

ACCOUNT OPENING FORM – Entities (Incorporated and Non-Incorporated)

Category of Business

Account Type

ACCOUNT NO. (For office use only)[illegible][illegible]

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3. KEY CONTACT PERSON /PRINCIPAL OFFICER DETAILS

[illegible][illegible][illegible]

D	D	M	M	Y	Y	Y	Y

☐ F ☐

[illegible][illegible]

RESIDENT PERMIT NO.							

[illegible][illegible]

D	D	M	M	Y	Y	Y	Y

D	D	M	M	Y	Y	Y	Y

[illegible][illegible]

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[illegible][illegible][illegible]

[illegible][illegible][illegible][illegible][illegible]

4. ACCOUNT SIGNATORY'S DETAILS (1)

[illegible][illegible][illegible]

D	D	M	M	Y	Y	Y	Y

□ F □

[illegible][illegible]

RESIDENT PERMIT NO.							

[illegible][illegible]

Metropolitan, Municipal District Assembly Area (MMDA) Region

Phone Number1 Mobile Number

Phone Number2 Other Number

Email Address

Class of Signatory (please indicate class in the box provided)

Signature _____ Date

D	D	M	M	Y	Y	Y	Y

5. ACCOUNT SIGNATORY'S DETAILS (2)

Surname

First Name

Middle Name(s)

Date of Birth

D	D	M	M	Y	Y	Y	Y

 Gender M ☐ F ☐ Mother's Maiden Name

Nationality

RESIDENT PERMIT NO.

Type of Identification

ID number

ID Issue Date

D	D	M	M	Y	Y	Y	Y

 ID Expiry Date

D	D	M	M	Y	Y	Y	Y

Occupation

Job Title Position

Residential Address

Nearest Landmark

City/Town

Metropolitan, Municipal District Assembly Area (MMDA) Region

Phone Number1 Mobile Number

Phone Number2 Other Number

Email Address

Class of Signatory (please indicate class in the box provided)

Signature _____ Date

D	D	M	M	Y	Y	Y	Y

6. ACCOUNT SIGNATORY'S DETAILS (3)

[illegible][illegible][illegible]

D	D	M	M	Y	Y	Y	Y

F

[illegible][illegible]

RESIDENT PERMIT NO.							

[illegible][illegible]

D	D	M	M	Y	Y	Y	Y

D	D	M	M	Y	Y	Y	Y

[illegible][illegible]

[illegible][illegible][illegible][illegible]

[illegible][illegible][illegible][illegible][illegible]

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Date

D	D	M	M	Y	Y	Y	Y

FOR BANK USE ONLY

Name

Signature

FOR BANK USE ONLY

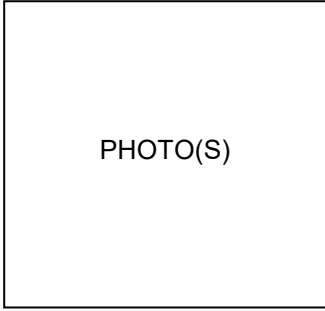
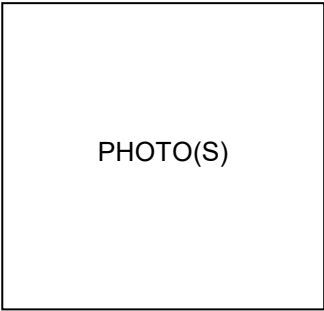
Name

Signature

AUTHORIZER

ii) Name:

Surname
Other Name
Class of Signatory
Identification Type
Identification No.
Telephone Number
Signature and Date



FOR BANK USE ONLY

Name

Signature

FOR BANK USE ONLY

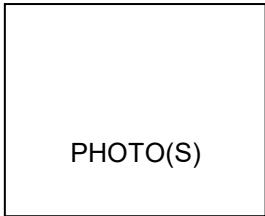
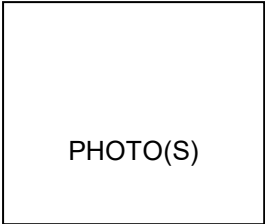
Name

Signature

AUTHORIZER

iii) Name:

Surname
Other Name
Class of Signatory
Identification Type
Identification No.
Telephone Number
Signature and Date



FOR BANK USE ONLY

Name

Signature

FOR BANK USE ONLY

Name

Signature

AUTHORIZER

9. DECLARATION / DISCLOSURE

I/We hereby apply for the opening of account(s) withBank. I/We understand that the information given herein and the documents supplied are the basis for opening such account(s) and I/We therefore warrant that such information is correct.

I/We further undertake to indemnify the Bank for any loss suffered as a result of any false information or error in the information provided to the Bank.

DISCLOSURE TO CREDIT REFERENCE BUREAUX

The Bank shall obtain any information about you from the credit reference bureaux to check your credit status and identity. The bureaux shall record our enquiries which may be seen by other institutions that make their own credit enquiries about you.

The Bank shall also disclose your credit transactions to credit reference bureaux in accordance with Credit Reporting Act, 2007 (Act 726).

[illegible]

D	D	M	M	Y	Y	Y	Y

[illegible]

D	D	M	M	Y	Y	Y	Y

[illegible]

D	D	M	M	Y	Y	Y	Y

1. REQUIREMENTS CHECKLISTS

NO.	DOCUMENTS REQUIRED	CHECKED	DEFERRED	WAIVED	N/A
1.	Account opening form duly completed				
2.	Specimen signature card duly completed				
3.	Certificate of Incorporation				
4.	Certificate of Registration				
5.	Form A details of Ownership showing registration of Business name, Registration receipt (Current year)				
6.	Copy of constitution rules of the prospective Club, Society or Charity				
7.	Certificate to Commence Business				
8.	Board Resolution to Open Account				
9.	Memorandum and Article of Association				
10.	Tax Clearance Certificate				
11.	Tax Identification Number (TIN)				
12.	Partnership Deed (where applicable)				
13.	Approval Letter (MMDAs)				
14.	Trust Deed				
15.	Act / Gazette (for Government Agency) (where applicable)				
16.	Two (2) passport sized photographs of each signatory to the account with name written on the reverse side				
17.	Introduction letter (where applicable)				
18.	Banker's Opinion				
19.	Resident Permit (for non-Ghanaians)				
20.	Evidence of Registration with Ghana Investment Promotion Centre (where applicable)				
21.	Evidence of Registration with other Government Agency/Agencies				
22.	Search Report (Registrar General's Department)				
23.	Power of Attorney (where applicable)				
24.	Letter of indemnity				
25.	Proof of Company Address				
26.	Business Premises visitation certificate				
27.	Proof of Identity of all Signatories and Directors/Officers whose names appear on the account opening forms/documents – Passport, National ID Card, National Driver's License and Voter's ID Card.				
28.	Proof of Identity of all Signatories and Directors/Officers whose names appear on the account opening forms/documents – Utility bill (Certified true copy is acceptable if original is not held)				
29.	Two completed satisfactory reference forms				
30.	Copy of the audited Financial statements/statement of affairs				
31.	Others (please specify)				

***Note**

Originals and photocopies of documents mentioned above must be provided.

2. KYC RISK PROFILE

Please tick appropriate risk profile

Low ☐

Medium ☐

High ☐

Please refer the AML/CFT Handbook

Indicate which Director, Executive, Trustee, Promoter, Executor or Administrator is a Politically Exposed Person (PEP)

Name

Position

[illegible]

Signature: _____

Date

D	D	M	M	Y	Y	Y	Y

[illegible]

Signature: _____

Date

D	D	M	M	Y	Y	Y	Y

B. DEFFERAL / WAIVER OF DOCUMENTS (IF ANY) AUTHORIZED BY:

[illegible]

Signature: _____

Date

D	D	M	M	Y	Y	Y	Y

[illegible]

Signature: _____

Date _____

D	D	M	M	Y	Y	Y	Y

C. ADDRESS VERIFICATION CARRIED OUT BY:[illegible]

Signature: _____

Date

D	D	M	M	Y	Y	Y	Y

[illegible]

Signature: _____

Date _____

D	D	M	M	Y	Y	Y	Y

COMMENT(S): (Address description and Result Findings)

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D. ACCOUNT OPENING AUTHORIZED/APPROVED BY:

[illegible]

Signature: _____

Date

D	D	M	M	Y	Y	Y	Y

[illegible]

Signature: _____

Date _____

D	D	M	M	Y	Y	Y	Y