

ACCOUNT NO. (For office use only)

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CUSTOMER ID NO. (For office use only)

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# Corporate Account Opening Form

ACCOUNT NAME:

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## ACCOUNT OPENING FORM - COMPANIES, PARTNERSHIP & SOLE PROPRIETORSHIP

Account types (Please tick) Current Account  Fixed Deposit Account

\$	€	¥	£	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business types (Please tick) Limited Liability Company  Partnership  Sole Proprietorship  MDA'S  Schools  Others



## 1. DOCUMENTATION FOR OPENING CORPORATE ACCOUNT AND FIXED DEPOSIT

### All Account Types

- Two recent passport-sized photographs
- Two references from current account holders
- Valid Identification (National Identity Card/International Passport/Driver's License) of each signatory & Director.

### Additional Documentation for Corporate Account (Company)

- Board Resolution authorizing the opening of the account. (This must be executed under the company seal)
- A copy of the Certificate of Incorporation
- Certified True copy of Memorandum and Article of Association
- Certified True copy of Particulars of Directors Form CAC7
- Statement of Share Capital and Return of Allotment of Shares (Form CAC2)

### Additional Document for Registered Business Account/Sole Proprietorship

- Copy of Application Form for Registration of Business Name
- Copy of Certificate of Registration of Business Name

### Additional Documentation for Partnership Account

- Copy of Partnership Deed (notarized)
- Copy of Certificate of Registration
- Partnership Resolution authorizing opening of the account and nominating signatories to the account
- For established businesses, a copy of the latest report and audited accounts
- Evidence of trading address such as Utility bill if not already provided

### Additional Documentation for Government Ministries and Parastatals Account

- Approval letter from the relevant Accountant General authorizing opening of the Account & nominating signatories to the account
- Copy of the gazette establishing the Ministry or Parastatal
- Mandate Cards signed by the authorized signatories and endorsed by the Accountant General

### Additional Documentation for Incorporated Trustees/Unincorporated Associations Account

- Copy of Constitution (Certified true copy for incorporated Trustees)
- Copy of Certificate of Registration (for incorporated Trustees)
- Copy of Particulars of Trustees (identification/details)
- Resolution authorizing opening of the account and nominating signatories to the account

ACCOUNT NO. (For office use only)

Grid for account number

1. COMPANY DETAILS (Please complete in BLOCK LETTER and tick where necessary)

Company Name/  
Business Name

Grid for company name

Certificate of incorporation/  
Registration Number

Grid for registration number

Date of incorporation

DDMMYYYY grid

Jurisdiction of Incorporation/  
Registration

Grid for jurisdiction

Parent's Company's Country of Incorporation

Grid for parent company country

Types of Business

Grid for types of business

Nature of Business

Grid for nature of business

Sector

Grid for sector

Industry

Grid for industry

Operating Business Address 1.

Grid for address 1

Grid for address 1 (continued)

Operating Business Address 2.

Grid for address 2

Grid for address 2 (continued)

Operating Business Address 3.

Grid for address 3

Grid for address 3 (continued)

Corporate Business Address/  
Registered Office

Grid for corporate address

(if different from above)

Grid for corporate address (continued)

E-mail address

Grid for email address

Grid for email address (continued)

Website (if any)

Grid for website

Grid for website (continued)

Phone Number (1)

Grid for phone number 1

Phone Number (2)

Grid for phone number 2

Tax Identification Number (TIN)

Grid for TIN

CMR No/Borrower's Cpde  
(where applicable)

Grid for CMR No

2. ANNUAL TURNOVER

(a) N50 Billion - Above  N10 Billion - N50 Million  N1 Million - N10 Million  N1 Million Below

(b) Is Your Company Quoted On The Stock Exchange? Yes  No

(c) If answer to question (b) is yes, indicate which Stock Exchange and Stock Symbol.....

3. ACCOUNT SERVICES(S) REQUIRED (please tick option below)

Card Preferences: Master Card

(Cards are Applicable for sole proprietorship account only)

Internet Banking Preferences:

Internet Banking  Internet Banking Token (Fee applies)  Mobile Banking

Transaction Alert Preferences: Email Alert (Free)

SMS Alert (Fee applies)

Statement Preferences: Email

Post

On Request

Frequency: Monthly

Quarterly

Semi Quarterly

Cheque Book Requisition: Opened Cheque

Crossed Cheque

50 Leaves

100 Leaves

Cheque Confirmation Threshold:

You will be required to pre confirm any cheque above N  :00

If you would like to have a higher threshold for pre-confirmation, please specify the amount (i.e threshold above Nxxx, 000.00 N  :00

