

Checklist for Registration of Merchant Banks

-222-

Name of the Company			
Date of Application			
Applied For			
Authorized Capital			
Paid-up Capital			
Net Worth			
Date of Incorporation			
Date of Commencement of Business			
Date of Audited Accounts			
CIB Status			

SL. No.	Requirements	Reference (Merchant Banker & Portfolio Manager Rules, 1996)	Rule of Thumb	Status	Page No.	Remarks
Eligibility Criteria (Rule: 3-6)						
1.	Whether the applicant is a company or statutory body	3(Ka)(1) (Ka)	Yes			
2.	Whether the applicant has adequate paid-up capital	3(Ka)(1) (Kha)	<i>Full fledged: Tk.25.00 crore</i>			
3.	Whether net worth of the applicant is minimum 50% of its paid-up capital	3(Ka)(1) (Kha)	Yes			
4.	Whether the applicant has arranged sufficient office space and logistics	5(1) (Ka)	Yes			
5.	Whether Managing Director/CEO was appointed as per rules	37,38	yes			
6.	Whether the applicant has adequate and experienced manpower	5(1) (Kha)	Yes			
7.	Whether the applicant or its directors are loan defaulters	5(1) (Gha)	No			
8.	Whether the applicant or its directors were involved in any case relating to the securities market	5(1) (Gha)	No			
9.	Whether the applicant or its directors have been convicted or made liable in any offence of moral stumble	5(1) (Gha)	No			
10.	Whether the applicant uses "Merchant Banker/Merchant Bank/Investment Bank" with its name	5(1) (Uma)	No			
11.	Whether the applicant is a Stockbroker/Stock-dealer or AMC/Trustee/Custodian of a Mutual Fund	5(2)	No			
12.	Whether the applicant appoints a compliance officer having at least a graduation degree	5(3,4)	Yes			
13.	Whether the board of the applicant is comprised of more than 50% directors of its parent company or any subsidiary company	6(Ka)	No			

(Handwritten Signature)

222

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Exhibits						
1.	Application in prescribed form along with declaration attached thereto	For Merchant Banker "Form-Ka"	Yes			
2.	Application fee of Tk.1,000/-		Yes			
3.	Memorandum and Articles of Association certified by RJSC and attested by the CEO		Yes			
4.	Certificate of Incorporation certified by RJSC and attested by the CEO		Yes			
5.	Certificate of commencement of business certified by RJSC and attested by the CEO	For public limited companies	Yes			
6.	RJSC certified copy(s) of Return of Allotment of Shares (Form-XV) attested by the CEO		Yes			
7.	RJSC certified copy of Particulars of Directors (Form-XII)		Yes			
8.	Extract of Board Resolution attested by CEO		Yes			
9.	Organizational Chart/ Organogram		Yes			
10.	Bio-data of the Directors as per application format	Form Ka/Ga	Yes			
11.	Bio-data of the CEO as per application format	Form Ka/Ga	Yes			
12.	Bio-data of other executives as per application format	Form Ka/Ga	Yes			
13.	Description of Parent/ Subsidiary/Sister concerns along with Schedule X and Form XII as per application format	Form Ka/Ga	<i>If applicable</i>			
14.	Description of business as per application format	Form Ka/Ga	Yes			
15.	Audited/Un-audited Financial statements	Form Ka/Ga	Yes			
16.	Banker's certificate/ auditors' certificate in favour of paid-up capital and net worth		Yes			
17.	List of shareholders holding shares of 5% and above	Form Ka/Ga	Yes			
18.	CIB undertaking by the company and all directors		Yes			
19.	Affidavit by all directors as per Rule 5(Gha)		Yes			
20.	Office layout and description of logistics		Yes			
21.	Description of key employees along with experience		Yes			
22.	Appointment letter of Compliance Officer with terms and conditions	18(12)	Yes			
Additional requirements (if any)						
1.	Credit Rating Report					
2.	Strategy and Business Plan					

22

Requirements for Application of merchant banker (all photocopies authenticated by MD/CEO):

1. Applicant is to be a company or statutory body:
 - a. Trade license and TIN Certificate of the company;
 - b. RJSC certified Memorandum and Articles of Association, certificate of incorporation and commencement of business, Form XII and Schedule-X/return of allotment (if applicable);
2. Paid-up capital is required to be minimum Tk.25.00 crore and Net worth is at least 50% of paid-up capital;
3. Properly filled in prescribed application form and application fee;
4. All documents to be submitted in support of paid-up capital and net-worth i.e. bank certificate, auditors' certificate etc;
5. Declaration regarding compliance of Rule 6(Ka) and newly inserted Rule 37 & 38;
6. Extract of Board Resolution regarding application for formation of a Merchant Bank;
7. All Directors of the company is to be free from loan default, all documents required to collect CIB report from Bangladesh Bank is to be submitted;
 - a. CIB declaration of all directors having no abbreviation in own name, fathers name and mothers name;
 - b. CIB declaration of the company itself;
 - c. CIB declaration regarding sister concern and about its indebtedness.
8. Organizational Chart/Organogram and list of key executives mentioning their responsibility/position, qualification and experience;
9. Papers supporting availability of sufficient office space and logistics, papers regarding ownership/lease/rent of office space and office layout plan is to be submitted;
10. Experience and qualification of all directors with their Bio-data mentioning interest in other concerns;
11. Experience and qualification of key employees with their detailed Bio-data;
12. Affidavit mentioning that the applicant is not a Stock Broker/Stock Dealer, an Asset Management Company/Trustee/Custodian of any Mutual Fund;
13. Board resolution, appointment letter and Bio-data of Managing Director and Compliance Officer and regarding their appointment;
14. Notarized Affidavit of all sponsors/directors mentioning:
 - (i) I have not not convicted of any criminal offence by any Court or was not and am not involved in any fraud or forgery, financial crime or other illegal activity;
 - (ii) No adverse observation/remark has been made about me in any judgment of a court in any civil or criminal case;
 - (iii) I have never been penalized on account of non-compliance with any rules, regulations or code of conduct of any regulatory authority, was not involved in any case relating to the securities market;
 - (iv) I was not connected to any company/institution whose registration/license has been cancelled;
 - (v) There is no defaulted loan in my own name or in the name of any related institution;
 - (vi) I have never been declared insolvent by any court;
 - (vii) I am not:
 - (a) sponsor of any Mutual Fund;
 - (b) director of any Stock Broker/ Stock Dealer;
 - (c) director of any Asset Management company, Trustee or Custodian of any Mutual Fund;
15. Audited/Un-audited Financial statements;