

वृत्त वृत्तगं कर्तव्यं  
सकल वृत्त  
ACCOUNT OPENING FORM  
(CORPORATE ACCOUNT)



सिटीजन्स बैंक इन्टरनेसनल लि.  
Citizens Bank International Ltd.

वृत्त गं  
A/C No.

वृत्त  
BRANCH

दिनांक  
Date:

प्रति,  
Dear Sir

कृपया निम्नलिखित विवरणों के साथ अपने पुस्तिका में निम्नलिखित खाता खोलें।  
Please open in your book an account with undermentioned title.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> वर्तमान<br>Current                | <input type="checkbox"/> बचत<br>Savings                               | <input type="checkbox"/> अन्य<br>Others                  |
| <input type="checkbox"/> व्यक्तिगत<br>Individual Account   | <input type="checkbox"/> एकल स्वामित्व<br>Sole Proprietorship Account | <input type="checkbox"/> साझेदारी<br>Partnership Account |
| <input type="checkbox"/> नि. लि. खाता<br>Pvt. Ltd. Account | <input type="checkbox"/> पब्लिक लि. खाता<br>Public Ltd. Account       | <input type="checkbox"/> अन्य<br>Others                  |

मुद्रा  
Currency

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> नेपाल रुपैयाँ<br>NPR | <input type="checkbox"/> अमेरिकी डालर<br>USD | <input type="checkbox"/> अन्य<br>Others |
|---|--|---|

खाता नाम  
Account Name

पंजीकरण नं.  
Registration No.

पंजीकरण तिथि  
Registration Date

पान नं.  
PAN No.

व्यवसाय प्रकृति  
Nature of Business

पंजीकृत पता Registered Address	वर्तमान व्यवसाय पता Present Business Address	संचार पता Communication Address

फोन नं.  
Ph. number

पो. बॉक्स नं.  
P.O. Box No.

टेलीफोन/फैक्स नं.  
Telex/Fax number

ईमेल पता  
Email Address



# skf76 vftf; DaGwL; fdfGo lgodx?

- != vftf fnfx?\_n]; DalGwt vftf ; #fng kofhngsf nflu a}n]lbPsf]r}fa6 dfq cfkng]pgsf]pglx?sf]vftfa6 /sd len6g ; Sg}g\  
@= r}df ul/g]b:vtv a}n]lPsf]b:vtv gd}fcg; f/ xgk5{/ r}df s}Lx]k} ul/Pdf k/f b:vtvaf/f To; n]o{k}df]oft ugk5{.
- #= kl5Nn]ldlt / D}b} g}3}f r}x?sf]eQrf]Lul/g}5} .
- \$= a}af/f k}fg ul/Psf r}x-x?\_ vftf fnfs]; DklQ xg}v tLr}x-x?\_ n]o{vftf fnfx?n]; /Ift /Vgk}5} . vftf fnfx?n]tLr}x-x?\_ x/Pdf, r]l/Pdf j f c}o s}g]klg tl/sfa6 e}rf]b:vtv eO{eQrf]LePdf a}n]o{h}j k}b}Lagfpg k}Og}5} .
- %= r}sf]eQrf]L/}sf ug}8c/sf]lgb}zgn]o{a}n]k}hs}t ug}5}, t/ sysb}l}rt}eQrf]Lxg uPdf a} To; sf]h}j k}b}Lxg}5} .
- ^= vftf fnfx?\_ :j od}sf]l}h}d}af/df dfq sn}zgsf nflu r} :j Is/ ul/g} . To:tf]r}x?sf]oyf; De} ; f}w}gLtyf lz3}tsf; fy eQrf]Lng] k}f; a}n]ug}5}, t/ s}g}l}9n]o{tyf x}g}g}5}; fgLePsf]v08df To; sf]l}h}d}j f/La}n]l}ng}5} . vftdf h}d}f ul/g}cl3 ; a}r} tyf sfuhftx?n]o{ /}v}st ul/g'c}f} Zos 5 . vftdf /sd h}d}f ul/Psf]ePtf k}g r}j f}ktsf]/sdsf]eQrf]Lk}ft geP; Dd /sd len6g k}Og}5} . /sd eQrf]LgeO{ cPsf]v08df u}k}x?sf]vftfa6 To:tf]/sd vr{n}v]g]clwsf/ a} ; # ; /Ift /xg}5} .
- &= u}k}ssf]vftdf h}d}f tyf vr{ePsf]/s}dn]o{z4}tsf; fy clen}v ug}sf]df a}n]k}'k}' W}g l}g}5}, t/ sf/Ofa; s}g}ulNt ePsf]v08df l}g}f ; #}g} vftf ; d}of}hg u/L; Rof}g]/ u}k}x-x?\_ ; #}ng af}Lc}zh ug]clwsf/ a}n]o{xg}5} .
- \*= vftf fnfx?\_ sf]7}uf}g} s}g}kl}j t}g ePdf To; sf]h}gsf/Lt}Tsfn a}n]o{l}bgk}5} . lr6}7}kq, /ld6}f; c}lb x:tf}G/O}sf nflu x}hs tyf o:t}sf}o}f} ; #}g} Ph}6x?n]o{vftf fnfx?\_ sf]Ph}6} d}f}gg}5} / l}9n]o{c}k}F c}lb s}/sf nflu a}n]s}g}kl}g b}lo}j :j Is}g}5} .
- (= a}sf]t}k}af} lbOg]gub /l; b, r}, ; /I}o}k} c}lb a}sf]d}f}ot}k}ft clws{x?sf]b:vtv ePdf dfq k}df]oft d}f}gg}5} .
- !)= ; #}g} hf/Lu/Ls}g}j f ; a}lgodx?df yk ug}j f k}l}j t}g ug}; j #}ws/ a} ; # ; /Ift /xg}5} / To:tf k}l}j t}g j f yk lgodx? ; a}u}k}ssf nflu t}Tsfn nflu'xg}5} .
- !!= vftf ; G}f}h}ngs 9}uaf}6 ; #fng eO/x}5}f]5} e}G]a}n]o{n}fu}df j f c}o h}g; s}sf/Ofa6 k}' { #}g} lagf s}g}vftf a}b ug]clwsf/ a} ; # ; /Ift /xg}5} / o; f]ug}5}sf]s}/Ofa/}u}k}x-x?\_ n]o{at}o/xg a} a}V}b} x}g}5} .
- !@= k}b}5} vftsf nflu l}j z}f ; Vof 56}o}Psf]5} . vftf; DaGwL; a}sl; dsf]n}v}k}9L/ /sd h}d}f ub}f}j f len6b}f of]; Vof p}Nn}v ug}k}5} .
- !#= ; do; dodf a}af}6 lbOg]vftsf]l}j /Ofdf c}Oyf ePsf]h}gsf/L}l}j /Of k}7Psf]; ft -&\_ lbgleq xdf]n]o{k}ft gePdf ; f]l}j /Of b? :t ePsf]d}f}gg}5} .
- !\$= vftf v}f}g} cg'/f}v ub}f}tn p}Nn}v}t sfuhftx? ; #}g} ug}k}5} M

- c= Psn :j f}d}T}j vftf
- s\_ Psn :j f}d}T}j sf]l}nvt
- v\_ g} Is/O}f ul/Psf]k}df]o}k}qsf k}l}t}l}nk
- u\_ vftf ; #fns}sf]k}/ro
- 3\_ c}fos/ k}df]o}k}q

- cf= ; f}e}h}f/L vftf
- s\_ ; a}; f}e}h}f/lx?af/f x:tf}l}/t ; f}e}h}f/l}sf]k}q
- v\_ ; f}e}h}f/L; D}e}h}f}c}lwsf/k}qsf]k}l}t}l}nk
- u\_ ; f}e}h}f/Lbt}f/ g} Is/O}sf]k}df]o}k}q
- 3\_ vftf ; #fns}sf]k}/ro; DaGwL}sfuhft
- a\_ c}fos/ k}df]o}k}q

- 0= ; #}fut vftf M}g}D}gs'/fx?sf]k}df]o}ft k}l}t}l}nk\_
- s\_ s}l}k}l}sf]k}j G}w}k} tyf lgodf}nL
- v\_ vftf v}f}g}j}tyf ; #fng ug} DaGwL; #fns ; l}d}tsf]lg}O}6}
- u\_ 3/sf]7}uf}g} / k}f}g} g}Da/; l}x ; DalGwt ; #fnsx?af/f x:tf}l}/t ; #fnsx?sf]g}d}f}nL
- 3\_ s}l}k}Lbt}f}k}df]o}k}q
- a\_ vftf ; #fns}sf]k}/ro; DaGwL}sfuhft
- r\_ c}fos/ k}df]o}k}q

- 0f Sna; ; f}d}l}hs ; # ; #}y} tyf ; #}7}gx?sf]vftf-; a}sfuhftx? b}f}Jo-Rof]/6L af}6 k}df]o}ft x}g}k}g}j
- s\_ k}b}l}wsf/lx?sf]g}d}f}nL/ 7}uf}g}
- v\_ p}k}lgodx?sf]-l}j w}gsf]k}l}t}l}nk
- u\_ vftf v}f}g}j/ ; #fng ug}f}l}g}O}6}sf]k}l}t}l}nk
- 3\_ vftf ; #fng ug}f}l}g}O}m}o}l}Q}m?sf]g}d}
- a\_ bt}f}g}j Is/O}sf]k}df]o}k}q
- r\_ vftf ; #fng}sf]k}/ro; DaGwL}sfuhft
- s\_ s}l}k}l}sf]k}j G}w}k} tyf lgodf}nL
- v\_ vftf v}f}g}

g}f}M vftf v}f}g} c}p}f} s}kof ; Ssn sfuhftx? k}df]o}ft ug}5}f nflu ; fydf Nof}g}x}f}f} .

# GENERAL RULES FOR CORPORATE ACCOUNT

1. The constituent(s) can only withdraw sums from his/her/their account by means of cheque supplied to him/her them by the Bank for that particular account.
2. Cheques should be signed as per specimen signature supplied to the Bank and any alternation in the cheque must be authenticated by the drawer's full signature.
3. Post dated and stale cheques will not be paid.
4. Cheques issued by the Bank are the property of constituent(s) and they should take utmost care and keep in safe place under lock. The constituent(s) shall not hold the Bank liable if such cheques are misplaced, stolen or encashed in any way by fraudulent signature.
5. The Bank will register instructions from the drawer of a cheque for its payment, but it can not accept any responsibility in case such instructions are overlooked.
6. Collections are undertaken at the risk of the constituent(s) only. The Bank should endeavour to collect the cheques and the items as promptly and carefully as possible, but it can accept no responsibility in case of any delay or loss. All cheques and other instruments should be crossed before they are paid-in for credit of accounts. Uncleared items though credited in the account, shall not be available for being drawn against. The Bank shall have right to debit the customer's account, if they are not realised.
7. The Bank will take care to see that credit and debit entries are correctly recorded in the accounts of the constituents(s), 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 constituent(s). The Bank shall not be liable for any damage, loss, etc., to constituent(s) on such errors.
8. Any change in the address or constitution of the constituent(s) should be immediately communicated to the Bank. The post office and other Agents for delivery shall be considered Agents of the constituent(s) for all delivery of letters, remittances, etc., and no responsibility can be accepted by the Bank for delay, non-delivery, etc.
9. A receipt of moneys, cheques, securities, etc., on behalf of the Bank is valid only if signed by duly authorised officers.
10. The Bank reserves to itself the right to add to or alter any or all of the rules after notification and such altered or additional rules shall immediately thereafter be deemed to be binding on all constituent(s).
11. The Bank reserves to itself the right to close (without previous notice) any account which, in its opinion, is not satisfactorily operated upon or for any other reason whatsoever which shall not be incumbent on the Bank to disclose to the constituent(s).
12. A distinctive number is allotted to each account which should be quoted in all correspondence relating to the account and when making deposits or withdrawals.
13. Periodic statement of accounts shall be considered correct unless we receive from you in writing to the contrary within seven (7) days after dispatch thereof by us.
14. The following certified documents has to be submitted while requesting for opening of account:
  - I. Proprietorship Account:
    - (a) Declaration of Sole Proprietorship
    - (b) Copy of renewed Registration Certificate
    - (c) Identification paper of A/C operator(s)
    - (d) Income Tax registration/renewal certificate / PAN certificate
  - II. Partnership Account:
    - (a) Letter of Partnership duly signed by all partners
    - (b) Copy of Partnership Agreement/Deed
    - (c) Certificate of Partnership, Registration and Renewal
    - (d) Identification paper of A/C operator(s)
    - (e) Income Tax registration/renewal certificate
  - III. Account of Corporate Bodies: (Certified copy of:)
    - (a) Memorandum and Articles of the Company
    - (b) Resolution of Board of Directors to open and operate the account
    - (c) List of Directors duly signed by respective Directors with home address and phone numbers
    - (d) Company registration certificate
    - (e) Identification paper of A/C operator(s)
    - (f) Income Tax registration/renewal certificate
  - IV. Account of Clubs, Societies and Associations (all documents to be duly certified by charity):
    - (a) List of Office Bearers and Addresses
    - (b) Copy of By-Laws/constitutions
    - (c) Copy of Resolution to open and operate the Account
    - (d) Name and signature of persons authorised to operate the account
    - (e) Certificate of Registration and Renewal
    - (f) Identification paper of A/C operator(s)

(Note: Please submit the original document while opening A/C, for verification purpose.