



# DRUK PNB BANK LIMITED

## ACCOUNT OPENING FORM FOR LIMITED COMPANIES

Date\_\_\_\_\_

The Branch Incumbent  
Druk PNB Bank Limited  
\_\_\_\_\_ Branch

**\* Please fill in Relevant form(s)  
as given in Appendix I, II & III**

Dear Sir,

**Re:** \_\_\_\_\_ **Ltd.**  
**(Registered Office: \_\_\_\_\_)**

We request you to open a \_\_\_\_\_ Account\* of the above company and we hand you herewith:-

1. Certificate of incorporation (for inspection and return)
2. Copy of the Memorandum and Articles of Association
3. Certificate of Registrar of Joint Stock Companies that the Company is entitled to Commence business (for inspection and return)
4. Certified copy of Resolution of the Board of Directors regulating the conduct of the account together with specimens of the signatures of the authorized signatories
5. (i) "I/We am/are not enjoying any credit facility with any other bank/any other branch of your bank and I/We undertake to inform you, in writing, as soon as any credit facility is availed of by me/us from any other bank/ any of branch of your bank"
- (ii) I/We am/are enjoying credit facilities with other bank(s)/other branch(s) of your bank as per details given in the enclosed sheet. **(Inapplicable clause may be deleted/strike off)**

I/We agree to comply with and be bound by the bank's rules for now and from time to time in force for the conduct of such accounts.

Please supply cheque book for our use.

Yours faithfully,

Name of Company\_\_\_\_\_

Address\_\_\_\_\_

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

CHAIRMAN

SECRETARY



## COPY OF RESOLUTIONS FOR OPENING OF DEPOSIT ACCOUNT

AT THE MEETING OF THE DIRECTORS OF \_\_\_\_\_ Ltd.  
held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ the following resolutions were passed;

1. The banking account or accounts be opened with Druk PNB Bank Ltd.
2. That the bank be instructed to pay and honour all cheques or other order expressed to be drawn on behalf of the Company and to accept and act upon any instructions relating to the account or accounts kept in the name of the Company or relating to any transactions of the Company with the bank, provided the cheques, orders or instructions are signed by \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Designation) for the time being of the company.
3. That the bank be instructed to honour all bills accepted and promissory notes made on behalf of the Company payable at the said bank at any time or times provided such bills or notes are signed by \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Designation) for the time being of the company.
4. That with regard to all negotiable instruments or documents relating to goods paid into the account for collection or discounted or negotiated with the bank expressed to be endorsed on behalf of the Company, the said Bank be instructed to treat such instruments and documents as having been duly endorsed on behalf of the Company provided they are signed by \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Designation) for the time being of the company
5. That the said Bank be instructed to accept receipts for any moneys, deeds, securities or other documents or papers or property and any indemnities given on behalf of the Company provided they are signed by \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Designation) for the time being of the Company.
6. That the Bank be furnished with a list of the names of the Directors, Secretary and other officers (Not required if there is no Secretary or other officers) of the Company and a copy of its Memorandum and Articles of Association and be from time to time informed by notice in writing under the hand of the Chairman of any changes which may take place therein and be entitled to act upon any such notice until the receipt of further notice under the hand of the Chairman.
7. That these resolutions be communicated to the Bank and remain in force until duly rescinded and notice thereof in writing be given to the Bank by the chairman of the Company.

We certify that above resolutions have been duly entered in the Minutes Book and signed therein by the Chairman and are in accordance with the Articles of the Company and that the Company is a Private/Public Company.

SECRETARY

CHAIRMAN

**COPY OF RESOLUTIONS FOR OPENING CASH CREDIT/OVER DRAFT ACCOUNT  
ON BEHALF OF THE COMPANY**

AT THE MEETING OF THE DIRECTORS OF \_\_\_\_\_ Ltd .held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ following resolutions were passed.

1. That for the Purposes and on behalf of the Company a Cash/Credit Overdraft Limit of Nu \_\_\_\_\_ (Ngultrum \_\_\_\_\_ outstanding at any one time be arranged with the Druk PNB Bank Limited on the Security of \_\_\_\_\_ and Mr. \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) for the time being of the Company be and is hereby authorised to furnish the said securities (in relation to deposit or withdrawal or otherwise ) and to sign and execute on behalf of the company all documents and forms as may be required by the Bank.
2. That the Bank be instructed to pay and honour all cheques or other order expressed to be drawn on behalf of the Company and to accept and act upon any instructions relating to the account or accounts kept in the name of the Company or relating to any transactions of the Company with the Bank, provided the cheques, orders or instructions are signed by Mr. \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) for the time being of the company.
3. That Mr. \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) for the time being of the Company be and is hereby authorised to draw, accept, endorse and negotiate cheques, hundies, bills of exchange, promissory notes and all negotiable instruments or railway receipts or other documents, relating to goods lodged for collections, or negotiated with the bank, to sign balance confirmations, to give receipts for any moneys, deeds securities or other documents or papers, or property, etc to give indemnities or any other instructions, or enter into any transactions on behalf of the Company relating to the said account or accounts with the bank at any time.
4. That the bank be instructed to honour all bills accepted and promissory notes made on behalf of the Company payable at the said Bank at any time or times provided such bills or notes are signed by Mr \_\_\_\_\_ (Name) \_\_\_\_\_ ( designation) for the time being of the company
5. That the Bank be furnished with a list of the names of the Directors, Secretary and other officers( Not required if there is no secretary or other officers) of the Company and a copy of its Memorandum and Articles of Association and be from time to time informed by notice in writing under the hands of the Chairman of any changes which may take place therein and be entitled to act upon any such notice until the receipt of further notice under the hands of the Chairman.
6. That these resolutions be communicated to the Bank and remain in force until duly rescinded and notice thereof in writing be given to the Bank by the chairman of the Company

We certify that the above resolutions have been duly entered in the Minutes Book and signed therein by the Chairman and are in accordance with the Articles of the Company and that the Company is a Private/\* Public Company

SECRETARY

CHAIRMAN

**COPY OF RESOLUTIONS IN RESPECT OF BORROWINGS  
(Other than Cash Credit/Overdraft Account)**

AT THE MEETING OF THE DIRECTORS OF \_\_\_\_\_ LTD  
held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ the following resolutions were  
passed :

1. RESOLVED that for the purposes and on behalf of the Company a \_\_\_\_\_ (D/D, B/D,  
L/C Limit of Fixed Loan) of Nu \_\_\_\_\_ outstanding  
at any one time be arranged with Druk PNB Bank Ltd on the security of **(In case of Limit only)**

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

And Mr \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) for the  
time being of Company be and is hereby authorized to furnish the said securities in relation to deposit or  
withdrawal or otherwise and to sign and execute on behalf of the Company all documents and forms as may be  
required by the Bank.

2. RESOLVED that Mr. \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) for  
the time being of the Company be and is hereby authorised to operate on the account/s relating to the above  
advance/s to sign balance confirmations, give receipts, indemnities, accept, draw, endorse, discount and negotiate  
all negotiable instruments or railway receipts or other documents relating to goods & give any other instructions  
or enter into any transaction on behalf of the Company relating to the said account with the Bank.
3. That these resolutions be communicated to the Bank and remain in force until duly rescinded and notice  
thereof in writing be given to the Bank by the chairman of the Company.
4. We certify that the above resolutions have been duly entered in the Minutes BOOK and signed therein by the  
Chairman and are in accordance with the Articles of the Company and that the Company is a Private/ Public  
Company.

SECRETARY

CHAIRMAN