



ብርሃን ባንክ አ.ማ.  
Berhan Bank S.C.

መምሪያ/ቅርንጫፍ/Department/Branch \_\_\_\_\_ የብርሃን ባንክ ቁጥር/ Local Account No \_\_\_\_\_  
የደንበኛ መ/ቁጥር/Custoemr No. \_\_\_\_\_  
ቀን/Date \_\_\_\_\_

**የሪቴንሽን ሂሳብ መክፈቻ ቅጽ (ህጋዊ ሰውነት ለሆኑት)**  
**Retention Account Opening Form (For Legal Entities)**

- 1) የሚከፈተው የውጭ ምንዘሪ ዓይነት/Type of Foreign Currency ☐ ዶላር/USD ☐ ዩሮ/ Euro ☐ ፓውንድ/ GBP
- 2) Name of Organization/የድርጅቱ ስም \_\_\_\_\_
- 3) Legal status/ህጋዊ ሰውነት: ☐ Sole proprietorship /የግል ☐ PLC/ኃ/የተ/የግ/ማህበር ☐ S.C/አ.ማ  
☐ መንግስታዊ ያልሆነ/ NGO ሌላ ከሆነ ይገለፅ Others (Specify) \_\_\_\_\_
- 4) ድርጅቱ የተመሰረተበት ቀን/Organization Establishment Date \_\_\_\_\_ የተመሰረተበት አገር/Country of Establishment \_\_\_\_\_  
የተመሰረተበት አላማ/purpose \_\_\_\_\_  
የመ./የምዝገባቁ./ID/RegistrationNo. \_\_\_\_\_ የንግድፍቃድቁጥር/TradeLiscence No. \_\_\_\_\_  
የግ.መ.ቁ./TinNo. \_\_\_\_\_ የሰጠው አካል/Issued by \_\_\_\_\_
- 5) ሂሳቡ የሚንቀሳቀሰው /Authority for Signature: ☐ በነጥላ/Singly ☐ በአንድ ፈራሚ /either to sign  
☐ በሁለት ፈራሚ /any two to sign ☐ በሶስት ፈራሚ/any three to sign ☐ በሁሉም /All to sign ሌላ /other \_\_\_\_\_
- 6) Address/አድራሻ:-ከተማ/City \_\_\_\_\_ ክ/ከተማ/SubCity \_\_\_\_\_ ወረዳ/Woreda \_\_\_\_\_  
የቤትቁ./House No. \_\_\_\_\_ Building Name/የህንፃው ስም \_\_\_\_\_ የቢሮቁ./Office.No./ \_\_\_\_\_  
የቢሮስልክ/Office Phone: \_\_\_\_\_ የፋክስ ቁ. /Fax No. \_\_\_\_\_ የፓ.ሰ.ቁ./P.O.Box \_\_\_\_\_  
ኢ.ሜይል/Email: \_\_\_\_\_
- 7) የተሰማራበት ዘርፍ/Organizational activity: ☐ በእቃ ላኪነት/Export of Goods ☐ በአገልግሎት ላኪነት /Export of service  
☐ የንግድ ወኪል/Commission Agents ☐ የጉዞ ወኪል/Tour and travel ☐ ሆቴል /Hotel ☐ መንግስታዊ ያልሆነ/ NGO  
ሌላ ካል ይገለፅ /others please specify \_\_\_\_\_
- 8) የውጭ ምንዘሪ ገቢ ምንጭ/Source of Foreign currency Inflow ☐ ከወጪ ንግድ/ Export earnings ☐ እርዳታ/Donation  
☐ ከሀዋላ/Remittance ሌላ/others (specify) \_\_\_\_\_
- 9) የድርጅቱ የውጭ ምንዘሪ ወርሃዊ ገቢ በዶላር ወይም በዩሮ/Expected Average Monthly Foreign currency Inflow:  
☐ <5,000.00\$ ☐ 5,000.00-20,000.00\$ ☐ 20,000.00-50,000.00\$ ☐ 50,000.00-150,000.00\$  
☐ 150,000.00-500,000.00\$ ☐ >500,000.00\$

የአመልካች ፊርማ/Applicant's Signature: \_\_\_\_\_

It is important that you complete this application form in full and sign as required.

Missing information may cause a dela



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10) የድርጅቱ የውጭ ምንዛሬ ወርሃዊ ወጪ በዶላር ወይም በዩሮ / Expected Average Monthly Foreign currency Outflow:

<5,000.00\$      5,000.00-20,000.00\$      20,000.00-50,000.00\$      50,000.00-150,000.00\$

150,000.00-500,000.00\$      >500,000.00\$

11) የተከፈተበት ምክንያት/ Account Purpose      ለገቢ ንግድ/Import Trade      ለአገልግሎት ክፍያ/Service payment

ለጉዞ ወጪ/Travel expense      ሌላ/others \_\_\_\_\_

ሂሳቡ የተከፈተበት የውጭ ምንዛሬ መጠን/Initial Deposit \_\_\_\_\_

12) የባለአክሲዮን ስም ዝርዝር/List of shareholders (>=10% Ownership)

ተ/ቁ S.N	ስም Name	ዜግነት Nationality	የመኖሪያ አድራሻ Residence Address	የአክሲዮን መጠን በመቶ Ownership %age
1				
2				
3				
4				

### ሒሳብ ሲከፈት ደንበኞች የገቡት ስምምነቶች Customer`s agreement in Operating the Account

- The information provided in this form and in any other document(s) provided to the Bank is true, accurate and complete.
- I/ we have agreed to be bound by any additional terms and conditions governing any facilities, products and/or services offered by the Bank and or National Bank of Ethiopia as we may apply for and/or utilize from time to time.
- Others with respect of National Bank of Ethiopia recent Directives and Berhan Bank SC. procedures, rules and regulations that may, from time to time, are issued by the bank and National Bank of Ethiopia.

የአመልካች ፊርማ/Applicant's Signature: \_\_\_\_\_

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- Any misstatement (incorrect balance) under monthly bank statement shall be reported to the bank with in fifteen days of the next month.
- Legal documents like trade license or certificate, etc. shall be presented yearly basis or upon renewal.
- Any changes in the organization articles & memorandum of association, signatory and physical address shall be presented to the Bank immediately.
- Crediting in retention account shall be earning from export of goods & service, foreign Credit card/debit card/prepaid card/ payments for goods and service they sale.
- Not allowed despositing local currency (ETB) to any Retention account
- Not allowed withdrawing foreign currency cash without getteing the bank's written authorizatio
- The account holder/principal and/or the agent shall present by letter or electronic system for cancellation of the power of attorney to the bank before or at the time of the power of authorney cancelled by the pertinet authority.
- The bank may not accept the power of authory if the account holder/ principal signature under
- Power of authorny is differ with the account holder signature given to the bank to operate the account.
- The bank may request account holder(s) confirmation through letter or other electonic system in addition to the legal power of authorney presented to the bank during the operating of the account or at any time.
- Payment instructions shall not be issued before providing sufficient fund in the account. In case of loss of cheque books, the customer has to notify the bank in writing immidiatlly, the customer must ascertain and verify the accuracy of the number of cheques at the counter.

14) ተጨማሪመግለጫ/Remarks: \_\_\_\_\_

15) ሂሳቡን ለመክፈት ያመለክተው/ ያመለክቱት / Person/s applied to open retention account

ሙሉ ስም/ Full

የስራ ሀላፊነት/ Position

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

የሪቴንሽን ሂሳብ ቁጥር /Retention A/C No. \_\_\_\_\_

ሂሳቡን የክፈተው/ Account Opened by \_\_\_\_\_

ያጸደቀው ሀላፊ/Approved by \_\_\_\_\_

ያረጋገጠው/ Checked by (Internal Auditor) \_\_\_\_\_

**It is important that you complete this application form in full and sign as required.**

**Missing information may cause a dela**