



**People's Republic Of Bangladesh**  
**National Savings Scheme Online Management System**  
**User Registration Form**

RAFT Form,  
 please comments  
 on this form if any  
 suggestion you  
 have.

| To be completed by User (Applicant)  |  |  |  |
|--|--|--|--|
| Full Name (English)  |  |  |  |
| Full Name (Bangla)   |  |  |  |
| Title/Designation  |  |  |  |
| Email ID   |  |  |  |
| Cell Phone No  |  |  |  |
| National ID No   |  |  |  |
| Signature (Applicant)  |  |  |  |
| <b>Organization Type :</b>   |  |  |  |
| <input type="radio"/> Bureau Office  | <input type="radio"/> Head Post Office<br><input type="radio"/> Sub Post Office  | <input type="radio"/> Bangladesh Bank<br><input type="radio"/> Principal Office of Commercial Bank<br><input type="radio"/> Commercial Bank Branch<br><input type="radio"/> Foreign Exchange Branch of Commercial Bank |  |
| <b>Organization Name:</b>  |  |  |  |
| <b>User Type (Select any one)</b>  |  |  |  |
| <b>Role of Entry User</b>  | <b>Role of Approving User</b>  | <b>Role of Link Bank User</b>  |  |
| <input type="checkbox"/> Entry & Submit<br><input type="checkbox"/> Cash/Cheque Received | <input type="checkbox"/> Issue Instrument<br><input type="checkbox"/> Profit Intimation<br><input type="checkbox"/> Pre-matured encashment<br><input type="checkbox"/> Encashment approval | <input type="checkbox"/> Cash/Cheque Received<br><input type="checkbox"/> Cash/Cheque Approve<br><input type="checkbox"/> Outlet Office Name & Address of outlet :   |  |
| <b>To be completed by Applicant's Controlling Officer</b>                                |  |  |  |
| <b>Name</b><br>(Head of the Controlling Office)  |  | <b>Signature &amp; Seal</b><br>(Controlling Office)  |  |
| <b>To be completed by Head Office</b>  |  |  |  |
| Name of the Dept/Bank  |  | Title/Designation  |  |
| Signature & Seal<br>(Head Of the Dept.)  |  | Date   |  |
| <b>To be completed by System Admin</b>   |  |  |  |
| Allotted User Login ID   |  |  |  |
| Created by   |  |  |  |
| Date Created   |  |  |  |

**NB. (1) Minimum two users (entry & approving) are required for each outlet.**

**(2) For any queries please contact PEMSP Helpdesk: Tel. 8391131-32, at 25, Segunbagicha (2<sup>nd</sup> Floor, UCEP Cheyne Tower), Dhaka.**

### USE OF THIS FORM

The purpose of this form is to register that require access to National Savings Scheme Online Management System. All users who need to use National Savings Scheme online management system must complete this form.

The information submitted will be used to build an accurate account of all those officers and staff accessing National savings Scheme online management system as to maintain system security.

No user will be granted access without having completed the information required overleaf, and having had their application approved by their controlling authority.

### CONDITIONS UNDER WHICH APPLICATION IS APPLIED FOR AND IS GRANTED

I (the applicant named overleaf) declare that the information given is correct and I agree to comply with all requirements or any other reasonable conditions that may be imposed by the competent authority in respect of National Savings Scheme online access.

I (the applicant named overleaf) acknowledge that all information of system is confidential and unauthorized disclosure, falsifying, damaging or any misuse is an offence.

**If approved, as an authorized user of National Savings Certificate Online Management System you agree to:**

- Keep secure and not disclose to another person the unique user identifier (User ID) and Password allocated to you.
- Only use the user ID/Password to access or otherwise receive data that does not pertain to your role/designation.
- Notify the system admin if you gain access or otherwise receive data that does not pertain to your role/designation.
- Notify the system admin if you suspect that the security of your User ID/Password is in any way compromised.
- Not copy or distribute system data or applications to any person, machine or media, unless otherwise authorized.
- Notify the system admin, if you:
  - Change your current post
  - Change the address or location of your normal place of connection
  - Change any other information submitted overleaf