

**KYC Details for Corporate Account**

**Details of Account Holder:**

**(1) Name of the Institution:**

**(2) Address of Firm/Institution at the time of registration:**

District..... Municipality/V.D.C. ....

.....Ward No. .... Area / Village .....

House No. .... Telephone No. ....

**(3) Firm/Institution Registration Certificate:**

Registration No. .... Office of Registration: .....

Date of Registration: .....

(Requirement of serial no. 3 shall not apply to institutions established under Special Acts)

**(4) Current Address:**

District.....Municipality/V.D.C.....

Ward No.....Area / Village .....

House No. .... Telephone No.....

**(5) Working Area :**

**(6) Type of Business:**

**(7) Number of branches and addresses:**

**(8) Permanent Account Number:**

**(9) Details of Directors and CEO:**

S.N.	Designation	Name	Permanent Address	Temporary Address	Tele/Cell no.	Father's Name	Grandfather's Name
1.							
2.							
3.							

**(10) Additional Information (if any) of affiliation/association of directors & CEO**

<b>S. No.</b>	<b>Institution</b>	<b>Address</b>	<b>Designation</b>	<b>Phone No.</b>	<b>Fax No.</b>	<b>Website</b>	<b>Estimated annual income / remuneration</b>
1.							
2.							
3.							

Following documents as per the nature of customer, account type and transaction must be obtained. Additional information on need basis can be obtained by conducting interview of the customer.

- (a) Certified copy of registration certificate of company/firm/institution.
- (b) Certified copy of MOA/AOA/By Laws.
- (c) Latest audited financial statements.
- (d) Latest tax clearance certificate.
- (e) Obtained with recent passport size photograph of CEO and Directors.
- (f) Certified copy of citizenship of directors and CEO. In case of foreigner, obtain a copy of passport.

*Note: Obtain personal details of account operator only in case of Nepal Government or office/institution under Nepal Government, firm/institution established under special act, public sector entities, banks financial institutions, UN/offices and diplomatic missions including embassies .*