

Metropolitan, Municipal District Assembly Area (MMDA)

Region

[Empty box for MMDA]

[Empty box for Region]

Phone Number1

[Empty box for Phone Number1]

Mobile Number

[Empty box for Mobile Number]

Phone Number2

[Empty box for Phone Number2]

Other Number

[Empty box for Other Number]

Email Address

[Empty box for Email Address]

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

[Empty box for Class of Signatory]

Signature _____

Date

[Date selection box: D D M M Y Y Y Y]

5. ACCOUNT SIGNATORY'S DETAILS (2)

Surname

[Empty box for Surname]

First Name

[Empty box for First Name]

Middle Name(s)

[Empty box for Middle Name(s)]

Date of Birth

[Date selection box: D D M M Y Y Y Y]

Gender M F

Mother's Maiden Name

[Empty box for Mother's Maiden Name]

Nationality

[Empty box for Nationality]

RESIDENT PERMIT NO.

[Empty box for Resident Permit No.]

Type of Identification

[Empty box for Type of Identification]

ID number

[Empty box for ID number]

ID Issue Date

[Date selection box: D D M M Y Y Y Y]

ID Expiry Date

[Date selection box: D D M M Y Y Y Y]

Occupation

[Empty box for Occupation]

Job Title

[Empty box for Job Title]

Position

[Empty box for Position]

Residential Address

[Empty box for Residential Address]

Nearest Landmark

[Empty box for Nearest Landmark]

City/Town

[Empty box for City/Town]

Metropolitan, Municipal District Assembly Area (MMDA)

Region

[Empty box for MMDA]

[Empty box for Region]

Phone Number1

[Empty box for Phone Number1]

Mobile Number

[Empty box for Mobile Number]

Phone Number2

[Empty box for Phone Number2]

Other Number

[Empty box for Other Number]

Email Address

[Empty box for Email Address]

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

[Empty box for Class of Signatory]

Signature _____

Date

[Date selection box: D D M M Y Y Y Y]

6. ACCOUNT SIGNATORY'S DETAILS (3)

Surname
[Grid]

First Name
[Grid]

Middle Name(s)
[Grid]

Date of Birth **D D M M Y Y Y Y** Gender M F Mother's Maiden Name
[Grid]

Nationality
[Grid] **RESIDENT PERMIT NO.**
[Grid]

Type of Identification
[Grid] ID number
[Grid]

ID Issue Date **D D M M Y Y Y Y** ID Expiry Date **D D M M Y Y Y Y**
[Grid]

Occupation
[Grid]

Job Title
[Grid] Position
[Grid]

Residential Address
[Grid]

Nearest Landmark
[Grid]

City/Town
[Grid]

Metropolitan, Municipal District Assembly Area (MMDA)
[Grid] Region
[Grid]

Phone Number1
[Grid] Mobile Number
[Grid]

Phone Number2
[Grid] Other Number
[Grid]

Email Address
[Grid]

Class of Signatory (please indicate class in the box provided)
[Grid] Signature _____ Date **D D M M Y Y Y Y**
[Grid]

FOR BANK USE ONLY

Name

Signature

FOR BANK USE ONLY

Name

Signature

AUTHORIZER

ii) Name:

Surname _____

Other Name _____

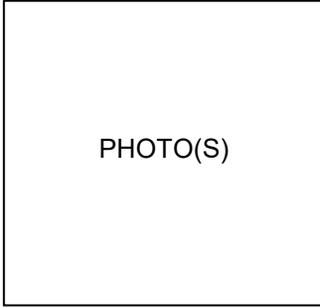
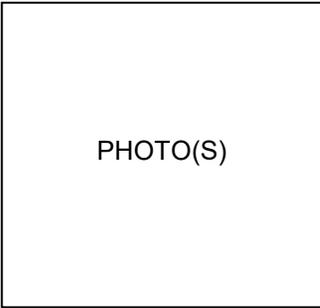
Class of Signatory _____

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 _____

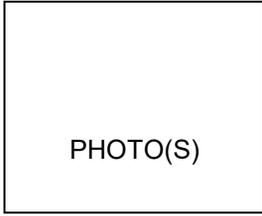
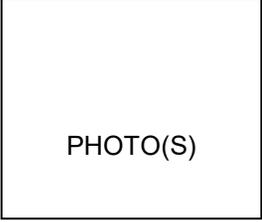
Class of Signatory _____

Identification Type _____

Identification No. _____

Telephone Number _____

Signature and Date _____



FOR BANK USE ONLY

Name

Signature

FOR BANK USE ONLY

Name

Signature

AUTHORIZER

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
