



# Corporate Account Opening Form



**CBG**

CONSOLIDATED BANK GHANA LTD.

## REQUIREMENTS CHECKLIST

S/N	DOCUMENT REQUIRED	CHECKED	DEFERRED	WAIVED	N/A	VERIFIED BY
1	Account Opening Form Duly Completed					
2	Spicemen Signature Card Duly Completed					
3	Certificate to Commence Business & Certificate of Incorporation					
4	Board Resolution					
5	Copy of Company Regulations (Certified true copy by the Registrar of Companies)					
6	Tax Clearance Certificate (where applicable)					
7	TIN Registration No					
8	Partnership Deed (where applicable)					
9	Approval Letter (MMDAs)					
10	Trust Deed					
11	Act / Gazette (for Government Agency) (where applicable)					
12	Two (2) passport size photographs of each signatory to the Account name written on the reverse side					
13	Introductory Letter (where applicable)					
14	Status Report From Banker (where applicable)					
15	Residence Permit (for Non-Ghanaians)					
16	Evidence of Registration with Ghana Investment Promotion Centre (where applicable)					
17	Evidence of Registration with other Government Agency (where applicable)					
18	Search Report					
19	Power of Attorney (where applicable)					
20	Letter of Idemnity (where applicable)					
21	Proof of Company Address					
22	Business Premises Visitation Certificate					
23	Proof of Identity of all Signatories and Directors/Officers whose names appear on the Account Opening Forms/Documents Passport, National Identification Card, National Driver's Licence and Voter's ID					
24	Proof of Address 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)					
25	Two Completed Satisfactory Reference Forms (where applicable)					
26	Copy of the Audited Financial Statements					
27	Other (please specify)					

## Entity Particulars

Please complete in BLOCK LETTERS and tick "√" in the appropriate box where applicable.

Entity Name

(insert full legal name as it appears in constitutional documents)

Type of Entity

- Sole Proprietorship     Partnership     Private Limited  
 Public Limited     Foundation/NGO     Other \_\_\_\_\_

Nature of Business/  
Industry

Date of Incorporation

D	D	M	M	Y	Y	Y	Y
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Country of Incorporation \_\_\_\_\_ Country of Operation \_\_\_\_\_ Years in Operation \_\_\_\_\_

Tax Identification No. \_\_\_\_\_

Entity Registration No.  
(where applicable) \_\_\_\_\_

Annual Sales Turnover \_\_\_\_\_

Tax Resident Status

- Resident     Non-resident

Is Your Entity Affiliated With Another Entity?

- Yes     No

If Yes, Name Of Entity \_\_\_\_\_

Type of Affiliation

- Holding Company     Associate Company     Subsidiary Company

Proof of Address  
(Indicate type and  
Serial Number)

Telephone <input type="checkbox"/>	Electricity <input type="checkbox"/>	Water <input type="checkbox"/>	Others Specify <input type="checkbox"/>	GP Code <input type="checkbox"/>
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SN: \_\_\_\_\_

Nearest Landmark

Date of Visitation

D	D	M	M	Y	Y	Y	Y
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## Entity Contact Details

Telephone (Mobile)

country code

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Telephone (Office)

+

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Preferred Email Address

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Registered Office Address

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Mailing Address (if different from above)

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## Personal Information of Sole Proprietor Only

Full Name

T	I	T	L	E							F	I	R	S	T				
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M	I	D	D	L	E							L	A	S	T				
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Resident Permit No.

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Issue Date

D	D	M	M	Y	Y	Y	Y
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Marital Status     Married     Single     Other \_\_\_\_\_

Place of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Tax Identification number \_\_\_\_\_

## Contact Persons Details (in case of emergency)

Full Name

T	I	T	L	E							F	I	R	S	T				
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M	I	D	D	L	E							L	A	S	T				
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Relationship \_\_\_\_\_

Gender     Male     Female



Primary Contact and Other Users							
Full Name As in passport/NRIC	ID Type	ID Number	E-mail Address	Mobile Number	User Login ID	Signing Limit	
						Currency	Amount
User 1 (Primary Contact)							
User 2							
User 3							

**Signatories**

I/We hereby acknowledge and agree that the services mentioned above shall be provided by Consolidated Ghana Limited (the Bank ) in accordance with and subject to the prevailing terms and conditions of these services as set out in the Bank's prevailing Standard Terms and Conditions; which may be amended at the Bank's sole discretion from time to time and will continue to be made available at the Bank's sole discretion. Copies of the Terms and Conditions are available at any branch of the Bank or on the Bank's website at www.cbg.com.gh.

For and on behalf of \_\_\_\_\_

<b>A</b> <i>Approving Signatory</i>	<b>B</b> <i>Approving Signatory</i>
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Name: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

<b>C</b> <i>Approving Signatory</i>	<b>D</b> <i>Approving Signatory</i>
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Name: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**FATCA/CRS Questions:**

**DECLARATION OF OTHER FOREIGN NATIONALS**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Are you a US citizen or any other foreign national?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Do you have a US permanent address or an address in any other foreign jurisdiction?           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do you have an account in the US or any other foreign nation?                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Do you have a power of attorney over a US account or any account in any foreign jurisdiction? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Is your business into any US partnership or partnership with any foreign nation?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Is your business incorporated in the US or any other foreign jurisdiction?                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Does your business have US or other foreign nationals as shareholders/controllers persons?    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Signature.....

Date:.....

**Account Operating Mandate**

	Name of Signatory	Assign Authority Level (e.g. A, B, C)	Define Mandate (Single and/or Joint)	Assign Authorizing Limit (Single)	Assign Authorizing Limit (Joint)
1					Specify in Special Instructions space below
2					
3					
4					
5					

Special Instructions {define joint authorising limit, signing combinations and pre-confirmation threshold (if any)}.

Pre-confirmation amount

Please also state the amount if you would like to have specific amount for pre-confirmation, other than the amount set by the bank from time to time in the special instruction box above.











**For Bank Use Only**

**A. ADDRESS VERIFICATION CARRIED OUT BY:**

Name:

RO/RM Signature..... Date

Comments \_\_\_\_\_

**B. DOCUMENT VERIFICATION CARRIED OUT BY:**

Name:

Signature..... Date

For higher risk category, (Head Compliance/MD/CEO) may sign:

Designation..... Signature..... Date

**C. SANCTIONS SCREENING CARRIED OUT BY:**

Name:

Signature..... Date

Designation.....

**KYC PROFILE/AUTHENTICATION**

Is the Applicant a PEP/FEP/DFNFBP ?(Underline as applicable) Yes  No  All  Both \_\_\_\_\_

Name  Position

Very Low Risk  Low Risk  Medium Risk  High Risk  Very High Risk

**Refer to Risk Classification Portal or Tool. Complete the parameters and rate the customer.**

I confirm all applicable Documents required to open this Account have been received from the Customer

Branch Name  RO/RM Name

Account No.  Signature

RO/RM Code  Date

**RELATIONSHIP OFFICER'S DECLARATION**

As the account officer for the above named prospective customer(s) of the bank, I do hereby certify that I have conducted necessary due diligence required to establish the identity, address and with a view to establishing his/her eligibility as an account holder with the bank. On the basis of information arising from my interview and due diligence, I confirm that my AML risk rating of the prospective customer is appropriate and in line with bank's guidelines.

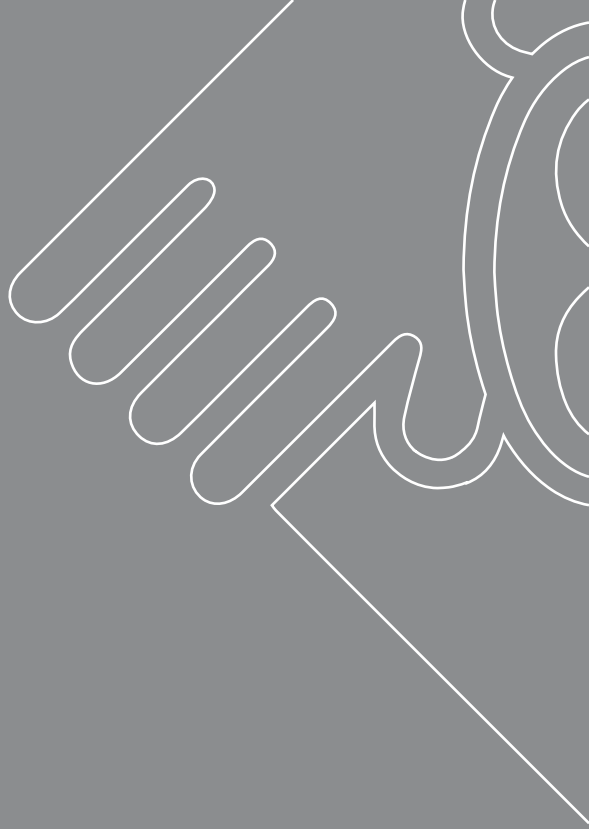
I acknowledge that it shall be my responsibility to continuously monitor account holder(s) account activity and to promptly inform the Branch Manager, Branch Operation Manager and the Compliance Officer. If at any point in time, there is any significant change(s) in the status of the account holder(s). I will also escalate any suspicious transaction(s) identified on the account.

Relationship Officer		Emp. No.	
Signature		Date	

Account Opened by  
 Name of CSO:..... Signature:..... Date:.....

**CONCURRENCE AND APPROVALS**

BOM		Emp. No.	
Signature		Date	
I hereby approve the opening of this account			
Branch Manager		Emp. No.	
Signature		Date	
Exceptional Approval (For high risk accounts only)			
Head of Compliance or MD/CEO			
Signature		Date	



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1<sup>st</sup> Floor Manet Tower 3 Airport City, Accra | P.O.Box PMC CT363, Cantonments, Accra

## GENERAL TERMS AND CONDITIONS

### (A) ACCOUNT MANDATE

I/We hereby authorize and request you to:

1. Open a current/ savings account in my/our name and at any time subsequently, to open further accounts as I/We may direct. We understand and agree that you may at your discretion and without giving any reason thereto decline to accept my/our account application. I/We also understand that until such time that you shall inform me/us in writing of the relevant Account number, no account relationship is established with you.
2. Honor such cheques or other orders which may be drawn on my/our said account provided such cheques or orders are signed by me/us and to debit such cheques or order to the said account whether such account be for the time being in credit or overdrawn or may become overdrawn in consequence of such debit without prejudice to your right to refuse to allow any overdraft or increase of overdraft and in consideration, I/We agree:
  - a. All cheque books will be collected in person. I/We agree not to issue cheque(s) against my/our accounts if not sufficiently funded in compliance with the Dud Cheque Laws and Regulations.
  - b. To assume full responsibility for the genuineness, correctness, and validity of all endorsements appearing on all cheques, orders, bills, notes, negotiable instruments and receipts or other documents deposited.
  - c. To ensure that I/We safeguard our accounts, chequebooks, passwords and debit cards to prevent their unauthorized and/or fraudulent use. Any negligence on my/our part to safeguard our accounts, chequebooks, passwords and debit cards may be a ground for any consequential loss being charged to my/our account; and in the event my/our chequebook (or any cheque(s)) are mislaid, lost or stolen, I/We will immediately notify the Bank. In this regard, I/we will report any discrepancy in the number of cheques received to the Bank within seven (7) working days of having received the said cheque book.
  - d. To be responsible for the repayment of any overdraft with interest and to comply and be bound by the Bank's rules for the conduct of a current/ savings account which may be in force from time to time, and where this account is a joint account, our liability hereunder shall be joint and several;
  - e. To free the Bank from any responsibility for any loss or damage to funds deposited with it due to any future government order, law, levy, tax, embargo, moratorium, exchange restriction or any other cause beyond our control, and that any of all funds standing to the credit of the account are payable at any of the Bank's branches, on demand only and only in such local currency or at your option, in such local currency as may then be in local circulation;
  - f. To be bound by any notification of change in conditions governing the account directed to my/our last known address and any notice or letter sent to my/our last known address shall be considered as duly delivered and received by us/me at the time it will be delivered in the ordinary course of post;
  - g. That if a cheque credited to my/our individual current/ savings account is returned dishonoured, it may be transmitted to us/me through our last known address either by the bearer or post;
  - h. That the Bank may at any time without assigning any reason with at

least 7 (seven) days notice to me/us, close my account whether it be in debit or credit;

- i. That the Bank will accept no liability whatsoever for funds handed to Bank representative outside banking hours or outside of the Bank's premises;
- j. That the Bank is under no obligation to honour any cheque's drawn on this account unless there are sufficient funds in the account to cover the value of the said cheques and I/We understand and agree that any such cheque may be returned to me/us unpaid but if paid, I am/We are obliged to repay the Bank on demand. The Bank reserves the right to exercise its discretion in confirming cheques before payment and without responsibility/ liability to proceed/ withhold payment of such cheque(s);
- k. That I/We will make any disagreements with entries on my Bank Statements known to the Bank within 15 days of the dispatch of the Bank Statement. Failing receipt by the Bank of a notice of disagreement of the entries within 15 days from the day of dispatch of my Bank statement, it will be assumed by the Bank that the statement as rendered is correct;
- l. That any sum standing to the credit of the current/ savings account shall bear interest charges at the rate fixed by the Bank from time to time. That Bank is authorized to debit from the account the usual bank charges, interest, commissions and any service charge set by the Bank from time to time;
- m. That in the event that the Bank receives from myself/us ambiguous or conflicting instructions in connection with the account, the Bank may in its absolute discretion and without any liability act or decline to act as the Bank thinks fit;
- n. That the Bank is authorized to accept for safe-keeping or for collection or for any other purpose any securities or other property deposited with the Bank or received from or on behalf of myself/any of us/all of us and to release, deliver or give up any such securities or property so accepted against written instructions signed in the manner described herein;
- o. In the event of death of any one or more of us, the credit balance at that date on our account together with any security or property deposited with the Bank relating to such joint account shall be held to the order of the remaining account-holder(s) but subject to any claim, right, lien, charge, pledge, set-off, howsoever arising which the Bank may have in respect of the liability(ies) of any of the account-holders including the deceased.
- p. If an account remains inactive or dormant for such period of times as the Bank may decide, the Bank reserves the right to impose such conditions in relation to the further operation of my/our account(s) in its sole and absolute discretion.
- q. The Bank may at any time at its sole and absolute discretion and upon written notice to me/us add and/or change one or more of these Terms & Conditions which shall take effect from the time of posting of the said notice.
- r. No failure or delay by the Bank in exercising or enforcing any right or option under these Terms & Conditions shall operate as a waiver thereof or limit, prejudice or impair the Bank's right to take any action or to exercise its rights against me/us or render the Bank responsible for any loss or damage arising therefrom.

s. I/We agree that the Bank will send all correspondence in electronic form using email or any other electronic media. However, the Bank reserves the right to send paper correspondence to the last known address as per the Bank's records.

t. I/We represent and warrant that all information (including any documents) I/We have given to the Bank in connection with this application, is correct, complete and not misleading. If this is not the case, I/We will be personally liable. I/We must notify the Bank if I/we become aware that any information I/we have given changes, is incorrect or misleading. I/We confirm that all personal information provided in this application form and that of the authorized persons (if any) and signatories (if any) will apply to the account(s) I/we hold with the Bank unless I/we expressly tell the Bank otherwise.

u. I/We represent and warrant that I/we have power and all necessary authorizations to own my/our assets and carry on any business I/we conduct, to enter into each of the Bank's banking agreements and any other arrangement with the Bank and to comply with my/our obligations and exercise my/our rights under them.

v. I/We authorize the Bank to disclose to and verify any of the information I/we have given to the Bank or my/our credit standing from anyone the Bank may consider appropriate (such as an authority or credit reference agency).

w. I/We agree that the Bank has the right to set off the amount held in lien/term deposit against which a cash secured facility(ies) has been granted to us by the Bank, in the event of default. I/We authorize the Bank to purchase such foreign currency with the monies standing to the credit of our account(s) as may be necessary, to effect the set off and settle any outstanding amount on the loan facility, where necessary to facilitate the offsetting of the facility in default. I/We agree that the lien/term deposit will only be lifted upon full repayment of the facility(ies). I/We agree that I/We shall lay no claim whatsoever to the funds under lien/term deposit until such time the facility is repaid in full.

x. I/We authorize the Bank to debit my/our account with the applicable charges for legal search conducted on my/our account at the Corporate Affairs Commission or relevant agency/authority.

y. I/We understand that under the applicable Taxation Laws of Ghana, interest paid to resident and non-resident applicants is subject to withholding tax.

z. I/We agree to be bound by this declaration on this application form together with the Board resolution provided.

#### **(B) TERMS AND CONDITIONS FOR OTHER SERVICES**

1. I/We agree that in the use of the SMS Banking services and Debit Card, the following additional terms & conditions will apply in addition to the general terms and conditions.

2. It is my/our responsibility to safeguard my/our mobile telephone handset and/or Card(s) and keep any confidential information, including but not restricted to security procedures, codes, and personal identifiers secret in order to prevent unauthorized and fraudulent use. Loss of the handset or Card and/or suspicion of tampering must be reported immediately to the Bank.

3. Any verbal report of loss or suspicion of tampering must be followed, within 5 days, by a written notice to the Bank. The Bank will not be liable for any loss occurring from use of the service by unauthorized persons before such notification.

4. The Bank may charge a replacement levy for the issuance of a new card.

5. If I/We wish to have an additional card for my/our account, I/We shall

sign the mandate to indicate the additional user who will also be one of the account holders and shall sign the mandate to indicate same.

6. The Bank may cancel or invalidate a card without assigning any reason, but I/We can voluntarily cancel a card with the necessary documentation and a confirmation in writing within 5 days of any verbal instruction to cancel.

7. Debit cards or cheque books not collected after 90 days of request shall be destroyed by the bank.

8. I/We agree that you may leave a message for me/us on an answering machine or facsimiles or with any person answering the phone or with an automated dialling system.

9. Text messages between us may be recorded/monitored so that you can have records of our transactions and maintain service quality.

10. You are permitted to act on any instructions given by an authorized person provided the security procedures are followed. However, you may refuse to act on any instruction if it is unclear or might be in breach of a law, regulation or contractual agreement between us.

11. You will not be liable to me/us for any loss, indirect or consequential, incurred by not acting on my/our instructions, such failure being caused by force majeure, acts beyond our reasonable control.

12. You shall give notice of any variation in operation, features, terms and conditions of the service and the times the service will be available.

13. I/We hereby confirm that we shall completely read and understand the instruction manual attached to the Debit Card and will conform strictly to the details therein.

14. Any cards issued for this/these service(s) is/are the property of the Bank and shall be surrendered upon first demand; the rights and use of the Card(s) are not transferable in any form.

15. I/We agree to indemnify you against any loss, damage or liability which might occur as a result of non-compliance with the above and I/We shall be solely or jointly liable for any negligence, misuse, dishonesty or unlawful use whatsoever of the service provided herewith.

16. I/We agree to the use and disclosure of my/our information as set out in this notification.

17. I/We agree that all funds standing to the credit of my/our accounts are payable at any of the branches of the Bank in the country where my/our accounts are domiciled and that cash withdrawals of any foreign currency shall be subject at all times to availability.

#### **(C) DISCLOSURE POLICY**

The Customer hereby consents that the Bank and/or any of its officers or employees may disclose any information (including information relating to its business, accounts, held with the Bank) concerning the customer for any purpose. Disclosure may be made to:

1. Any office or branch of the Bank,

2. Any agent, contractor or third-party service provider, or any professional advisor of the Bank.

3. Any guarantor or third-party security provided by the customer.

4. Any credit reference Bureau, Rating Agency and a collection agency.

5. Any regulatory, supervisory, governmental or quasigovernmental authority with jurisdiction over the Bank.

6. Any actual or potential participant in, or assignee, novatee or transferee of, any of the Bank's right and/or obligations and relation to the customer

7. Any person to whom the Bank is required or authorized by law or court order to make such disclosure.

- 8. Any person who is under a duty of confidentiality to the bank.
- 9. Any bank or financial institution with which I/We have or propose to have dealings.
- 10. Any Overseas Regulator or Tax Authority for the purpose of establishing any tax liability in compliance with an order, agreement with the Overseas regulators or tax Authorities

**(D) FAX/ EMAIL INDEMNITY AND STATEMENTS**

The Bank is authorized to act on banking instructions sent by me/us in relation to these accounts by facsimile or e-mail unless otherwise stated by me/us. I/We hereby expressly authorize the bank to send statements and /or advices in relation to my/our accounts to the contact address provided by me/us by way of email and /or fax.

All documents or information regarding my/our account or transactions with the Bank will be binding if they are in form of data message or accessible in a form which they may be read, stored and retrieved whether electronically or as a computer printout for subsequent reference.

In consideration of the bank so doing, I/We hereby release, indemnify and

hold the Bank harmless from and against all actions, suits, proceedings, costs (including legal costs), claims, demands, charges, expenses, losses and/or liabilities arising there from provided the bank has not been negligent, has acted in good faith and in accordance with my/our written instructions. The bank has no obligation, duty or liability to the customer on contract, tort or whatsoever for breach of statutory duty or otherwise in respect of statements or balances advised via SMS or E-statements.

**(E) GOVERNING LAW**

These terms and conditions and the account(s) shall be governed by the Laws of Ghana. The Customer irrevocably submits to the non-exclusive jurisdiction of the Ghana Courts. The Bank may, however, bring any action(s) before the Courts in any other jurisdiction.

**(F) DISCLAIMER CLAUSE**

The Bank disclaims liability for any funds or assets deposited by me/us which are subsequently found to have been derived from illegal sources or activities. By signing, I/We confirm that the funds/assets deposited are not derived from any illegal sources or activities.

\_\_\_\_\_  
Authorized Signatory Name & Designation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signatory Name & Designation

\_\_\_\_\_  
Signature

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Date

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Authorized Signatory Name & Designation

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Signature

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Date