company or Institution or Firm):.....

Source of Fund Details:.....

Describe in Detailed, how source of fund was verified:.....

Approximate amount of transaction: Daily Monthly Annual

Describe in detailed as to whether the account holder: Director sponsor

Politically exposed person (PEP): Influential Person: Senior Management of an International Organization:

Details of Information/Documents of the Account Holder(s):

Sl.	Nature of Documents	Number	Photocopy Obtained		Applicable for
			Yes	No	
01.	National ID				Individual (if any)
02.	Passport				Individual (if any) or NRB or NR or Foreigner
03.	Visa/Residential Permit and Work Permit				NRB or NR or Foreigner
04.	Birth Certificate				Individual (if any)
05.	Driving License				Individual (if any)
06.	Bank Account with supporting Document				Individual or NRB or NR or Foreigner
07.	NID/Birth Certificate/Passport				Nominee
08.	NID/Birth Certificate/Passport				Authorized Person
09.	Registration Certificate				Firm/Company/Institution
10.	Date of incorporation				Firm/Company/Institution
11.	Memorandum of Association				Company/Institution
12.	Articles of Association				Company/Institution
13.	Trade License				Firm/Company/Institution
14.	TIN				Firm/Company/Institution
15.	VAT Registration				Firm/Company/Institution
16.	Particular of Directors				Company/Institution

Comments (if any):.....

Signature of Account Opening Officer with date & Seal

Signature of Authorized Officer/ MD/ CEO with date & Seal

Signature of the Officer performing review and update, with date & Seal

When was the information related to the Account last reviewed and updated?

if any, details with comments:.....

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Regular BO হিসাব খোলার জন্য প্রয়োজনীয় ডকুমেন্টস

BO আবেদনকারী ব্যক্তি শ্রেণীর হলে:

১. আবেদনকারীর সদ্য তোলা ২ কপি পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে আবেদনকারীর নাম ও স্বাক্ষর দিতে হবে এবং Introducer কর্তৃক সত্যায়িত হতে হবে)।
২. ন্যাশনাল ID কার্ডের ফটোকপি (ID কার্ডে দেওয়া কার্ডধারীর অনুরূপ স্বাক্ষর ফটোকপিতেও দিতে হবে অথবা ব্যাংক সার্টিফিকেট দিতে হবে)।
৩. আবেদনকারী Joint Holder হলে তার সদ্য তোলা ২ কপি পাসপোর্ট সাইজের রঙিন ছবি এবং ন্যাশনাল ID কার্ডের ফটোকপি অথবা Valid পাসপোর্টের ফটোকপি (ছবির পেছনে Joint Holder এর নাম ও A/C Holder কর্তৃক সত্যায়িত হতে হবে)।
৪. MICR চেক পাতার Photocopy or Bank Certificate দিতে হবে।
৫. পাওয়ার অব এটর্নি করলে তার ১ কপি পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে পাওয়ার অব এটর্নি-এর নাম ও স্বাক্ষর দিতে হবে এবং A/C Holder কর্তৃক সত্যায়িত হতে হবে)। (প্রযোজ্য ক্ষেত্রে)
৬. নমিনীর NID কার্ড/পাসপোর্ট ফটোকপি ও ১ কপি পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে নমিনীর নাম ও স্বাক্ষর দিতে হবে এবং A/C Holder কর্তৃক সত্যায়িত হতে হবে)।

BO আবেদনকারী এক মালিকানা কারবার বা Sole Proprietorship হলে:

১. ব্যবসায়ের মালিকের সদ্য তোলা ২ কপি পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে মালিকের নাম ও স্বাক্ষর দিতে হবে এবং Introducer কর্তৃক সত্যায়িত হতে হবে)।
২. Valid ট্রেড লাইসেন্স এর ফটোকপি।
৩. ব্যবসায়ের মালিকের ন্যাশনাল ID কার্ডের ফটোকপি (ID কার্ডে দেওয়া কার্ডধারীর অনুরূপ স্বাক্ষর ফটোকপিতেও দিতে হবে)।
৪. ব্যাংক সার্টিফিকেট।

BO আবেদনকারী RJSC কর্তৃক নিবন্ধিত লিমিটেড কোম্পানী হলে:

১. কোম্পানীর স্মারকলিপি ও পরিমেল নিয়মাবলির ফটোকপি।
২. কোম্পানীর সার্টিফিকেট অব ইনকorporেশন এর ফটোকপি।
৩. কোম্পানীর বোর্ড রেজুলেশন এর কপি (রেজুলেশনে BO হিসাব খোলা, BO হিসাব পরিচালনাকারীর নাম ও শেয়ার বিনিয়োগ সংক্রান্ত সিদ্ধান্তের উল্লেখ থাকতে হবে)।
৪. BO হিসাব পরিচালনাকারীর ২ কপি সদ্য তোলা পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে হিসাব পরিচালনাকারীর নাম ও স্বাক্ষর দিতে হবে এবং Introducer কর্তৃক সত্যায়িত হতে হবে)।
৫. ব্যাংক সার্টিফিকেট।

BO আবেদনকারী NRB হলে:

১. আবেদনকারীর সদ্য তোলা ২ কপি পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে আবেদনকারীর নাম ও স্বাক্ষর দিতে হবে এবং Introducer কর্তৃক সত্যায়িত হতে হবে)।
২. Valid পাসপোর্ট ও ভিসার ফটোকপি।
৩. ব্যাংক সার্টিফিকেট (FC হিসাব), আবেদনকারীকে একটি লোকাল কারেন্সি হিসাবও খুলতে হবে।
৪. ওয়ার্ক পারমিট অথবা Salary Statement.
৫. আবেদনকারী ব্যবসায়ী হলে ব্যবসার অনুমোদন সংক্রান্ত দলিল পত্রাদি।
৬. পাওয়ার অব এটর্নি করলে তার ১ কপি সদ্য তোলা পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে পাওয়ার অব এটর্নি-এর নাম ও স্বাক্ষর দিতে হবে এবং A/C Holder কর্তৃক সত্যায়িত হতে হবে)। পাওয়ার অব এটর্নি, ৩০০/- টাকার ২টা স্ট্যাম্পে নোটারী পাবলিক দ্বারা সত্যায়িত করতে হবে।
৭. নমিনীর ১ কপি সদ্য তোলা পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে নমিনীর নাম ও স্বাক্ষর দিতে হবে এবং A/C Holder কর্তৃক সত্যায়িত হতে হবে)।
৮. আবেদনকারী Joint Holder হলে তার সদ্য তোলা পাসপোর্ট সাইজের ২ কপি ছবি এবং Valid পাসপোর্ট ও ভিসার ফটোকপি (Joint Holder কে NRB হতে হবে)।

BO আবেদনকারী সমবায় সমিতি, কোন ফান্ড, ট্রাস্টি ইত্যাদি হলে:

১. আবেদনকারীর গঠনতন্ত্রের ফটোকপি।
২. পরিচালনা পরিষদের তালিকা।
৩. রেজিস্ট্রেশন সার্টিফিকেট।
৪. Trusti deed (শুধুমাত্র ট্রাস্টি একাউন্ট এর জন্য)।
৫. বোর্ড রেজুলেশন (রেজুলেশনে BO হিসাব খোলা, BO হিসাব পরিচালনাকারীর নাম ও শেয়ার বিনিয়োগ সংক্রান্ত সিদ্ধান্তের উল্লেখ থাকতে হবে)।
৬. BO হিসাব পরিচালনাকারীর ২ কপি সদ্য তোলা পাসপোর্ট সাইজের রঙিন ছবি (ছবির পেছনে হিসাব পরিচালনাকারীর নাম ও স্বাক্ষর দিতে হবে এবং Introducer কর্তৃক সত্যায়িত হতে হবে)।
৭. BO হিসাব পরিচালনাকারীর ন্যাশনাল ID কার্ডের ফটোকপি (ID কার্ডে দেওয়া কার্ডধারীর অনুরূপ স্বাক্ষর ফটোকপিতেও দিতে হবে)।
৮. ব্যাংক সার্টিফিকেট।

BO ফি ৩০ জুনের মধ্যে পরিশোধ করুন।

আপনার BO একাউন্টটি সচল রাখুন।

১৮ বছর বয়সের উর্দে যে কোন সুস্থ নাগরিক একক নামে একটি এবং যৌথ নামে আরো একটি BO হিসাব খুলতে পারে।

শর্তপ্রযোজ্য যে কোন পরিস্থিতিতে কোম্পানীর সিদ্ধান্ত চূড়ান্ত বলে গণ্য হবে।

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