



## ACCOUNT OPENING FORM

DATE: \_\_\_\_\_

CUSTOMER ID: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

TITLE OF ACCOUNT: \_\_\_\_\_

### 1. PERSONAL INFORMATION

Title (Mr/Mrs etc): \_\_\_\_\_ Surname \_\_\_\_\_ Middle name \_\_\_\_\_

First name \_\_\_\_\_ Date of birth \_\_\_\_\_

PIN Number \_\_\_\_\_ Nationality \_\_\_\_\_

ID/PP Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Resident  Non-Resident (if not Resident, provide Work Permit Number) \_\_\_\_\_

### 2. ACCOUNT TYPE TO BE OPENED (please tick one):

- Sole Proprietorship  Joint  US\$ Account  
 Individual  Ltd Co  Stg£ Account  
 Partnership  Euro Account

### 3. NATURE OF ACCOUNT

- C/A Account  
 Savings Account  
 Deposit Account

### 4. EXISTING ACCOUNT WITH K-Rep BANK (please indicate number):

Account Name \_\_\_\_\_ Branch \_\_\_\_\_ Account Number \_\_\_\_\_

### 5. POSTAL ADDRESS:

### 6. POSTAL CODE:

### 7. PHYSICAL ADDRESS:

### 8. TELEPHONE: office;

residence;

mobile;

### 9. FREQUENCY OF STATEMENT:

### 10. FAX:

### 11. E-MAIL:

### 12. EMPLOYER'S NAME & ADDRESS

### 13. OCCUPATION/NATURE OF BUSINESS:

### 14. PRESENT BANKER'S NAME AND ADDRESS:

### 15. CERTIFICATE OF REGISTRATION NO.

issued on;

### 16. OPERATING INSTRUCTIONS:

**17. SPECIMEN SIGNATURE THUMBPRINT:**

**name:** \_\_\_\_\_

**occupation:** \_\_\_\_\_

**address:** \_\_\_\_\_

**telephone number:** \_\_\_\_\_

**id/passport number:** \_\_\_\_\_

**specimen signature thumbprint**

**date:** \_\_\_\_\_

**name:** \_\_\_\_\_

**occupation:** \_\_\_\_\_

**address:** \_\_\_\_\_

**telephone number:** \_\_\_\_\_

**id/passport number:** \_\_\_\_\_

**specimen signature thumbprint**

**date:** \_\_\_\_\_

**name:** \_\_\_\_\_

**occupation:** \_\_\_\_\_

**address:** \_\_\_\_\_

**telephone number:** \_\_\_\_\_

**id/passport number:** \_\_\_\_\_

**specimen signature thumbprint**

**date:** \_\_\_\_\_

**name:** \_\_\_\_\_

**occupation:** \_\_\_\_\_

**address:** \_\_\_\_\_

**telephone number:** \_\_\_\_\_

**id/passport number:** \_\_\_\_\_

**specimen signature thumbprint**

**date:** \_\_\_\_\_

**18. ATM CARD/CHEQUE BOOK**

Please issue an ATM Card as indicated above, I warrant that the information given is true and complete. I accept and agree to be bound by the conditions of use (amended from time to time). I, the authorised user, agree that I will be liable for charges incurred through the use of each card.

Please issue me with a cheque book as indicated above, with \_\_\_\_\_ leaves, and charge my account with the relevant charges.

\_\_\_\_\_  
NAME AND SIGNATURE

**19. INTRODUCED BY:**

**bank/branch & account no.**

I/We request you to open for me/us an Account as specified above. I/Wo agree to provide any documents requested by you according to the type of Account(s) requested end to abide by the current rules for the conduct of such Accounts. I/We accept the Bank's terms and conditions, which I/We have read and understood.

NAME AND SIGNATURE

NAME AND SIGNATURE

NAME AND SIGNATURE

NAME AND SIGNATURE

### JOINT ACCOUNT / PARTNERSHIP MANDATE

#### TO K-Rep BANK

We hereby request you to open an account on our joint behalf in the name of the firm titled: \_\_\_\_\_ and to honour Signature(s) as indicated below for all purposes. Without prejudice to the generality of the above you are authorised to honour and place to the debit of **our/the partnership** account the amount of all cheques, bills, promissory notes or other orders for payment signed by\* \_\_\_\_\_ whether the account is in credit or overdrawn at the time such documents are presented to you for payment, and any instructions regarding withdrawal of securities or other items lodged with you or moneys held on deposit with you in **our/the partnership** name, and, in consideration of any overdraft or debt or banking service giving rise to amounts being due to you from **us/the partnership** which you may permit on this account (or any other account in **our/the partnership** names). We agree to be jointly and severally liable in respect of any borrowing from you or any liabilities actual or contingent incurred by **us/the partners** under the authority of this mandate or otherwise. We accept the Bank's usual terms and conditions.

(\*Insert 'any one of us,' 'either of us,' 'both of us,' 'all of us,' etc.)

Names in full (BLOCK capitals) and signatures of all Partners/joint account holders.

NAME AND SIGNATURE

NAME AND SIGNATURE

NAME AND SIGNATURE

NAME AND SIGNATURE

### LTD COMPANY ACCOUNT/CLUB/SOCIETY/ASSOCIATION COPY OF CERTIFIED RESOLUTION

#### TO K-Rep BANK

We hereby certify that the following Resolutions of the Board of Directors/Committee of Management/Members meeting (as the case may be) of the \_\_\_\_\_ (Name of Organization) was passed at a meeting of the **Board/Committee/Members** held on the \_\_\_\_\_ day of \_\_\_\_\_ and has been duly recorded in the minute book of the said **Company/Organization**

#### RESOLVED

That an account for \_\_\_\_\_ (Name of Organization) be opened with K-Rep Bank Limited at their \_\_\_\_\_ Branch and that K-Rep Bank Limited be and is hereby empowered to honour cheques, bills of exchange and promissory notes drawn, signed, accepted, or made on behalf of the **Company/Club/Society/Association**

By: \_\_\_\_\_

(insert in here the official capacity of the party or parties signing and not their names)

and to act on any instructions given by the persons so authorised in regard to any accounts whether in credit or overdrawn or any transactions of the **Company/Club/Society/Association/Group**. The **K-Rep Bank Limited** be furnished with up to date copies of documents of registration.

That the **Company/Club/Society/Association/Group** give a list of names of Directors, Secretary and other officers of the **Company/Club/Society/Association/Group** and advise **K-Rep Bank Limited** in writing of any changes that may take place and **K-Rep Bank Limited** shall be entitled to act upon the information so given.

That these Resolutions be communicated to **K-Rep Bank Limited** and shall constitute the **Company's/Club's/Society's/Association's/Group's** Mandate to **K-Rep Bank Limited** to remain in force until revoked by notice in writing to K-Rep Bank Limited signed by the chairman or any director or the Secretary acting or purporting to act on behalf of the **Company/Club/Society/Association/Group** and for this purpose any instruction varying or purporting to vary the Mandate contained in these resolutions shall be deemed a revocation.

**NAMES OF ALL OFFICE BEARERS/DIRECTORS/CAPACITY**

NAME	CAPACITY	ID No.	SIGNATURE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Chairman

Secretary

Date

Area Office

K-Rep Representative

**GENERAL TERMS AND CONDITIONS**

The relationship between the Bank and the Customer is governed by the Laws of Kenya and it is agreed that the Courts of Kenya are to have Jurisdiction to settle any disputes, which may arise out of or in connection with this agreement. However, nothing contained in this Clause shall limit the right of the Bank to take proceedings against the Customer in any other court of competent jurisdiction.

**Interpretation:**

In this terms and conditions the expression 'the Customer' shall include any person, or persons, firms, partners or corporate body.

**Customers Instructions;**

The Customer requests the Bank to honour and to debit to his accounts all cheques, drafts, bills, promissory notes, acceptances, negotiable instructions and orders drawn, accepted or made out to him and to carry out any instructions he may give in connection with his account to be overdrawn or an overdraft to be increased. Where no overdraft has been agreed or the limit of the overdraft agreed has been reached, the Bank may nevertheless refuse to carry out any instructions which would result in there being an overdraft or any overdraft greater than that agreed, as the case may be.

**Authorised Signatures;**

The Customer will give the Bank in an acceptable form the Specimen Signatures of every person authorised to operate the account. Unless otherwise agreed all signatories are entitled to withdraw all or any of the Customer's property or securities held by the Bank from time to time, to open any further account(s) in the Customer's name and to overdraw any of the Customer's accounts.

**Set-Off;**

The Bank may without notice, set off against any account or indebtedness of the Customer any other account whether current, loan, savings or any other type at any time notwithstanding that some other person(s) may also be liable in respect thereof.

**Simultaneous Orders in excess of funds:**

If the Customer gives several orders the total amount of which exceeds the balance of his account or the amount of overdraft of his account or the amount of overdraft given to him, the Bank is entitled in its sole discretion to execute these orders partially or fully at its discretion without regard to their date or the chronological order of their receipt.

**Bank Charges, Expenses, and Interest, legal Charges, Commission, Other Charges and expenses which should include ledger Fees, Disbursements etc,**

The Bank is entitled to be paid by the customer and may debit the Customer:-

Unless otherwise agreed in writing, interest charges on overdrawn accounts, loan accounts

or on any other facility granted by the Bank at any rate, may be different for different accounts. The Bank need not notify the Customer of any change in the Interest charged.

Advocate and client charges incurred by the Bank in any legal, arbitration or other proceedings arising out of such dealings.

Commission at such rates and at such times as the Bank decides, with power to charge different rates for different accounts.

In addition to the debits authorised by sub-clauses (a), (b) and (c) of this Clause, all other expenses and charges including but not limited to ledger fees, disbursements for cheque books, postages, cables, telephone calls, taxes, duties, impositions and expenses incurred iricomplying with the Customer's request.

**Statements deemed approved if not objected to within one (1) calendar month;**

The contents of the new statements of account or statement of any other nature which had been sent by the Bank to the Customer, and to which the Customer has not objected within one (1) calendar month from the date of the statement, shall be deemed approved by the Customer, and shall not thereafter be challenged by the Customer in any ground whatsoever, whether lack of mandate, forged or inadequate signature or endorsement of cheques, forged alteration thereof or otherwise.

**Delay by Customer in Lodging Complaints;**

The Bank is not responsible for any matter unless the Customer has made a written complain to the Bank as soon as reasonably possible.

**payment by Third Parties;**

The Bank may credit the Customer with amounts paid by third parties.

**Deposit of Cheques etc.:**

All cheques or other orders for payment of whatsoever nature are accepted for deposit or collection at the risk of the Customer. Where any cheque or order is unpaid for any reason whatsoever (including but not limited to physical loss), the Bank may debit the Customer with the amount previously credited (taking

into account any Exchange fluctuation where relevant) in respect of the cheque or order together with interest since the date of crediting if the account thereby is overdrawn.

Before making any withdrawal the Customer must allow sufficient time to elapse after making any deposit (even of cash) in order to enable the Bank to carry out the necessary book keeping operations to credit the account. For the purpose of this sub-section sufficient time shall be deemed to be one complete business day.

Notwithstanding the provisions of Clause 8 herein, any money credited to the Customer in error must be repaid immediately together with the applicable interest upon demand.

**Protesting of-Dishonoured Bills;**

The Bank is not liable for any loss or damage suffered by any parry if any dishonoured bill is not noted or protested or both. The Bank will nevertheless endeavour to cause dishonoured bills to be noted or protested or both, provided that it receives instructions to do so in reasonable time.

**ItankLien:**

The Bank shall have a lien on all securities, goods, credits or other assets in its possession which belong to the customers who are debtors for any reason. This lien shall also be enforceable in respect of liabilities which have not yet matured and shall extend to interest accrued or to fall due, dividends or rights or subscription to securities. The Bank may realise silch valuables after having given fourteen (14) days notice by letter to the Customer of its intention to do so and may set off the proceeds of sale against the amount of its debt. The right of sale shall apply in all cases where the Customer has been duly summoned to supply or fails to satisfy requests for additional funds. Deposits for a given period of time and funds in foreign currencies may, at the Bank's option either be merely set off against debts or realised at the current exchange rate.

**Variation and/or termination of relationship;**

The Bank may at any time upon giving notice to the Customer, terminate or vary its business relationship with the Customer and in particular but without prejudice to the generality of the foregoing, the Bank may cancel credits which it has granted and require the repayment of outstanding debts resulting therefrom within such time.

**Freezing of an Account**

The Bank may at any time freeze any account of the Customer if and so long as there is any dispute or the Bank has doubt for any reason (whether or not well founded) as to the person or person entitled to operate the sar'ne, without any obligation to institute proceedings or to take any step of its own initiative for the determination of such dispute or doubt.

**Partnership Accounts;**

Firms having partnership accounts with the Bank agree that upon any partner ceasing to be a member of the firm or any partner of the legal personalrepresentatives or trustee of any partner, the Bank may treat the surviving or continuing partner(s) for the time being as having full power to carry on the business of the firm and to deal with its assets as freely as if there had been no change in the firm. The authority which a firm gives to the Bank for the holding of a partnership account shall remain in force until revoked notwithstanding any change in the name of the firm and notwithstanding any change in the constitution of the partnership, the partners will give the Bank a new Mandate, The partners authorize the Bank to make advances of any kind or type, to discount bills and promissory notes to the partnership with or without security, requested by the partners for the time being, made in accordance with the mandate given to the Bank.

The partners authorize the Bank to accept by way of pledge or deposits as security or for safe custody anything belonging to the partnership on the instructions of the partners for the time being made in accordance with the mandate then in force and to deliver up on the said instructions anything so held on behalf of the partnership.

**17. JointAccounts**

All liability on a joint account is joint and several. The rule of survivorship applies. The holders of a joint account authorise the Bank to pay, deliver to, or to the order of survivors, executors or administrators of such survivors any moneys standing to the credit of the account. Where joint account holders have given the bank written instructions or agreements between them to govern their account operations, these agreements will be binding on all and the Bank is authorised to follow those instructions in dealing with the account provided that the Bank will not be held negligent if it has otherwise acted within the Mandates of the account notwithstanding that the action is differing from the agreements in question.

**18. Group Accounts**

The account holders authorize the Bank to honour instructions issued on behalf of the group by the signatories appointed in accordance with the Minutes of the group meetings given to the Bank. The individual members hereby authorise the Bank to open accounts in their individual names under the group notwithstanding that these accounts will be controlled by the Group in accordance with the group practices and agreements. Each individual member authorises the Bank to accept instructions of the officials currently in office regarding transfer, application, set off, withdrawal and payment out of funds or dealings of any type including closure, forfeiture, whether those accounts be loan accounts, savings or deposit provided they are group accounts.

**19. Safe Custody**

Any article received by the bank for storage or safe custody is received subject to the bank's conditions for safe custody, which include but are not limited to the following:  
(a) The articles are received by the bank at the sole risk of the depositor as regards to any damage or loss of the article through any cause whatsoever including but not limited to vermin, heat, or leakage and the bank accepts no responsibility for any such damage.

(b) While the bank will take reasonable care in looking after the items and ensuring that no unauthorized person has access, the liability of the bank for loss or damage of any one article and its contents attributable to the negligence of the bank or its employees (if any) shall be limited to Kshs. 1000 unless the bank has acknowledged in writing after such proof as it may require that such article together with its contents (if any) is of a specified value in excess of that sum.

(c) The Bank has lien over any article deposited with the bank on deposit or safekeeping for any outstanding charges due to the bank on account of services provided by the Bank and pursuant to that lien the bank is authorised to open any package/Locker containing the article or articles and to exercise over such articles the rights such as the bank is authorized in these General terms and conditions over any items over which the Bank has lien.

(d) In the event of the death of the depositor the bank will release the article to personal representatives upon production by them of a valid grant of probate or letters of administration and payment of all charges due to the Bank.

#### 20. Cheque Books:

Cheque books are issued subject to the following conditions:-

- a) The Customer agrees to look after and use any cheque book and any cheque leaf with utmost care.
- b) The Customer further agrees to ensure:-
  - (i) That all uncompleted cheque leaves are kept in safe custody at all times.
  - (ii) That the Bank is informed immediately upon discovery by the Customer that any cheque book or any cheque leaf has been stolen, lost or misplaced.
  - (iii) That any cheque is prepared and signed in ink or other indelible writing materials.
  - (iv) That the amount of any cheque is written as near as possible to the left side of the cheque leaf to prevent any unauthorised addition of letters or figures.
  - (v) That any cheque and any alteration is signed by an authorised signatory.
  - (vi) That no uncompleted cheque is given to any stranger or other person when the customer does not have reasonable grounds for believing

him to be trust-worthy.

- c) Upon closure of any account, the Customer will return to the Bank any remaining uncompleted cheque leaves relating to that account.

#### 21. Stop Payment;

That with respect to each item drawn against the account and the Bank has been asked by the Customer to stop its payment:-

- a) The Customer undertakes to make such requests or to confirm in writing and to indemnify the Bank against any loss resulting from the non-payment thereof;
- b) Should the item be paid or certified by the Bank through inadvertence or oversight or through misdirection of the item the Bank has in good faith followed its procedures in handling stop payment orders;
- c) To notify the Bank promptly in writing if the item (so stopped) is recovered or destroyed or if for any other reason the stop payment order is cancelled and
- d) To notify the Bank in writing before the issuance of any replacement item, and to inscribe on the face of such item the word replacement and a number and date different from the item stopped. A written stop payment order shall be effective for six months unless renewed in writing.

#### 22. Cheque not Drawn on Bank leaves in the Manner specified by the Bank.:

The Bank may refuse payment of any cheque not drawn on the Bank's cheque leaf in the manner specified by the Bank in these terms and conditions.

#### 23. Drawing of Cash:

- a) The Bank will pay cash to the Customer where the cheque is signed in the presence of the teller by an authorised signatory.
  - b) Where a cash cheque is presented not by the Customer but by a third party, the Bank may require confirmation from the Customer or from a representative of the Customer before it makes payments.
- Where cash cheques are presented by employees or other known agents of the Customer the following steps will be taken:-
- (i) The Employee or agent will be identified beforehand in a manner acceptable to the Bank;
  - (ii) A limit on such drawings will be agreed in

writing with the Bank, and until such limit is agreed no drawings shall be allowed under this subsection of the clause.

c) Where the Customer requests that payment be made under (b) above, the Customer indemnifies the Bank in respect of all payments made to the presenter of the cheque whether or not the money was received by the Customer and whether or not the order for payment was in fact the order of the Customer.

#### 24. Honouring of Cheques;

The Bank shall not be liable in any way to the Customer for having honoured even negligently any cheque the signature or content of which has been forged

a) The Customer has facilitated such forgery either by failure to comply with any of the conditions contained in clause (18) hereof or by negligence in any other way; or;

b) Where there has been a previous forgery of any cheque of the Customer without the Customer having objected to the first statement of accounts which debited such cheque as provided by clause (8) hereof or; The forgery has been perpetrated by an employee, servant, agent, contractor or persons known to the Customer;

#### Validity of Documents:

The Bank is not responsible for the authenticity, validity, regularity or value of documents including but not limited to bills of lading, delivery orders, consignment, documents, receipts, warrants and insurance policies. If by virtue of bills of exchange cheques or other instruments drawn on foreign countries, resource has been exercised against the Bank within the prescribed time in these countries, the loss or damage eventually resulting therefrom will be borne by the holder of the account who remitted the instruments to the Bank.

#### Holdings and Credit in Foreign Currency:

Subject to all laws and government regulations applicable:-  
The Bank will credit the counter value of the Customers holdings in foreign currencies to accounts with its correspondence in various countries of origin.

Such accounts are in the Banks name but are at the Customer's risk, and the Customer accepts responsibility for any ensuing consequences including but not limited to consequences of legal, fiscal or other measures affecting the accounts. Except in the case of an assignment by the Customer to the Bank, the Customer may request for cheques or transfers in the original currencies at the Bank's option. All credits granted in foreign currencies are also subject to this clause.

#### Accounts in Foreign Currencies

Where an account is opened in foreign currency, any demand on the Bank for payment from such account is properly met by the Bank issuing a draft or effecting a transfer or making payment in any other manner subject to all laws and Government regulations.

#### Communications:

All communications from the Bank to the Customer may be sent to the last address given by the Customer, and the date of the Bank's copy of any communication shall be taken to be the date of such dispatch in the absence of proof to the contrary.

Any written communication from the Bank to the Customer including but not limited to any notice given pursuant to these terms and conditions shall be deemed to have been received by the Customer, if delivered them at the date and time of delivery and if sent by post it shall be sufficient to prove that the letter containing the communication was properly stamped and addressed. The Bank shall have no responsibility or liability for any losses incurred by the Customer as a result of any delays, misunderstanding, mutilations, duplications or any other irregularities due to transmission of any communication whether to or from the

Customer, the Bank or any third party either by delivery or post, telegraph, or telephone, or telex or by any other means of communication. The Bank is relieved of all liability arising out of loss or non-receipt of any statement, voucher or notice mailed or held as herein authorised.

#### Minimum Balances

Minimum balance requirements will be determined by the Bank from time to time.

#### Amendments:

Any additions or alteration? to these General terms and conditions may be made from time to time by the Bank without reference to the Customer as fully as if the same were contained in these general terms and conditions

#### Assignment; Government law; Submission to Jurisdiction etc

This Contract is not assignable without the Bank's consent unless the assignee agrees in writing with the Bank to be bound by all the general terms and conditions of this contract.

The performance of this contract by the Bank and the Bank's obligation to deliver the services mentioned herein is subject to all laws, regulations, decrees, administrative rules and orders of the Republic of Kenya and the Central Bank of Kenya now or hereafter affecting the same. The customer hereby agrees to indemnify the Bank and save it harmless from any loss, which the Bank may incur with regard to this contract by reason of any such laws, decrees, administrative rules or orders.

The parties hereby submit to the exclusive jurisdiction of the Courts of Kenya. Interest on deposits will be paid less applicable taxes, unless exempted. In the event of the Customer's failure to perform this contract, the Customer undertakes to indemnify the Bank for any losses incurred by the Bank based on prevailing market rates for the purchase/sale or the amount contracted and as determined by and in the sole discretion of the Bank in the absence of material manifest error.

The Bank is in addition to any other right hereby authorised to set off any of the Customer's accounts at any of the Bank's branches. The Bank shall not be liable in the event of delayed or omitted delivery of funds due to events beyond its control or for reason of force merger, or for the unavailability of the funds credited to the Customer's accounts due to restrictions on convertibility or transferability, requisitions, involuntary transfers, acts of war or civil strife, or other similar causes beyond its control, in which circumstances no other branch, subsidiary or affiliate of K-Rep Bank Ltd. shall be responsible thereof:

#### K-Rep Bank Ltd.

Branch

These are the general terms and conditions referred to in the account opening form signed by Me/Us which I/We accept to be bound by:

Date

Signed by the Customers

## ACCOUNT OPENING CHECKLIST

### PART A - Checked by Customer Representative

- 2 introductions to current account
- 1 introduction to savings account
- 2 passport size photographs that have been certified
- Account opening balance Kshs. 2,000/= for Current Account and Kshs. 500/= for savings account
- Certified Copy of ID/Passport
- Certified copy of constitution for Group/Welfare/Club Accounts
- Resolution to open the Account
- Certified registration for partnership, sole proprietor, groups and limited companies
- Certified copy of memorandum and article of association for limited companies
- Has the signature on the business name account been verified against a copy from registrar?
- Have all the spaces in the account opening form been filled?
- Has the customer given their physical address and telephone contacts?
- Has the customer signed the general terms and conditions?
- Has the customer's signature been witnessed?
- Has the signature been verified against the ID?
- Are the account details in the system as per the account opening form?
- Has the signature been scanned?
- Have the details of the account been recorded in the account opening register?
- For foreign currency accounts, has the customer provided proof of source of foreign currency?
- Has the account opening report been recorded in the account opening register?
- Has the account opening report been forwarded to the officer?
- For limited company accounts obtain copies of statements where the customer has held accounts before
- Has the account been flagged so that other staff do not accept cheques for accounts that have not been cleared?
- Have you obtained telephone numbers of referees?
- Has the account been referred to the CBK blacklist
- Has received copy of utility bills

\_\_\_\_\_

Customer Representative (name)

\_\_\_\_\_

Signature

### PART B - Checked by Reviewing Officer

- Has the customer representative completed (1) - (2) accordingly?
- Are all the details in the account opening form entered in the system correctly?
- Is the mandate in the system the same as in the account opening form?
- Have the full general reports been sent to the other banks?
- Have the account opening registers and account opening forms been signed by the officer?
- Has the customer representative indicated the name in the system as the person who opened the account?
- Has the officer called the telephone numbers in the account opening form as a means of verification?  
Check the date in the business registration certificate. Be wary of recently registered businesses. Question any old business certificates
- that have not been operating an account.
- Are there any inconsistencies in the opening information provided? e.g physical location vs telephone provided
- Is the business registered in the name of an existing businesses?  
Have account opening forms been filled and properly stored under dual control?

\_\_\_\_\_

Reviewing Officer (Name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Operations Manager

\_\_\_\_\_

Signature