



## **Documents Required**

Dec 12, 2011

Following are the documents required for opening account with us.

### **For Personal Accounts**

1. Clear Name and surname
2. Name of father or husband
3. Name of Grandfather or father-in-law
4. Permanent address (Supporting documents are to be submitted. Such documents may be Certificate of Citizenship, National ID Card, Passport, electricity and water bill and location map prepared by bank staff on site visit (if necessary), voter identity Card, land ownership document etc.)
5. Temporary Address
6. Date of birth
7. Telephone number both land line and mobile number (if available)
8. Copy of Citizenship/passport (number and description)
9. Copy of identity card in case of an employee of the Government of Nepal or of the entity owned by the Government of Nepal.
10. Registration certificate from Indian Embassy in case of Indian national
11. Photo
12. Other required documents (may be specified from time to time)

### **For Partnership or Proprietorship firm:**

1. Name of the firm
2. Address
3. Telephone/mobile number (if available)
4. Name and address of all partners (including phone number)
5. Photos, copy of citizenship certificate or National ID Card and three generation details of all partners
6. Firm registration certificate
7. Partnership Deed
8. In case of partnership firm, authorization letter regarding operation of financial and administrative transaction.
9. Other required documents (may be specified from time to time)

### **For Companies:**

1. Name of company
2. Address of head office.
3. Full address (including phone, fax)
4. Certificate of incorporation and Operating license, Memorandum of Association and Article of Association
5. Name and address of Board of directors (phone number, if available)
6. Photos, copy of citizenship certificate or National ID Card and three generation details of all members of the Board of Directors.
7. Board resolution authorizing opening and operation of the account
8. Authorization by Board of directors to Chief Executive Officer or other officer for conducting financial transactions.
9. Other required documents (may be specified from time to time)

**For Club/Non-governmental Organization:**

1. Name of Club and Non-governmental Organization
2. Address
3. Certification of registration
4. Constitution of the Organization or clubs.
5. Name and address of Executive committee (telephone No. if available)
6. Telephone Number
7. Executive committee's decision regarding opening of account
8. Photos, copy of citizenship certificate or National ID Card and three generation details of all directors/members of working committee of club and Nongovernmental Organization
9. Authorization for the operation of accounts financial transactions.
10. Other required documents (may be specified from time to time)

**For Cooperatives:**

1. Name of Institution
2. Address
3. Telephone Number (if available)
4. Constitution
5. Name and address of Board of Directors (telephone number, if available)
6. Photos, copy of citizenship certificate or National ID Card and three generation details of Board of Directors.
7. Certificate of Registration
8. Board's resolution regarding opening of account and authorization to conduct financial transactions.
9. Other required documents (may be specified from time to time)

**For Public and Private Trust (Guthi):**

1. Name
2. Address
3. Telephone Number (if available)
4. Constitution of the trust
5. Agreement relating to the establishment of the Trust.
6. Name and address of management trustee.
7. Photos, copy of citizenship or National ID Card and detail of three generation of all trust members.
8. Certificate of Registration
9. Name and address of member of Board/Management Committee.
10. Resolution of Board/Management committee regarding opening of account and authorization to conduct financial transactions.
11. Other required documents (may be specified from time to time)

**For School, Campus or other educational entity:**

1. Name of School or Campus
2. Address
3. Constitution or Memorandum of Association and Article of Association
4. Certificate of Approval
5. Name, address, telephone number, photo, copy of citizenship certificate or National ID Card and three generation detail of chief executive of the School or Campus.
6. Name and address of member of Board/Management committee (telephone number if available).
7. Resolution of Board/Management committee regarding opening of account and authorization to conduct financial transactions.
8. Other required documents (may be specified from time to time)

**For International Non-governmental Organization:**

1. Name of Organization
2. Address
3. Copy of agreement with Social Service National Coordination Council, if available.
4. Copy of agreement with Nepal Government, if any.
5. Recommendation letter from concerned country or embassy.
6. Charter of the organization
7. Name, address, telephone number, photos, copy of passport or citizenship certificate or National ID of two principal executives of the organization and documents confirming the address.
8. Name, address, photos, copy of citizenship/passport/National ID Card of representative or chief appointed by the Nepal office of such organization and documents confirming the address.
9. Organization's authorization to open account and authorization for financial transactions.
10. Other required documents (may be specified from time to time)

**For Foreign Individual:**

1. Name, family name and address.
2. Name of father or husband
3. Copy of the valid visa
4. Copy of passport
5. Recommendation letter of the organization s/he is working in (if an employee)
6. Address and contact place in Nepal
7. Other required documents (may be specified from time to time)

**For Foreign Company:**

1. Documents relating to incorporation of the foreign company.
2. Memorandum of Association and Articles of Association of the company.
3. Letter of authorization to open account and authorization to conduct financial transaction provided by the foreign (*parent*) company.
4. Documents confirming registered and business address.
5. Name, address, telephone number and photos of two principal executives of foreign company and documents confirming the address.
6. Address in Nepal and contact person.
7. Business permit issued by the Government of Nepal
8. Other required documents (may be specified from time to time)

**For Diplomatic Mission/Embassy:**

1. Letter of Mission/Embassy
2. Authorization of operation of the account
3. Name, address, photo of the account operator and documents confirming the address.
4. Other required documents (may be specified from time to time)

**For Non-Resident Nepalese:**

1. Name, surname and address.
2. Name of father or husband three generation Details
3. Documents disclosing source of income
4. Agreement with employer organization/Appointment letter.
5. Copy of Citizenship/ passport / National ID Card
6. Address and contact place in Nepal.
7. Other required documents (may be specified from time to time)

**Note: The above list is not exhaustive and documents may vary depending on the constitution of the organization. For institutions, certified copies of the documents should be obtained.**

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