

**Check List for Processing of application for issuance of registration certificate as
Custodian for Mutual Fund**

SL#	PARTICULARS	STATUS	PAGE #	COMMENTS
1	Applied for	Custodian		
2.	Application Date			
3.	Whether Application fee of Tk. 50,000 deposited	Yes		
4.	Whether Form GHA is properly filled in	Yes		
5.	Bio data of the CEO, at least 5 years experience in financial market and total 10 years experience	Yes		
6.	Bio data of senior executives	Yes		
7.	Support Staff	Yes		
8.	Memorandum & Articles of Association	Yes		
9.	List of directors [Form XII]	Yes		
10.	RJSC Certified copy of return of allotment of shares/annual summary of share capital;	Yes		
11.	For statutory body copy of relevant laws	N/A		
12.	Affidavit Whether the company or its Directors are also sponsors of Mutual Fund, or Asset Management Company, Director of Stock Broker/Dealer, Merchant Banker & Portfolio Manager or anyway related to above mentioned organization	No		
13	Whether the company is a reputed organization	yes		
14	Company core business license and TIN	yes		
15	Organization structure of the Company	Yes		
16	Audited financial statements for last year	Yes		
17	CIB Information – Company itself	Yes		
18	CIB Information of Directors in the prescribed form	Yes		
19	CIB Information of sister concerns i.e. Declaration by the applicant whether it has sister concerns and loans	Yes		
20	Whether the applicant or its directors are loan defaulters			
21	Whether NOC from Bangladesh Bank obtained for registration under the Companies Act, 1994 as a Joint Venture	N/A		
22	Board Resolution to act as Custodian	yes		
23	Layout for office space & equipments and logistics	yes		
24	Any other information	Yes		
25	Whether Inspection to ensure office space & logistics support is made	No		
26	Whether maintaining minimum Tk.200.00 crore as paid-up capital	Yes		
27	Any other information under বিধি ৩৮ of the সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা ২০২৫।			