



Name of The Account Holder

Client Account No.

BOIDNo.

Address

Phone

Email



Client Account Information Form

Whether the applicant is an officer or Director of any Stock Exchange/Listed company : Yes No

If yes, Name of Stock Exchange/Listed company :

Authorized Person

Name :
Address :
Signature of Authorized Person :
Date :

Photograph of the Authorized Person duly Attested by the Principal Applicant

Introducer

Name :	Client Code :
Address:	
Signature of Intoducer :	

Nominee

Name :	Client Code :
Address:	
Signature of Nominee :	Date :
Signature of First Applicant :	Date:

Photograph of the Authorized Person duly Attested by the Principal Applicant

I/We hereby accept your terms and conditions attached with this form and I/We declare that the information given is true and correct.

First Applicant

Name :	
Signature :	Date :

Joint Applicant

Name :	
Signature :	Date :

Authorized Signature :	BO A/C Operator's Signature :
Date :	Date :

7. 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)
8. 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 minor, guardians name, address, relationship with nominee has also to be provided.

9. Power of Attorney (POA)

If account holder(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.

10. 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 10 CSE Trading ID.....

11. Photograph

Please paste recent passport size Photograph of 1st Applicant or Authorized Signatory in case of Limited Co. Only

1st Applicant or Authorized Signatory in case of Ltd. Co.

Please paste recent passport size Photograph of 1st Applicant or Authorized Signatory in case of Limited Co. Only

2nd Applicant or Authorized Signatory in case of Ltd. Co.

Please paste recent passport size Photograph of 1st Applicant or Authorized Signatory in case of Limited Co. Only

Authorized Signatory in case of Ltd. Co. Only

12. Standing Instructions

 I/We authorize you to receive facsimile (fax) transfer instruction for delivery. Yes No
13. DECLARATION

The rules and regulations of the Depository and CDBL Participant pertaining to an account which are in force new 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 applicant / Authorized Signatories in case of Limited Co.	Signature with date
First Applicant		
Second Applicant		
3rd Signatory (Ltd Co. only)		

14. Special Instruction on operation of Joint Account

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

15. Introduction

Introduction by an existing account holder of Ace Capital Management Service Ltd.

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

 (Signature of Introducer)

 Account ID



Dear Sir,

Please open a Depository Account (BO Account) in my/our name (s) on the terms and conditions set out below. In Consideration of ACE Capital Management Service 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 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 BOID) 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 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 Percipient 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 at 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 Grenadian 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

- (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 Participants(s) ;
 - (c) By re-materialization 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 are sufficient to honour the account Holder's instructions.
 - (e) Furnish to the account Holder a statement of account at the end 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 misconduct's 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 Date
First Applicant		
Second Applicant		
3rd Signatory (Ltd. Co. only)		



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) : Ace Capital Management Service Limited	
Account holders BO ID <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text"/>	CDBL Participant ID <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="text"/>
Name of Account Holder (Insert full name starting with Title i.e. Mr./Mrs./Ms./Dr., abbreviated only if over 30 characters)	
<input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>	

Power of Attorney Holder's Details	
Name in full	
Name of Nominee (Insert full name starting with Title i.e. Mr./Mrs./Ms./Dr., abbreviated only if over 30 characters)	
<input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>	

1. Power of Attorney Holder's Contact Details

Address

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

Mobile Phone Fax..... E-mail

2. Power of Attorney Holder's Passport Details

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

3. Others Information of Power of Attorney Holder

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

Power of Attorney Effective Form To

Remarks (Insert reference to POA document i.e. Specific POA or General POA etc.):

4. Photograph of Power of Attorney Holder

Please paste recent passport size photograph

(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 Signatory (Ltd Co. only)		

Nominee 2

Name in Full of Account Holder (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.

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Relationship with A/C Holder Percentage (%)

Address

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

Mobile Phone Fax E-mail

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

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

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Guardian's Details (If Nominee is a Minor)

Name in Full of Account Holder (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.

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 Relationship with Nominee..... Date of Birth of Minor (DDMMYYYY)..... Maturity Date of Minor

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Address

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

Mobile Phone Fax E-mail

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

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

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2. Photograph of Nominees/Heirs

 Please paste recent
passport size Photograph

Nominee/Heir 1

 Please paste recent
passport size Photograph

Nominee/Heir 2

 Please paste recent
passport size Photograph

Guardian 1

 Please paste recent
passport size Photograph

Guardian 2

	Name	Signature
Nominee/Heir 1		
Guardian 1		
Nominee/Heir 2		
Guardian 2		
First Account Holder		
Second Account Holder		



Requirements for Opening BO Account

For Bangladeshi (RB) Applicant(s):

- ✓ Copy of National ID (NID) or of a Valid Passport Of 1st/Principal Applicant
- ✓ Copy of National ID(NID) of 2nd/Joint applicant (if any)
- ✓ Copy of National ID(NID) of nominee
- ✓ 3 (Three) copies Passport Size Photo of 1st /Principal Applicant
- ✓ 2 (Two) copies Passport Size Photo of 2nd /Joint Applicant (if any)
- ✓ 1 (One) copy Passport Size Photo of Nominee(duly attested by 1st/Principal Applicant)
- ✓ Bank Statement OR Bank Certificate OR MICR Cheque
- ✓ Power of Attorney /Authorization in TK 300/= Non-Judicial Stamp paper. (if any)

For Non-Resident Bangladeshi (NRB) Applicant(s):

- ✓ Copy of valid Passport or Social Security Card or Resident Card of Principal (and Joint, if any) Applicant
- ✓ Copy of Employment Certificate or Work Permit
- ✓ Local Bank Account Statement or Bank Certificate or MICR Cheque
- ✓ Copy of National ID (NID) of Power of Attorney
- ✓ Copy of National ID (NID) of Nominee
- ✓ 3 (Three) copies of Passport Size Photo of 1st/Principal Applicant
- ✓ 2 (Two) copies of Passport Size Photo of Power of Attorney (duly attested by 1st/Principal Applicant)
- ✓ 2 (Two) copies of Passport Size Photo of Nominee (duly attested by 1st/Principal Applicant)
- ✓ Power of Attorney /Authorization in TK 300/= Non-Judicial Stamp paper. (if any)

For Limited Company:

- ✓ Board Resolution for BO Account Open and Authorizing Representative to operate BO Account
- ✓ Certificate of Incorporation
- ✓ Memorandum & Article
- ✓ Copy of Trade License
- ✓ Copy of E-Tin Certificate
- ✓ Company's Bank Certificate OR Bank Statement
- ✓ 3 (Three) copies Passport Size Photo of Authorized person (duly attested by the Managing Director)
- ✓ Copy of National ID (NID) of the Chairman AND the Managing Director
- ✓ Copy of National ID (NID) of the Authorized Person (Duly Attested Company Chairman or Managing Director)

For Proprietorship Business:

- ✓ Copy of Trade License
- ✓ Copy of E-Tin Certificate
- ✓ Company's Bank Certificate OR Bank Statement
- ✓ 3 (Three) copies Passport Size Photo of Authorized person (duly attested by the Managing Director)
- ✓ Copy of National ID (NID) of Business Owner(s)
- ✓ Copy of National ID (NID) of the Authorized Person (Duly Attested by the Owner(s))



Signature Card

Please paste recent
 passport size Photograph

Client's Account No.

Date :

Name in Full of Account Holder

BO ID

Account Holder	Name	Signature
First Account Holder		
Joint Account Holder		
3rd Signatory (Ltd Co. Only)		
Authorized Person		

 Authorized Officer



Ace Capital Management Service Limited

TREC No. 16, Dhaka Stock Exchange Ltd

Room No. 611, Dhaka Stock Exchange Building
9/F, Motijheel C/A Dhaka-1000, Tel : 029568469

Email : info@acecapitalbd.com