

SISSALA RURAL BANK LIMITED



**ACCOUNT OPENING FORM
ENTITIES
(INCORPORATED AND NON-INCORPORATED)**

Metropolitan, Municipal District Assembly Area (MMDA)

Region

[Empty box for MMDA]

[Empty box for Region]

Phone Number 1

[Empty box for Phone Number 1]

Mobile Number

[Empty box for Mobile Number]

Phone Number 2

[Empty box for Phone Number 2]

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 grid: D D M M Y Y Y Y]

6. ACCOUNT SIGNATORY'S DETAILS (3)

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 grid: 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 grid: D D M M Y Y Y Y]

ID Expiry Date

[Date grid: 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 Number 1

[Empty box for Phone Number 1]

Mobile Number

[Empty box for Mobile Number]

Phone Number 2

[Empty box for Phone Number 2]

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 grid: D D M M Y Y Y Y]

Middle Name (s)

[Grid for Middle Name (s)]

Date of Birth

DDMMYYYY

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.]

ID number

[Grid for ID number]

ID Number

[Grid for ID Number]

ID Issue Date

DDMMYYYY

ID Expiring Date

DDMMYYYY

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) [Grid]

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 Number 1

[Grid for Phone Number 1]

Mobile Number

[Grid for Mobile Number]

Phone Number 2

[Grid for Phone Number 2]

Other Number

[Grid for Other Number]

Email Address

[Grid for Email Address]

9. DETAILS OF THE DIRECTORS/EXECUTIVES/TRUSTEE/PROMOTER/EXECUTORS/ADMINISTRATORS ETC(3)

Surname

[Grid for Surname]

First Name

[Grid for First Name]

Middle Name (s)

[Grid for Middle Name (s)]

Date of Birth

DDMMYYYY

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

[Date grid: D D M M Y Y Y Y]

ID Expiring Date

[Date grid: 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/Cheif Executive Officer Executive Director Non-Executive Director

Chief Financial Officer Other (Pls Specify) [Grid]

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 Number 1

[Grid for Phone Number 1]

Mobile Number

[Grid for Mobile Number]

Phone Number 2

[Grid for Phone Number 2]

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

[Date grid: 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

[Date grid: D D M M Y Y Y Y]

ID Expiry Date

[Date grid: 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) [Grid]

Position/Office of the Officer [Grid]

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 Number 1

[Grid for Phone Number 1]

Mobile Number

[Grid for Mobile Number]

Phone Number 2

[Grid for Phone Number 2]

Other Number

[Grid for Other Number]

Email Address

[Grid for Email Address]

11. DETAILS OF PRINCIPAL SHAREHOLDERS

I. Name of affiliated Company/Body

1 [Grid]

2 [Grid]

3 [Grid]

II. PRINCIPAL SHAREHOLDERS (Shareholding of 10% and above)

a). Full-Name of Shareholder

[Grid for Full-Name of Shareholder]

Address

[Grid for Address]

Status

[Grid for Status]

Percentage Holding

[Grid for Percentage Holding]

Mobile Number

[Grid for Mobile Number]

Nationality

[Grid for Nationality]

Email Address

[Grid for Email Address]

Registration Certificate (if a shareholder)

[Grid for Registration Certificate]

Country of Incorporation (if a corporate shareholder)

[Grid for Country of Incorporation]

Name (s) of Beneficial owner (s) (if any)

[Grid for Beneficial owner name]

b). Full Name of Shareholder

[Grid for Full Name of Shareholder]

Address

[Grid for Address]

Status

Percentage Holding

Mobile Number															Nationality														
Email Address																													
Registration Certificate (If a shareholder)																													
Country of Incorporation (if a corporate shareholder)																													
Name (s) of Beneficial owner (s) (if any)																													

c). Full Name of Shareholder

Full Name of Shareholder																													
Address																													
Status															Percentage Holding														
Mobile Number															Nationality														
Email Address																													
Registration Certificate (If a shareholder)																													
Country of Incorporation (if a corporate shareholder)																													
Name (s) of Beneficial owner (s) (if any)																													

d). Full Name of Shareholder

Full Name of Shareholder																													
Address																													
Status															Percentage Holding														
Mobile Number															Nationality														
Email Address																													
Registration Certificate (If a shareholder)																													
Country of Incorporation (if a corporate shareholder)																													
Name (s) of Beneficial owner (s) (if any)																													

e). Full Name of Shareholder

Full Name of Shareholder																													
Address																													
Status															Percentage Holding														

Mobile Number												Nationality											
Email Address																							
Registration Certificate (If a shareholder)																							
Country of Incorporation (if a corporate shareholder)																							
Name (s) of Beneficial owner (s) (if any)																							

f). Full Name of Shareholder

Address																							
Status												Percentage Holding											
Mobile Number												Nationality											
Email Address																							
Registration Certificate (If a shareholder)																							
Country of Incorporation (if a corporate shareholder)																							
Name (s) of Beneficial owner (s) (if any)																							

12. DETAILS OF ACCOUNT HELD WITH OTHER BANKS BY THE PROSPECTIVE CUSTOMER

NO.	NAME AND ADDRESS OF BANK BRANCH	ACCOUNT NAME	ACCOUNT NUMBER	STATUS: ACTIVE/DORMANT
1.				
2.				
3.				
4.				
5.				

13. ACCOUNT SERVICE(S) REQUIRED (Please tick any applicable option below)

Card Preferences ATM Card GH Link Others (Please specify)

Electronic Banking Preferences Internet Banking Mobile Banking Others (Please specify)

Transaction Alert Preferences Email Alert SMS Alert

Statement Preference
Statements to be collected at the Branch/Agency

Statement Frequency:
Semi-Annually Annually

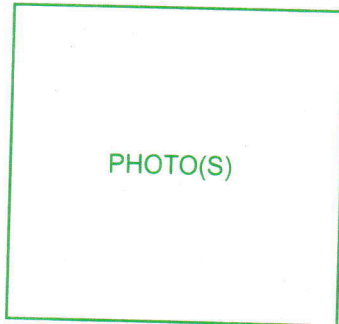
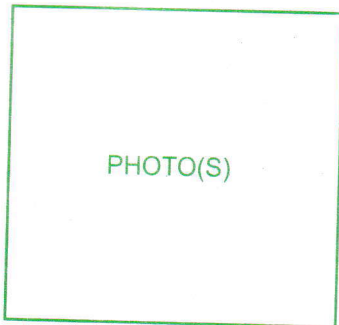
FOR BANK USE ONLY

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



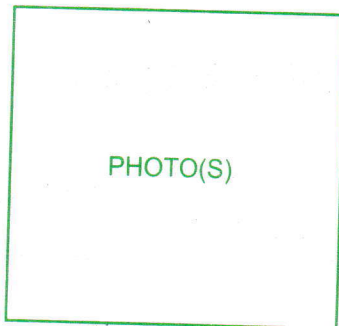
FOR BANK USE ONLY

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.	Certification 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 reversed 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/Offices 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/Offices 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.	Other (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, Executive or Administrator is a politically Exposed person (PEP)

Name

Position

