



Bangladesh Investment
Development Authority



'Investment is Priority'

Bangladesh Investment Development Authority
Prime Minister's Office

No.: 03.08.2680.213.06.756.2021. 39

Date: 28 April, 2022

Circular

Subject: Guideline for Opening a Temporary Bank Account by Foreign Investors through Online One-Stop Service Platform of Bangladesh Investment Development Authority (BIDA), 2022.

1.0 Background: The Bangladesh Bank has given the approval to open an online bank account for easing the doing business and accelerating the investment-friendly banking system (BRPD Circular Letter no: 16; dated 11 March 2021). In continuation of this circular, the Bank further gave directions for opening temporary bank accounts through online arrangements for foreign direct investment in Bangladesh (FE Circular Letter No. 11; dated 17 May 2021). Correspondingly, the Bangladesh Investment Development Authority (BIDA) has decided to issue a guideline deciding the procedures for the opening of temporary bank account by foreign investors through the Online One-Stop Service Portal (OSSP) of BIDA. The following guideline has been prepared to operationalize the system of opening a temporary bank account by foreign investors through the Online One Stop Service Portal of BIDA.

2.0 Name of the guideline: The guideline will be termed as: '**Guideline for Opening a Temporary Bank Account by Foreign Investors through the Online One-Stop Service Portal (OSSP) of Bangladesh Investment Development Authority (BIDA), 2022**'. Henceforth, it will be stated as '**Guideline**'.

3.0 Date of execution of the guideline: The **Guideline** will come into force from the date of issue.

4.0 Opening a temporary account: Based on an acceptable documentary set, the respective bank will open an account which will run temporarily. Foreign investor(s)/company(ies) may deposit money in this account. Initial valid costs for establishment of the company can be incurred from this account.

5.0 Documents needed for opening a temporary account: A foreign investor can open a temporary account by providing the following documents to Bank:

1. Name Clearance Certificate;
2. Details of investor (Address, Photo, Copy of Passport, etc.);
3. If the investor is a company, the ultimate beneficiary, and detail of proposed directors (Address, Photo, Copy of Passport, etc.);
4. Duly filled up account opening form;

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5. Details of the authorized signatories/promoters to withdraw funds for company formation related matters;
6. Copy of draft Memorandum & Article of Association (optional);
7. Board resolution/Notarized Power of Attorney in favour of the authorized person by the promoters of the proposed company (optional).

6.0 Opening of a regular account: Upon registration/commencement of the business, a new account in the name of the company needs to be opened following the usual procedure ensuring submission of all necessary documents mentioned below and full Know Your Client (KYC) process. However, an account opened previously should be closed immediately and balances lying therein shall be transferred to the new account accommodating regular transactions.

7.0 Documents needed for opening of a regular account: The following Customer Due Diligence (CDD) must be observed for opening a regular account from a temporary account:

1. Duly completed account opening form;
2. Duly completed specimen signature card;
3. Particulars and information relating to all directors/authorized signatory duly certified by the Chairman/Company Secretary;
4. Extract of board resolution mentioning opening and operation of bank account duly certified by the Chairman/Company Secretary;
5. Certified copy of Certificate of Incorporation;
6. Certified copy of Memorandum and Articles of Association from RJSC&F;
7. Copy of Certificate of commencement of business applicable for public limited company;
8. Joint Venture Agreement (if any);
9. Two (02) Photographs of directors/ authorized signatories/ shareholder (duly attested);
10. Certified copy of Form XII from RJSC&F regarding updated list of directors;
11. Trade License & TIN;
12. BIN (optional);
13. Other documents required by Bank.

8.0 Account Management: The following procedures will be observed for the management of both the account:

- 8.1 A Memorandum of Understanding (MoU) (Annexure-1) will be signed between BIDA and the concerned banks to open the foreign investor's account through the Online One-Stop Service Platform of BIDA;

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- 8.2 A specified account opening form (Annexure-2) will be designed in the Online One-Stop Service Portal (<https://bidaquickserv.org>) of BIDA to open the foreign investor's account through the OSS Service Platform of BIDA. After submission of the filled-up form(s), and necessary documents in the OSS portal of BIDA, the form(s), information, and documents will be transferred through Application Programming Interface (API) to the respective bank. The respective bank will receive the form(s), information, and documents from the OSS portal of BIDA by developing its API. The respective bank will notify the customer about the opening of the bank account or any shortage of form(s), information, and documents through the OSS portal of BIDA using API. The OSS portal of BIDA will respond accordingly to the customer;
- 8.3 In case, the customer can not submit all the documents and decides not to proceed to regularize the account, the particular temporary account will be closed as per the bank's usual account closure process, and the remaining fund will be remitted out as per the customer's instruction applying CDD measures;
- 8.4 An account may be activated or closed upon receiving all necessary documents. If the account is closed, funds will be immediately transferred to the newly formed company account from a temporary account based on the request from the Authorized Signatories;
- 8.5 If a customer wants to close the regular account, the account will be closed as per the bank's usual account closer process;
- 8.6 If a customer wants to close business & remit out the remaining balance from the account maintained with the bank in Bangladesh, it will follow the guideline of regulatory bodies;

9.0 Right/Amendment/modification/Deletion: The Bangladesh Investment Development Authority reserves the right for any amendment, addition, change, deletion, and modification in the **Guideline** as and when required after consultation with the stakeholders.

Mohsina Yasmin
Executive Member

Investment Environment Services
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Distribution (not according to seniority):

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka.
2. Principal Secretary to the Honorable Prime Minister, Prime Minister's Office, Tejgaon, Dhaka.
3. Governor, Bangladesh Bank, Motijheel C/A, Dhaka.
4. Chairman, National Board of Revenue, Segunbagicha, Dhaka.
5. Senior Secretary, Finance Division, Bangladesh Secretariat, Dhaka.
6. Executive Chairman, Bangladesh Economic Zones Authority (BEZA), Prime Minister's Office, Plot: E-6/B, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207.
7. Senior Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
8. Senior Secretary, Prime Minister's Office, Tejgaon, Dhaka.
9. Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
10. Secretary, Economic Relations Division (ERD), Agargaon, Dhaka.
11. Secretary, Ministry of Industry, Industry Bhaban, Dilkusha C/A, Dhaka.
12. Secretary, Financial Institution Division, Bangladesh Secretariat Dhaka.
13. Chief Executive Officer, Bangladesh Public Private Partnership Authority, Plot E-13/B, Agargaon, Shere Bangla Nagar, Dhaka.
14. Executive Chairman, Bangladesh Export Processing Zones Authority (BEPZA), BEPZA Complex, House 19/D, Road-6, Dhanmondi R/A, Dhaka.
15. Managing Director, Bangladesh High Tech Park Authority, ICT Tower (9th Floor), E-14/X, Agargaon, Dhaka-1207.
16. Secretary, Bangladesh Investment Development Authority, Agargaon, Dhaka.
17. Registrar, Department of Patents, Designs & Trademarks, Ministry of Industries, 91, Motijheel C/A, Dhaka-1000.
18. Director General, Bangladesh Financial Intelligence Unit, Bangladesh Bank, Dhaka.
19. Deputy Director, Bangladesh Government Press, Tejgaon, Dhaka (With a request to print the circular in the next edition of Bangladesh Gazette and provide 50 copies of the publication to BIDA for official use).
20. Head of Delegation, European Union to Bangladesh, House-7, Road-84, Gulshan-2, Dhaka.
21. Country Head, International Finance Corporation (IFC), United House, 10 Bir Uttam Mir Shawkat Sarak, Dhaka 1212IFC
22. Chief Representative, JICA Bangladesh, 3rd Floor, Bay's Galleria, 57 Gulshan Avenue (CWS-A19), Gulshan-1, Dhaka-1212, Bangladesh.
23. Country Representative, JETRO, I-K Tower 3rd Floor, Plot No. CEN (A)-2, North Avenue, Gulshan-2, Dhaka-1212.



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24. President, FBCCI, 60, Motijheel C/A, Dhaka.
25. President, BGMEA, BGMEA Complex, House # 7/7A, Sector # 17, Block # H-1, Uttara, Dhaka - 1230.
26. President, MCCI, 122-124 Motijheel C/A, Dhaka.
27. President, DCCI, 65-66 Motijheel C/A, Dhaka.
28. President, FICCI, "Shama Homes", Apt. # C-3, House # 59, Road # 1, Block # I, Banani, Dhaka-1213.
29. President, BWCCI, Plot: 2, Floor: 2nd (Front Road of Gulshan-1 Post Office), Road: 23/ C, Gulshan-1, Dhaka 1212, Bangladesh.
30. President, CCCI, WTC Building, 102-103, Agrabad, C/A, Chittagong, Bangladesh.
31. Chairman, Association of Banks, Jabbar Tower (16th Floor), 42 Gulshan Avenue, Road-135, Dhaka-1212.
32. All Private Commercial Banks (Managing Director, _____,
33. All Bilateral Chambers (President/CEO, _____,

(Jibon Krishna Saha Roy)

Director

One Stop Service & Regulatory Reform

Telephone: +880 2 44826771

Email: dir.ossrr@bida.gov.bd

No.: 03.08.2680.213.06.756.2021.

Date: January, 2022

Copy for Kind Information:

1. Executive Chairman, Bangladesh Investment Development Authority (BIDA), Sher-E-Bangla Nagar, Agargaon, Dhaka-1207.
2. Executive Member, Investment Environment Services, Bangladesh Investment Development Authority (BIDA), Sher-E-Bangla Nagar, Agargaon, Dhaka-1207.
3. PS to the Honorable Adviser to the HPM on Private Industry and Investment, Bangladesh Investment Development Authority (BIDA), Sher-E-Bangla Nagar, Agargaon, Dhaka-1207.



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4. Office Copy.
5. Master File.

(Jibon Krishna Saha Roy)

Director

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Memorandum of Understanding

System Connectivity for the Purpose of Providing Services through Online One Stop Service

Bangladesh Investment Development Authority (BIDA) - 1st Party
and
[Name of the Commercial Bank] - 2nd Party

Date: dd/mm/yyyy (In English)

Date: dd/mm/yyyy (In Bangla)


Abu Zer Gifary Tamal
Assistant Director
Bangladesh Investment Development Authority
Prime Minister's Office
Govt. of the People's Republic of Bangladesh

Memorandum of Understanding (MoU)

Bangladesh Investment Development Authority (BIDA) is a statutory body of the Government of Bangladesh for providing facilitative services to private investment in Bangladesh-1st Party

and

[Name of the MD], Managing Director on behalf of the [Name of the Commercial Bank], registered under the Companies Act, 1994 and operated under the Banking Companies Act, 1991 and licensed by Bangladesh Bank, whose address is [Address of the commercial bank] - 2nd Party.


The Memorandum of Understanding (MoU) is signed with the consent of both the parties following the One Stop Service (Bangladesh Investment Development Authority) Rules, 2020 to fulfil the conditions for starting the operations of the online one stop service system.

1. Background:

Investment development is a special initiative of the present government which is being implemented by various government departments/agencies including BIDA by providing effective investment services. The government has enacted “One-Stop Service Act, 2018” and “One-Stop Service (Bangladesh Investment Development Authority) Rules, 2020” to provide relevant investment-related government services as a one-stop service (OSS) from a single window by making them hassle-free, fast and cost-effective. The Act states that all services mentioned in the Schedule- Kha shall be provided by a Central One- Stop Service Authority. The time limit has been preset for providing the one-stop services described in the Schedule- Ka of the One-Stop Service (Bangladesh Investment Development Authority) Rules, 2020. BIDA has developed an online OSS portal to provide online services to investors. The service providers will be able to provide investment-related services by observing respective regulations and following the OSS Rules. Investors can log in to this portal to avail required services. Henceforth, service providers must be integrated to the online system of Bangladesh Investment Development Authority (BIDA) to provide services. A formal document of mutual consent is required for providing investment-related services of different organizations through the online OSS system of the Bangladesh Investment Development Authority.

2. Purpose of the MOU:

This MoU describes the matters related to application, process, function, and condition for integrating the online system of BIDA with the online system of [Name of the Commercial Bank] for providing investment-related services. The MoU also defines modality, goal, and areas of collaboration and cooperation for building an integrated online OSS for investors.


Abu Zer Gifary Tamal
 Assistant Director
 Bangladesh Investment Development Authority
 Prime Minister's Office
 Govt. of the People's Republic of Bangladesh

3. Scope of work and areas of cooperation:

A) This Memorandum of Understanding (MoU) will enhance cooperation between BIDA and [Name of the Commercial Bank]. The Bank will provide the following services within the stipulated time observing the One-Stop Service (Bangladesh Investment Development Authority) Rules, 2020:

1. Opening of online bank account;
2. Other necessary services (if any).

B) BIDA and [Name of the Commercial Bank] will exchange mutual information through a server-to-server connection.

C) Data exchange system in XML or JSON format will be built based on Application Programming Interface (API). If necessary, formats/templates can be introduced based on the mutual agreement of both parties to make the OSS system more efficient and effective.

D) Necessary security measures will be taken while exchanging information through API.

E) BIDA and [Name of the Commercial Bank] will exchange relevant information through online for providing necessary services to investors.

F) Mutual information exchange will include:

- (1) BIDA and [Name of the Commercial Bank] will exchange *relevant information* through One Stop Service (OSS) system;
- (2) On-demand information of the parties;
- (3) The [Name of the Commercial Bank] will provide relevant information to BIDA's One Stop Service (OSS) system according to the need and demand of BIDA.

G) Both BIDA and [Name of the Commercial Bank] will engage their technical personnel for exchanging relevant information. Moreover, both organization will settle all technical and financial matters of respective organizations related to API connectivity.

H) The API and the accuracy of the information stored in the online system will be checked by a verification process.

I) [Name of the Commercial Bank] will provide data, information, documents, forms, and applications as per BIDA's requirement to use in BIDA's OSS system.

J) Both parties will exchange various reports, publications and other digital information for their mutual needs.

K) The 2nd Party will provide information to the 1st Party in a prescribed form, questionnaire, or document (suitable for data collection) prepared by the 1st Party to collect information for use in the OSS system.


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 Prime Minister's Office
 Govt of the People's Republic of Bangladesh

4. Management and Maintenance:

A) Both Parties will ensure in writing the nomination of a focal point officer and an alternate focal point officer for necessary communication and advantages for the effective development of the integrated online system. The responsibilities of the focal points will be:

- (1) Keep both parties informed of the integration process of the online system;
- (2) Keep both parties fully informed about all matters related to the exchange of information and the preparation of necessary reports for the timely disposal of pertinent matters;
- (3) Arrange meetings and review sessions in collaboration with both parties;
- (4) Evaluate and monitor the necessary reports of both parties;
- (5) Perform primary duties as the contact person for communication between the two parties.

B) Both parties will set up, maintain, repair, and develop their own IT systems at their own cost and will set up and maintain the necessary infrastructure for uninterrupted function of the online system.

C) The information of the change of the focal point of any party will be immediately communicated to the other party. All activities and information related to this MoU should be communicated to the new focal point officer.

D) Both parties will regularly attend meetings and resolve issues according to this MoU.

E) If required, Parties will inform each other for providing any information to a third party not a signatory to this MoU. Any information related to this MoU will only be provided to a third party with the mutual consent of the Parties.

5. General provisions:

A) **Proprietary:** The ownership and management of any intellectual property related to the Integrated Online OSS System will be the property of both parties.

B) **Funding:** This MoU does not pledge to provide any funding. However, both parties will settle such issues under their jurisdiction.

C) **Applicable law:** The interpretation and application of this MoU shall be governed by the existing laws and regulations of the country and the parties.

D) **Application:** If any part of this MoU conflicts with the prevailing rules and regulations, both parties will take appropriate action to change that part. In such a case, the remainder of the MoU will remain fully in force.


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E) Third Party Benefits-Rights: The parties shall neither create any benefit for any other entity, person, or third party nor this MoU shall create such a situation. The rights, responsibilities, and obligations outlined in this MoU shall only apply to the parties.

F) Confidentiality: No party shall disclose any relevant information directly or indirectly obtained from the other party to any third party without the written consent of the other party.

G) Risk Management: Necessary actions will be taken after a joint investigation of both parties for any damage of the online OSS system of the BIDA and [Name of the Commercial Bank] caused cautiously or negligently, intentionally or unintentionally, or accidentally by any party. No party will be exclusively responsible for any problems for implementing any agreed-upon activities within the scope of the MoU due to epidemic, reasons beyond control, man-made or natural calamities.

H) Amendment/Repeal: This MoU may be changed, amended/reformed, modified and repealed with the mutual consent of both parties. No party alone can change or repeal the MoU. A three (03) months prior notice must be served by one party to the other party for repealing the MoU and the matter can be settled based on mutual discussion and according to the existing rules and regulations.

I) Dispute Resolution: Any dispute that arises from this MoU will be resolved through mutual discussion between the representatives of both parties in the presence of the representatives of the concerned ministry/division/department.

J) Term: This MoU will be effective from the date of signing and will remain in force for 05 (five) years. The term of the MoU may be extended on the basis of the mutual consent of the parties.

L) Reporting Requirements: Both parties will be responsible for collecting, arranging, and disseminating information of the online OSS system along with preparing relevant reports information from the online OSS system, sorting, disseminating and creating relevant reports. Both parties will exchange existing reports, publications and other information for the mutual interest and development of the country.

6. Signature:

The parties to this MoU or their authorized representatives have read and understood the entire document including the terms and conditions. They have voluntarily and consciously signed the MoU on the day and date mentioned below to implement it.

The two original copies of the Memorandum of Understanding (MoU) have been signed on [Date in English] ([Date in Bangla]). The Memorandum of Understanding (MoU) will be effective immediately after signing by both parties and will be implemented on the basis of mutual agreement.


Abu Zer Gifary Tamal
 Assistant Director
 Bangladesh Investment Development Authority
 Prime Minister's Office
 Govt. of the People's Republic of Bangladesh

Signatory:

(In favor of BIDA)

Name:

Executive Member

Investment Environment Services

Bangladesh Investment Development
Authority (BIDA)

Prime Minister's Office

Biniyog Bhaban

Plot: E-6/B, Agargaon, Sher-E-Bangla
Nagar

Dhaka- 1207.

Phone (Office):

Email:

Web: www.bida.gov.bd

(In favor of [Name of the Commercial
Bank])

Name:

Managing Director

[Name of the Commercial Bank]

Address of the Commercial Bank:

Phone (Office):

Email:

Web:

Witness-1:

(In favor of BIDA)

Name:

Designation:

Department:

Bangladesh Investment Development
Authority (BIDA)

Prime Minister's Office

Biniyog Bhaban

Plot: E-6/B, Agargaon

Sher-E-Bangla Nagar

Dhaka- 1207.

Phone (Office):

Email:

Web: www.bida.gov.bd

(In favor of [Name of the Commercial
Bank])

Name:

Designation:

Department:

[Name of the Commercial Bank]

Address of the Commercial Bank:

Phone (Office):

Email:

Web:


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 Prime Minister's Office
 Govt. of the People's Republic of Bangladesh

Witness-2:

(In favor of BIDA)

Name:

Designation:

Department:

Bangladesh Investment Development

Authority (BIDA)

Prime Minister's Office

Biniyog Bhaban

Plot: E-6/B, Agargaon

Sher-E-Bangla Nagar

Dhaka- 1207.

Phone (Office):

Email:

Web: www.bida.gov.bd

(In favor of [Name of the Commercial Bank])

Name:

Designation:

Department:


[Name of the Commercial Bank]

Address of the Commercial Bank:

Phone (Office):

Email:

Web:



Abu Zer Gifary Tamal
Assistant Director
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Prime Minister's Office
Govt of the People's Republic of Bangladesh

Application For New Bank Account

1. Bank Information 2. Institutional Information 3. Personal Information 4. Declaration & submit

Bank Information

Name of Bank : * Sonali Bank Limited Name of District : Select One

Name of Branch : Select One

Account info

Title of Account (In Bangla) : * Title of Account (In Bangla) Title of Account (In English: Block Letter) : * Title of Account (In English)

Nature of Account: Select One Category: * Select One

Sub Category : * Select Category First Currency : * Select One

Method of Account Operation : Select One Entity Type : Select One

Account Type: Select One

Save as Draft Previous Next


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Application For New Bank Account

1. Bank Information 2. Institutional Information 3. Personal Information 4. Declaration & submit

Organization Info

Name of the Organization (In English) : Nature of Organization :

VAT Registration Number/BIN : Tax ID Number (E-TIN) :

Trade License Info

Trade License Number : Date of Trade License :

Expired Date : Issuing Authority :

Registration Info ?

Registration number : Registration Date :

Expired Date : Registration Country :

Registration Authority : Registered Address :

Office Address Info

Office Address

Country : Post Office :

Thana/PS : District/State/Province :

Road/Village : Phone/Mobile Number :

Email :

Business Info

Type of Business : Nature of Business :

Yearly Turnover : Number of human resource :

Net assets of the organization :

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Application For New Bank Account

1. Bank Information 2. Institutional Information 3. Personal Information 4. Declaration & submit

Personal Info

Name of account operating person (In English) : Md. Nazmul Huda Profession (Details) : Enter Profession (Details)

Date of Birth : 13-Jun-2019 Fathers Name : Md. Mofizur Rahman

Mothers Name : Most. Lily Begum Spouse Name : Jannatul Ferdoushi

Nationality : Select One Gender : Male

Resident Status : Select One

Relation with Organization : Enter Relation with Organization Tax Id/ Tax Prayer : Enter Profession (Details)

Occupation : Select One Monthly Income : Enter Monthly Income

Source of Fund : Enter Source of Fund

Address Info

Present Address

Present Country : Select One Post Office : Enter Post Office

District/State/Province : District/State/Province Thana/PS : Enter Thana/PS

Road/Village : Enter Road/Village Phone/Mobile Number : Enter Phone/Mobile Number

Email : Enter email Address

Permanent Address

Permanent Country : Select One Post Office : Enter Post Office

Thana/PS : Enter Thana/PS District/State/Province : District/State/Province

Road/Village : Enter Road/Village Phone/Mobile Number : Enter Phone/Mobile Number

Email : Enter email Address

Identification Info

Country : Select One Identification Document : Select One

Identification Document Number : Identification Document Number

Others Info

The purpose of opening an account of a foreign company / institution (If applicable) : The purpose of opening an account of a foreign company / institution (If applicable)

Name of the concerned regulatory authority : Name of the concerned regulatory authority

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Application For New Bank Account

1. Bank Information 2. Institutional Information 3. Personal Information 4. Declaration & submit

Declaration and undertaking

Authorization information

Authorization information :

☐ I do here by declare that the information given above is true to the best of my knowledge and I shall be liable for any false information/ system is given.

Service fee payment

Contact name *	<input type="text" value="BINSHUAI CHE"/>	Contact email *	<input type="text" value="nazmul@batworld.com"/>
Contact phone *	<input type="text" value="+8801790129129"/>	Contact address *	<input type="text" value="asd"/>
Pay amount	<input type="text" value="250"/>	VAT on pay amount	<input type="text" value="0.00"/>
Total amount	<input type="text" value="250.00"/>	Payment status	<input type="text" value="Not Paid"/>

Vat/ tax and service charge is an approximate amount, it may vary based on the Sonali Bank system.

Save as Draft Payment & Submit Previous Preview


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