

## Required Documents

### Mandatory Documents & Criteria :

- Copy of Valid National ID, Passport, Driving License (locally issued).
- Copy of Valid Personal TIN, Tax return acknowledgement slip Current tax year.
- Original Letter of Introduction/ Pay slip/Salary Certificate and bank statement not older than 1 month.
- Completed CIB undertaking & inquiry form.
- Business Card (Preferable) and copy of Office ID (Preferable).
- Recent two passport size color photographs with clear visibility duly signed by applicant & attested by source.
- All photocopy documents must be attested by the source & signed by the card applicant.
- CPV is mandatory from source.
- Minimum Salary Tk. 40,000 & Tk. 1 Crore net cr. txn in last 6 month for business person.

### Additional Documents

#### a) Salaried Person:

- Original Letter of Introduction/ Salary Certificate/ Pay-slip containing all required information & duly signed by authorized person of the company with Full Name, Designation & Department.
- Latest 3/6/12 months bank statement where monthly salary reflection exists.

#### b) Sole Proprietorship Business:

- Latest 6/12 months bank statement of business and personal account.
- Copy of Trade License proving 2 years of business existence accompanied by renewal copy.

#### C) Partnership Business:

- Latest 6/12 months bank statement of business and personal account.
- Copy of Partnership Deed (duly registered/ notarized).
- Copy of Trade License proving 2 years of business existence accompanied by renewal copy.

#### D) Director of Private Limited Company:

- Latest 6/12 months bank statement of business and personal account.
- Copy of Memorandum & Articles of Association.
- Copy of Certificate of Incorporation.
- Copy of latest Schedule-10.

#### E) Self-Employed Professionals:

- Latest 6/12 months bank statement of personal account.
- Valid copy of BMDC registration certificate for Doctors.
- Valid copy for Permission of Practice for Engineers, Consultants and Professionals from Appropriate Authority

#### F) Landlord/Landlady:

- Latest 6/12 months bank statement of personal account containing rent reflection (50% rent reflection for residence and 100% for commercial rent income).
- Copy of valid Land Ownership document (Holding Tax Receipt or any Govt. utility bill- Electricity/ Gas/ WASA).
- Copy of valid Rent Agreement / Rent Deed of Agreement.

#### G) Lien Card/Secured Card:

- Forwarding letter from concerned branch confirming security is already under Lien in the system & will no be roleues without card Div. Consend.
- FDR: Minimum FDR amount should be BDT 50,000. Cardholder must authorize bank to issue Tijarah card against his/her FD advice and concerned bank officer marked as Lien in core banking system so that the cardholder is not allowed to encash FD advice without concern of the Card Division.
- DPS: Minimum DPS amount should be BDT 50,000. DPS receipt to be handed over to Bank and DPS age should be at least 1 year.
- CC (Hypo & Pledge) loan holder can avail Tijarah card facilities but their last 1 year repayment history must be in regular status. Approved Tijarah limit must be backed by sufficient security/mortgage which will ensure Branch manager Branch forwarding letter confirming that loan mortgage shall remain tag with Tijarah Card.

#### H) RFCD Account Documentations

- Forwarding letter from concerned branch confirming security is already under Lien in the system.
- Security Copy with underlien seal-sign, customer signature of discharge SV done by branch, CBS underlien screenshot, Security Bank Statement.