

Check List for Processing of application for issuance of registration certificate as Asset Management Company

SL#	PARTICULARS	STATUS	PAGE #	COMMENTS
1.	Applied for	Asset Management Company		
2.	Application Date			
3.	Whether Application fee of Tk. 1,00,000 deposited			
4.	Whether Form GA is properly filled in			
5.	Bio data of the CEO, at least 5 years' experience in financial market			
6.	Bio data of senior executives			
7.	Support Staff			
8.	Memorandum & Articles of Association			
9.	For statutory body copy of relevant laws			
10.	Bio data & Particulars of the Chairman/MD/Directors			
11.	Whether the company or its Directors are also sponsors of Mutual Fund, Director of any Trustee or Custodian, Stock Broker/Dealer, Merchant Banker & Portfolio Manager or anyway related to above mentioned organization			
12.	Whether Appointment of Compliance Officer as per the Rules given			
13.	List of directors [Form XII]			
14.	Board Resolution to form the AMC			
15.	Certified copy of the Return of Allotment of shares [Form XV]			
16.	Organization structure of the Company			
17.	Layout for office space & equipment			
18.	Audited financial statements for last three years (wherever applicable)			
19.	Annual Reports			
20.	CIB Information – Company itself			
21.	CIB Information of Directors in the prescribed form			
22.	CIB Information of sister concerns i.e. Declaration by the applicant whether it has sister concerns and loans			
23.	Whether NOC from Bangladesh Bank obtained for registration under the Companies Act, 1994 as a Joint Venture			
24.	TIN Number of the Company			
25.	Affidavit in original relating to Noninvolvement in antisocial activities from Notary Public for all the Directors concerned			
26.	Whether Inspection to ensure office space & logistics support is made			
27.	Whether maintaining minimum Tk.10.00 crore as paid-up capital and net worth			