**Transparency International Bangladesh**

**Appendix 4: KYC Form**

***The information provided will be used to evaluate the Company before contracting with the TIB.***

***Please complete all fields* {Fields marked (\*) are mandatory}.**

**Vendor Information**

|  |  |  |
| --- | --- | --- |
| \*Company/ Consultant Name |  | |
| Names of sister concern (if any) |  | |
| \*Name of Company Owner | 1.  3. | 2.  4. |
| \*Owner NID Card Number |  | |
| \*Address |  | |
| Website (If available) |  | |
| \*Phone Numbers | Land line: Mobile # | |
| \*Primary Contact Person Details | Full Name:  Phone: Email: | |
| Number of branch offices |  | |
| Company Establishment date |  | |
| Total Length of Company Experience  (In Year) |  | |

**Financial Information**

|  |  |
| --- | --- |
| \*Bank Name |  |
| \*Branch Name |  |
| \*Bank Address |  |
| \*Account Name |  |
| \*Account number |  |
| \*Routing Number |  |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |

**Documentations as applicable:**

|  |  |
| --- | --- |
| \* Trade License / Registration No. |  |
| \* Trade License Validity (up to): |  |
| \* TIN number |  |
| \* BIN Number (13 Digit) |  |

**Self-Declaration:**

* Vendor hereby declares that, to the best of its knowledge, no TIB employee, officer, consultant or other party related to TIB has a financial interest in the Vendor’s business activities.
* Vendor hereby declares that, to the best of its knowledge, no TIB employee, officer, consultant or other party related to TIB has a family relationship with the vendor’s owners.
* Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future TIB activities.
* Vendor hereby warrants that the organization is not conducting business under other names or alias’s that have not been declared to TIB.
* Vendor hereby warrants that it does not engage in theft, money laundering activities, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.

**References (minimum 3)**

|  |  |
| --- | --- |
| Client Name: | (Name, Designation, Company Name, Cell# & Email address) |
| Client Name: |  |
| Client Name: |  |

|  |
| --- |
| Vendor Name: |
| Signature: |
| Title: |
| Name: |
| Date: |