

Merchant Registration Form

(to be filled by the merchant and send it back with the confirmation email and the required documents below)

Business Info

Field	Information
Company/Organization Name	Sample Business Name Ltd.
Company/Organization Type	Limited Company
Contact Number	01700-000000, 01800-000000
Trade License/EIN/Reg No	TRAD-000000
TIN Number	000000000000
Email Address	info@samplebusiness.com
Business Type	Retail / E-commerce
Registered Company Address	House 12, Road 5, Dhanmondi, Dhaka 1209

Business Owner/Authority Info

Field	Information
Name of Business Owner/Authority	Md. Sample Rahman
Contact Number of Business Owner/Authority	01900-000000
NID Number of Business Owner/Authority	000 000 0000

Bank Information

Field	Information
A/C Name	Sample Rahman
A/C Number	00000000000000
Bank Name	Sample Bank Limited
Branch Name	Gulshan Branch
Routing Number	0000000

Transaction Info

Field	Information
Product/Service Category	General Merchandise / Retail Products
Per Transaction Limit in BDT	50,000 Taka
Daily Transaction Limit in BDT	5,00,000 Taka
Monthly Transaction Limit in BDT	50,00,000 Taka
Accept Foreign Payment	No

Technical & Compliance Info:

Field	Information
Accept Foreign Payment	No
Live Website/App URL	https://www.samplebusiness.com/
IP Address (Web/App Server)	000.000.000.000
Privacy Policy and Data Security URL	https://www.samplebusiness.com/privacy-policy
Return-Refund Policy URL	https://www.samplebusiness.com/refund-policy
Is Website/App Live?	No
Is the primary currency in BDT?	Yes

Notes:

- All the fields above are mandatory. If you are finding hard to understand, please communicated with your designated KAM

- Live URL and IP Address is required to whitelist your server. Without live website with all other required information, EPS team will not share the live API. Before sharing live API, EPS compliance team will check your website.

Document Checklist

Based on the nature of the organization, following attachments are required. For the compliance issue imposed by the regulatory body, please find the following necessary documents to attach with the confirmation email.

Ser	Document Type	Proprietorship	Partnership	Limited Company	Education	NGO
1	Company Trade License	✓	✓	✓		
2	MOA & AOA			✓		
3	Form XII / Board Resolution			✓	✓	✓
4	Partnership Deed		✓			
5	Company TIN		✓	✓		
6	Signatory ID (NID/Passport)	✓			✓	✓
7	Signatory TIN	✓	✓	✓	✓	✓
8	Signatory Photo	✓	✓	✓	✓	✓
9	Digital Signature	✓	✓	✓	✓	✓
10	MICR Cheque Copy	✓	✓	✓	✓	✓
11	Educational Institute Identification Number (EIIN)				✓	
12	Ministry of Social Welfare Certificate					✓
13	License from NGO Bureau					✓
14	Organization Logo File (Square 1:1 ratio)	✓	✓	✓	✓	✓

SPECIAL INSTRUCTIONS

- 1 Signatory must be Proprietor/Managing Partner/Managing Director or the Owner. Authorization Letter is required if the signatory is someone else. [Authorization Letter Sample EPS.docx](#)
- 2 Except Proprietorship companies, the Bank Account must be with the company/institution or organization name.
- 3 Any false document/information will result immediate termination of the account and will be suspended.

www.eps.com.bd

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