

4- Simple account opening form of a company (To be on the letterhead of the company)

To,
The Manager,
(Please insert name of the bank),
(Please insert the address of the bank),

(Please insert date)

Subject: Request for opening of account

Sir,

M/s. _____ (please insert name of the company) (Pvt.) Ltd is a limited liability company registered under the Companies Ordinance, 1984. We request you to please open a current account in your bank in the name of (Please insert name of the company) pursuant to the resolution of the Board of Directors passed on (please insert date) in a meeting held on (please insert date). A copy of the resolution of the Board of Directors in this behalf is enclosed with this request along with registration certificate, a certified copy of the Memorandum and Articles of Association and a certified copy of Form 29 of the said company.

The company undertakes to abide by the rules of your bank as amended from time to time. The specimen signatures of (Mr. AB) and (Mr. CD), directors of the said company, who have been authorized to operate on the said account are appended herewith.

Yours faithfully,

(Signatures of the said directors)

Enclosures:

1. Copy of registration certificate
2. Copy of memorandum & articles of association
3. Copy of Latest Form 29 filed with the registrar of companies
4. Copies of CNICs of director
5. Specimen signatures of directors