



COLUMBIA SHARES & SECURITIES LTD.

YOUR GROWTH IS OUR PRIORITY

Required Documents

List of Required Documents for Individual / Joint Account: Yes / No

1	3 Passport Size Photographs (Each Applicant's name in Block letter , Signature).		
2	2 Passport Size Photographs of Nominee (Must be attested by the applicant) and 1 Photocopy of National ID . In case the nominee is a minor, a photocopy of NID / NID No. of guardian must be given by the applicant.		
3	Photocopy of National ID / If National ID Card is not available, NID Number must be provided.		
4	If National ID Card is not available, Photocopy of Passport / Driving License / Nationality Certificate with attested Photo is required.		
5	Photocopy of Cheque Leaf / Bank Statement (at least for the principal applicant).		
6	3 Passport size photos of Authorized person / Operator / Power of Attorney , if any (attested by the applicant) as well as a copy of any NID of the Authorized person / Operator / Power of Attorney.		
7	1 valid mobile and email address must be provided by the applicant. If Possible a Copy of TIN Certificate .		

List of Required Documents for Corporate / Proprietorship Account (Primary Documents):

1	2 Photographs of Managing Director(s) / All of the partners / Members of the Governing Bodies with their names in Block letters , Signature .		
2	Photocopy of Cheque Leaf and Bank Certificate / Bank Statement for the last 3 months of the organization.		
3	List of Directors along with address and Photocopy of Managing Director's / All of the partners' / Members of the Governing Bodies' NID / valid Passport / Driving License / Nationality Certificate with attested photographs .		
4	If National ID Card is not available, in that case NID Numbers of Managing Directors / All the partners / Members of the Governing Bodies, has to be provided.		
5	1 valid mobile and email address must be provided by the applicant(s).		
6	3 Passport size photos of Authorized person / Operator / Power of Attorney , if any (Attested by the applicant) as well as a copy of any NID of the Authorized person / Operator / Power of Attorney.		
7	Photocopy of RJSC Certified Memorandum and Articles of Association .		
8	Photocopy of Certificate of Incorporation and Commencement of Business or Partnership Deed .		
9	Up-to-date Photocopy of Form XII .		
10	Photocopy of Valid Trade License .		
11	Photocopy of Company's TIN Certificate .		
12	Photocopy of Board Resolution .		
13	Trust Deed (for Trust Accounts only)		
14	Proprietorship / Partnership Deed . In case of Partnership, Partners letter of authority to open account and authorization for operation .		

Additional Required Documents for NRB, Foreign Nationals & Foreign Institutions:

1	Photocopy of Valid Passport for Principal & Joint Account Holder, Nominee and Authorized Person .		
2	Bank Certificate for FC or NITA Account including Bank Statement .		
3	Tax Clearance Certificate (In Case of foreign Nationals) .		
4	Photocopy of Service Agreement or Work Permit .		
5	Photocopy of Resident Permit .		
6	Bank Certificate for FC or NITA Account including Bank Statement .		