

# Dipon Consultancy Services

T.K. Bhaban (3<sup>rd</sup> Floor),  
13, Karwan Bazar C/A, Dhaka-1215, Bangladesh



Serial No. \_\_\_\_\_

## **PRIME BANK LIMITED AND DG e-pay AGENT APPLICATION FORM**

The information requested below is required by Dipon Consultancy Services to assist in determining the eligibility of the applicant for being an Agent Partner for Prime Bank Limited and DG e-pay Service.

Type or print clearly the answers to all questions in this form. Where additional information's required, or where you wish to supplement your answers and there is insufficient space, attach to this form additional sheets containing the data. Retain a copy of this application for your permanent records.

### **PART I – IDENTIFICATION OF AGENT**

a. Legal Name : \_\_\_\_\_

b. Trade Name, if different from A, above : \_\_\_\_\_

c. Address 1 (Registered Office): \_\_\_\_\_  
\_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ email: \_\_\_\_\_

d. Address 2 (other then Registered Office): \_\_\_\_\_  
\_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ email: \_\_\_\_\_

### **PART II – BUSINESS STATUS**

A. Specify Legal Status:

Sole proprietorship:  Partnership:  Limited Liability Company:

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What is the principal business of your Organization? Please attach the Company profile and detailed description of the business activity. (if required please attach additional pages)

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

### **PART III – DETAILS OF AGENT**

A. Name: \_\_\_\_\_

B. Father's Name: \_\_\_\_\_

C. Mother's Name: \_\_\_\_\_

D. Permanent Address: \_\_\_\_\_

E. Date of Birth: \_\_\_\_\_

- F. Nationality : \_\_\_\_\_ National ID: \_\_\_\_\_
- G. Trade License No: \_\_\_\_\_ Date: \_\_\_\_\_
- H. TIN No: \_\_\_\_\_
- I. VAT No: \_\_\_\_\_
- J. Business Hours: \_\_\_\_\_ Holidays: \_\_\_\_\_
- K. Describe the Location of the Premises: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- L. Average Daily turnover/ Daily Sales volume (in taka): \_\_\_\_\_

**PART IV – SECURITY OF AGENT PREMISES**

- A. Describe the type of facility you have at your business place for the storage of cash other valuable documents.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- B. Bank’s Information (if required):

Bank’s Name	Branch & Address	Type of Account

**Note: Please attach copy of your accounts statement for the last one year, duly authorized by the banker(s).**

**PART V – OTHERS INFORMATION OF AGENT**

- A. Nearest Bank Name of PCSP (Prime cash service point) :  
 .....  
 .....
- B. How Many PCSP (Prime cash service point) point(s) you want to take in your desire place?  
 A. Number of point(s) :  
 B. Address :  
 .....  
 .....  
 .....

**Please give any other detail, that you feel, you can count upon for your success in getting the DG e-Pay Agency (attached a separate sheet, if required).**

**PART VI - BUSINESS ENTITY OF AGENT (APPLICABLE ONLY FOR LIMITED LIABILITY COMPANY)**

- A. Fully describe the type of business entity, when and where organized and the names and titles of persons holding a financial or managerial interest in the business, the nature and extent of their interest, their address and telephone numbers and percentage of their time that will be devoted to the DG e-pay business:
- B. If any of the questions below are answered in the affirmative, give the name of the individual(s), the relationship of the individual(s) with the Agent, the date of the default or bankruptcy and all pertinent detail:

**HAS ANY OF THE OWNER, PARTNER, OFFICERS OR THE DIRECTOR, MENTIONED ABOVE**

1. Been involved in bankruptcy proceedings? Yes  No.   
 If yes, are they now legally and fully discharged of their obligations by the Court involved?  
 Yes  No.
2. Does any of the persons named above have a financial interest or a position of management in an organization which has been sent a notice of default and still has outstanding debts?  
 Yes  No.
3. Have been convicted by any Court of law at time?  
 If yes, for what type of offence?  
 Yes  No.
4. Has been a member or office bearer of any Trade Union?  
 If yes, give details.  
 Yes  No.
5. Has been a member or office bearer of any local, national or international Association, club etc.? If yes, please give details.  
 Yes  No.

**PART VII – REFERENCE**

- A. Please give at least two respectable referees with their designation and their addresses, in regard to your application for DG e-pay should be made. (Applicants are required to obtain prior approval of referees in their own interest).

<p>1. _____          _____          _____          _____          _____          _____          _____          _____</p>	<p>2. _____          _____          _____          _____          _____          _____          _____</p>
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**PART VIII - DECLARATION**

I/We declare that the information, particulars and statements furnished herein are true and correct to the best of my/our knowledge and belief. If any information provided is found to be incorrect, Dipon Consultancy Services has the full right to cancel the Agreement immediately. I/We will pay to Dipon Consultancy Services the due amount as on the day of termination within seven days. I/We undertake to abide by the terms and condition which Dipon Consultancy Services has at present or which Dipon Consultancy Services may formulate in future regarding the operations of Agent.

I/We also do agree that Dipon Consultancy Services has full right to accept or reject this application at its own discretion.

Place:

Signature of the Applicant:

Date:

Name:

Designation:

Company Stamp / Seal

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For Office use only

AGENCY Code No.:

Application approved by:

Date of appointment:

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## **Appointment of Agents**

### **Pre-Requisite for the Applicant**

- Trade License
- Permanent Establishment

### **Time to Collect the Application form and to Deposit duly filled In:**

- The application form can be obtained from
  - T.K. Bhaban (3rd Floor), 13, Karwan Bazar, Dhaka-1215, or
- Dipon's official website: [www.dipon.com.bd](http://www.dipon.com.bd).
- From Dipon office period of collection for application form: at 10:00 A.M to 5:00 PM (All working days)
- Form duly filled in should be submitted or reached (in case of "by post") at the front desk of Dipon office.

### **Requirements for the Submission of the Application:**

1. A form duly filled in all respects.
2. 2 (two) recent passport size photograph of the applicant duly attested by class one graded officer
3. Copy of the Updated Trade License (minimum 2 years required) duly attested by class one graded officer.
4. A copy of the TIN duly attested by class one graded officer.
5. A copy of the VAT registration certificate duly attested by class one graded officer.(optional)
6. Original Copy of Bank statement(s) of the applicant for last six month.( Business name A/C Preferable)
7. A photocopy of National ID Card (NIC) duly attested by class one graded officer.
8. A photo graph of the front view of the office/ establishment/ shop.
9. A location map of the office/ establishment/ shop.
10. Shop/ office deed copy if rent; otherwise land registration copy of the land owner duly attested by class one graded officer.
11. Gas/ Electric bill copy duly attested by class one graded officer.
12. (Join Business) Partnership agreement copy duly attested by class one graded officer.
13. (Society/ Limited Company) Memorandum and permission letter of the Government body on their company pad (Attested)
14. Two grantors with papers [PP photograph and NID card] must sign on Applicants duly attested by class one graded officer.