



# National Investment Bank Limited

## SOCIETIES, CLUBS AND ASSOCIATIONS OPENING ACCOUNT FORM

Address Noted and Verified	Computer	Manager	Assistant Manager

### AUTHORITY FOR OPENING ACCOUNT IN THE NAME OF SOCIETIES, CLUBS AND ASSOCIATIONS

<b>(For Office use only)</b>		<b>NIB/CA/5</b>
<input type="checkbox"/> Account Number		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Branch _____		Date _____

To:  
**THE MANAGER**  
**NATIONAL INVESTMENT BANK LIMITED**

<p><b>1.</b> Insert name of Society, Club or Association (verified by Headed Note Paper, Certificate of Registration or Trust Deed, if any).</p> <p><b>2.</b> Insert "Executive Committee" or as the case may be.</p> <p><b>3.</b> Insert "Society", "Club" or Association", or as the case may be.</p>	<p>(1) _____</p> <p>Nature of Activity: _____</p> <p>Address or Office: _____</p> <p>_____ (verify by any previous bank statement not less than 4 months old)</p>
	<p>Telephone No. _____</p> <p>Facsimile _____</p> <p>Email _____</p>
	<p>My(2) _____</p> <p>request you to open an account in the above-mentioned (3)</p> <p>_____</p>

In pursuance of this I hand you herewith:

- i.** Copy of the Rules and Regulations
- ii.** Trust Deed (where available)
- iii.** Certified copy of a Resolution of the (2) ..... (overleaf).
- iv.** Specimen signatures of the persons authorized to sign. (overleaf).

Yours faithfully,

Secretary \_\_\_\_\_

Insert "Executive Committee" or as the case may be.

We hereby certify that the following Resolution of

(1)..... of the (2).....

was passed at a Meeting of the (1).....

held on the..... and has been duly recorded in the Minutes book

**RESOLVED:-** That a Banking Account for the (2).....

be opened with National Investment Bank Limited at their.....

(3).....

Branch and that the Bank be and is hereby empowered to honour Cheques, Orders for Payment, Bills of Exchange and Promissory Notes drawn, signed, accepted or made on behalf of the said

(2).....

by (4).....

Document No

and to act on any instructions given by the persons so Authorised with regard to any accounts whether in credit or Overdrawn or any transactions of the said

(2).....

Chairman of the Meeting ..... Secretary

2. Insert name of the Society, Club or Association

3. Insert name of Branch

4. Insert "any two members of the Committee, where names are established from any one of the following – Passport, Driving Licence, Voter/National/ Employee ID cards for the time being and countersigned by the Secretary." Or otherwise as may be required

**Two (2) members of Executive Committee who will be signing on the account to be:**

**Name**

**Signature**

1. ....

2. ....

**Names and Specimen Signatures of Authorised Signatories**

	1	2	3	4
<b>Full Name in Block Letters</b>				
<b>Occupation</b>				
<b>Address</b>				
<b>Specimen Signature</b>				

## Section B

<b>Purpose of Account Operation</b>	<i>Confirm purpose of account opening</i>			
	<input type="checkbox"/>	<i>Investment</i>	<input type="checkbox"/>	<i>Transactional</i>
<i>Other, please Specify _____</i>				
<b>Indicate Source of Funds</b> <i>(Tick as many boxes where appropriate)</i>	<i>Kindly indicate the source of funds</i>			
	<input type="checkbox"/>	<i>Sales Proceeds</i>	<input type="checkbox"/>	<i>Services Rendered</i>
	<input type="checkbox"/>	<i>Trust funds per Trust Deed</i>	<input type="checkbox"/>	
<i>Other, please Specify _____</i>				
<b>Expected Volume &amp; Type of Activity</b>	<b>Transaction Type</b>	<b>Expected Transactions Per month</b>	<b>Expected Amount Per month</b>	
	<i>Deposits or Inwards Transfers</i>			
	<i>Withdrawals or outwards Transfers</i>			
<b>Type of Account to be opened</b>	<i>Please tick Account Type to be opened:</i>			
	<input type="checkbox"/>	<i>Current Account</i>	<input type="checkbox"/>	<i>Savings Account</i>
	<input type="checkbox"/>	<i>Foreign Account</i>	<input type="checkbox"/>	<i>Other (please specify)</i>
<i>Specify: _____</i>				
<b>Type of Currency for Account</b>	<i>Please tick preferred Currency Option</i>			
	<input type="checkbox"/>	<i>Cedi</i>	<input type="checkbox"/>	<i>GB Pound Sterling</i>
	<input type="checkbox"/>	<i>US Dollar</i>	<input type="checkbox"/>	<i>Euro</i>

## Name & Address of Person Introducing

-----  
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I hereby confirm that I have known

Mr/Miss/Mrs -----

for the past 12 months and consider customer to be good and trustworthy to operate an Account.

Sign: \_\_\_\_\_

# For Office use only

**INTRODUCED BY:**  Known Customer  Employer  Auditor  Lawyer  NIB Senior Rank Official

<b>A</b> Signatory Officer for Branches  _____	<b>B</b> Signatory Manager and above for Head Office  _____
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## ■ Section I

Items	Details and items to be verified						
<i>Identification</i>	Name and identity verified? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>						
<i>Name, Date of Birth and Nationality of Applicant</i>	Applicant(s) name, date of Birth and Nationality confirmed by one of the following, please tick submitted option:  <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 33%; text-align: center;"><i>Passport</i></td> <td style="width: 33%; text-align: center;"><i>Voter ID Card</i></td> <td style="width: 33%; text-align: center;"><i>Employee ID Card</i></td> </tr> <tr> <td style="text-align: center;"><i>National ID Card</i></td> <td style="text-align: center;"><i>Driving Licence</i></td> <td style="text-align: center;"><i>Other (please specify)</i></td> </tr> </table> <i>Specify</i> _____	<i>Passport</i>	<i>Voter ID Card</i>	<i>Employee ID Card</i>	<i>National ID Card</i>	<i>Driving Licence</i>	<i>Other (please specify)</i>
<i>Passport</i>	<i>Voter ID Card</i>	<i>Employee ID Card</i>					
<i>National ID Card</i>	<i>Driving Licence</i>	<i>Other (please specify)</i>					
<i>Address &amp; Telephone numbers</i>	Applicant(s) address confirmed by one of the following, please tick submitted option:  <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 33%; text-align: center;"><i>Tenancy Contract</i></td> <td style="width: 33%; text-align: center;"><i>Utility Bill</i></td> <td style="width: 33%; text-align: center;"><i>Income Tax</i></td> </tr> <tr> <td style="text-align: center;"><i>Other Bank Statement</i></td> <td style="text-align: center;"><i>Employer's Reference Letter</i></td> <td style="text-align: center;"><i>Other (please specify)</i></td> </tr> </table> <i>Specify</i> _____	<i>Tenancy Contract</i>	<i>Utility Bill</i>	<i>Income Tax</i>	<i>Other Bank Statement</i>	<i>Employer's Reference Letter</i>	<i>Other (please specify)</i>
<i>Tenancy Contract</i>	<i>Utility Bill</i>	<i>Income Tax</i>					
<i>Other Bank Statement</i>	<i>Employer's Reference Letter</i>	<i>Other (please specify)</i>					

## ■ Section II

### Section A

**Level 1 (Low Risk Customer) - Indicate if Applicant belongs to any of the following.**

Applicant does not reside or operate in a high risk country.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is an ordinary individual and not associated with a Politically Exposed Person.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant(s) funding is sourced from normal activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Level 2 (Medium Risk Customer) - Indicate if Applicant belongs to any of the following.**

Applicant(s) or authorized signatories fall into any type of account that is not listed as either Level 1 and 3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### Section B

**Level 3 (High Risk Customer) - Indicate if Applicant belongs to any of the following categories.**  
If the account holder(s) or authorized signatories fall into any of the following categories, tick the appropriate box(es) and specify details. If not applicable, skip section C in respect of this individual.

The customer is a Politically Exposed Person (PEP) or closely associated with a PEP. Please specify details of PEP position and relationship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
An overseas customer residing or operating in high-risk jurisdiction. Please specify country or territory.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The customer's source of funds is from high-risk jurisdictions. Please specify country or territory.	<input type="checkbox"/> Yes <input type="checkbox"/> No