



**2. ANNUAL TURNOVER**

a) GHS 0-9,999  GHS 10,000 – 49,999  GHS 50,000 – 99,999  GHS 100,000 and above

b) Is your Company listed on the Ghana Stock Exchange? Yes  No  GSE Ref. No.

**3. KEY CONTACT PERSON /PRINCIPAL OFFICER DETAILS**

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

**4. ACCOUNT SIGNATORY'S DETAILS (1)**

Surname

First Name



Occupation

Grid for Occupation

Job Title

Grid for Job Title

Position

Grid for Position

Residential Address

Grid for Residential Address

Nearest Landmark

Grid for Nearest Landmark

City/Town

Grid for City/Town

Metropolitan, Municipal District Assembly Area (MMDA)

Grid for MMDA

Region

Grid for Region

Phone Number1

Grid for Phone Number1

Mobile Number

Grid for Mobile Number

Phone Number2

Grid for Phone Number2

Other Number

Grid for Other Number

Email Address

Grid for Email Address

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

Grid for Class of Signatory

Signature \_\_\_\_\_ Date

Grid for Date (D D M M Y Y Y Y)

**6. ACCOUNT SIGNATORY'S DETAILS (3)**

Surname

Grid for Surname

First Name

Grid for First Name

Middle Name(s)

Grid for Middle Name(s)

Date of Birth

Grid for Date of Birth (D D M M Y Y Y Y)

Gender M  F

Mother's Maiden Name

Grid for Mother's Maiden Name

Nationality

Grid for Nationality

**RESIDENT PERMIT NO.**

Grid for Resident Permit No.

Type of Identification

Grid for Type of Identification

ID number

Grid for ID number

ID Issue Date

Grid for ID Issue Date (D D M M Y Y Y Y)

ID Expiry Date

Grid for ID Expiry Date (D D M M Y Y Y Y)

Occupation

Grid for Occupation

Job Title

Grid for Job Title

Position

Grid for Position

Residential Address

Grid for Residential Address

Nearest Landmark

Grid for Nearest Landmark

City/Town

Grid for City/Town

Metropolitan, Municipal District Assembly Area (MMDA)

Grid for MMDA

Region

Grid for Region





Nationality

[Grid for Nationality]

RESIDENT PERMIT NO.

[Grid for Resident Permit No.]

Type of Identification

[Grid for Type of Identification]

ID number

[Grid for ID number]

ID Issue Date

[Grid for ID Issue Date: D D M M Y Y Y Y]

ID Expiring Date

[Grid for ID Expiring Date: D D M M Y Y Y Y]

Occupation

[Grid for Occupation]

Job Title

[Grid for Job Title]

Position

[Grid for Position]

Status as a Director (Pls tick as appropriate)

Chairman  Managing Director/Chief Executive Officer  Executive Director  Non-Executive Director   
Chief Financial Officer  Other (Pls Specify) [ ]

Position/Office of the Officer

[Grid for Position/Office of the Officer]

Residential Address

[Grid for Residential Address]

Nearest Landmark

[Grid for Nearest Landmark]

City/Town

[Grid for City/Town]

Metropolitan, Municipal District Assembly Area (MMDA)

[Grid for MMDA]

Region

[Grid for Region]

Phone Number1

[Grid for Phone Number1]

Mobile Number

[Grid for Mobile Number]

Phone Number2

[Grid for Phone Number2]

Other Number

[Grid for Other Number]

Email Address

[Grid for Email Address]

10. DETAILS OF THE DIRECTORS/EXECUTIVES/TRUSTEE/PROMOTER/EXECUTORS/ADMINISTRATORS (4)

Surname

[Grid for Surname]

First Name

[Grid for First Name]

Other Name

[Grid for Other Name]

Date of Birth

[Grid for Date of Birth: D D M M Y Y Y Y]

Gender M  F

Mother's Maiden Name

[Grid for Mother's Maiden Name]

Nationality

[Grid for Nationality]

RESIDENT PERMIT NO.

[Grid for Resident Permit No.]

Type of Identification

ID number













Signature: \_\_\_\_\_

I/We agree that the Bank shall obtain any information about us from the Credit Reference Bureaux to check our status and identity.

**FOR BANK USE ONLY**

**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.



