



**NEPAL SBI BANK LIMITED**  
.....Branch

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Date: \_\_\_\_\_

Proprietorship

Partnership

**ACCOUNT NUMBER**

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Currency of Account :  NPR  Other currency (please specify) \_\_\_\_\_

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

**ACCOUNT OPENING FORM FOR PROPRIETORSHIP AND PARTNERSHIP FIRMS**

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

**FOR PROPRIETARY ACCOUNTS**

I, the undersigned \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
running business under the name of \_\_\_\_\_

or  
hereby apply to open a Current Account in the name of the above mentioned firm and until written notice from me / any of us to the contrary, please regard the undersigned as the sole proprietor and honour my instructions.

Residential Address of the Proprietor  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Proprietor

**FOR PARTNERSHIP ACCOUNTS**

We, the undersigned being individual Partners of \_\_\_\_\_ hereby request and authorize you to open a Bank account in the name of the above firm and until we give you notice to the contrary in writing to treat and consider the undersigned as fully empowered to act on behalf of our said partnership firm for all transactions with your Bank and in particular

- (i) to make/draw/accept and endorse cheques in order for payment, bills of exchange and promissory notes on behalf of our said partnership firm including cheques or order in favour of any or either of us
- (ii) to sign orders for the withdrawal of all items lodged with you or money held on deposit or other account with you in the partnership name
- (iii) to instruct you with regard to any account or banking transaction of the partnership;

and you are further authorized and empowered to charge the amount of all such cheques, orders for payment, bills of exchange and promissory notes to the debit of our said partnership account with your Bank whether the said account is in credit or overdrawn at the time such cheques, orders for payments, bills of exchange and promissory notes are duly presented, any running finance which may from time to time be created on the said partnership account being our joint and several liability for repayment of any finance with return, interest/mark-up.

The account will be operated by \_\_\_\_\_ and/or \_\_\_\_\_,  
 \_\_\_\_\_ (Mode of Operation) until you receive instructions from us to the contrary.

\_\_\_\_\_  
 Signature  
 Name  
 Residential Address in full  
 (with house and ward no.):

\_\_\_\_\_  
 Signature  
 Name  
 Residential Address in full  
 (with house and ward no.):

\_\_\_\_\_  
 Signature  
 Name  
 Residential Address in full  
 (with house and ward no.):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

No. \_\_\_\_\_

No. \_\_\_\_\_

No. \_\_\_\_\_

**DETAILS OF THE FIRM**

Registered Address	Operating Address (If different from registered address)

Nature of Business : \_\_\_\_\_

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

Tax/PAN

Date of Establishment          
 Y Y Y Y M M D D

**INTRODUCTION OF ACCOUNT**

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

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

**SOURCE OF FUNDS**

Source of Funds	Last Year Actual (Rs.)	Estimated for Current Year (Rs.)
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) \_\_\_\_\_

2. Account Statement Frequency :  Monthly  Quarterly  Half Yearly

3. Account Statement delivery:  Post  Courier  Collect

4. 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

## DOCUMENTS REQUIRED FOR OPENING THE ACCOUNT

For both Proprietary and Partnership Firms :

- (i) Firm registration certificate
- (ii) Income tax registration certificate / PAN number of the firm
- (iii) Photo identity document of the proprietor or all the partners

Additional documents required for Partnership Firms

- (i) A copy of partnership deed
- (ii) Authority to operate the account if not contained in the partnership deed.

## 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-

Officer in Charge-Deposit \_\_\_\_\_ 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 therefore 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 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.

