



People's Republic of Bangladesh

Finance Division, Ministry of Finance

Automated Challan System (ACS)

User Registration Form

(For Commercial Bank Only)

Name of the Bank _____

To be Completed by User (Applicant)			
Bank Branch/ Corporate Branch Name			
Bank Branch/ Corporate Branch Address	Upazilla/Thana : _____ District : _____		
User's Information			
Full Name (English)			
Full Name (Bangla)			
Designation			
National ID No.	Date of Birth		
Email ID	Cell Phone No.		
Signature (Applicant)	Date		
User Type (Please Select)			
Role of Entry User		Role of Approving User	
<input type="checkbox"/> Challan Entry Form <input type="checkbox"/> Cash/Cheque Receive <input type="checkbox"/> Submit		<input type="checkbox"/> Cash/Cheque Receive Confirmation <input type="checkbox"/> Final Confirmation & Challan Issue	
To be Completed by Bank Manager/ Head of the Branch/ Corporate Office			
Name	Signature & Seal		
Designation			
Cell Phone No.			
E-mail ID			
To be Completed by Head Office			
Name of the Dept. Head	Signature & Seal		
Designation			
Name of the Department			
Cell Phone No.			
E-mail ID			
To be Completed by System Administrator of the Bank			
Allotted User Login ID	Signature & Seal		
Created By (Name)			
Designation			
Date of Creation			

NB. (1) Minimum two users (Entry & Approving) are required for each Branch.

(2) For any queries please contact SPFMS Helpdesk: Tel. 8391131-32, at 25, Segunbagicha (2nd Floor, UCEP Cheyne Tower), Dhaka.

Use of this Form

The purpose of this form is to register that require access to Automated Challan System (ACS). All users who need to use Automated Challan System (ACS) must complete this form.

The information submitted will be used to build an accurate account of all those officers and staff accessing Automated Challan System (ACS) 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 Automated Challan System (ACS) 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.

Applicant's Signature : _____

If approved, as an authorized user of Automated Challan System (ACS) 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