

CORPORATE ACCOUNT OPENING FORM



Guaranty Trust Bank (Ghana) Limited

ACCOUNT SPECIFICATIONS

Please complete form and tick where necessary. (CAUTION - Kindly note that the use of correction fluid renders this form invalid)

Category of Business:

Limited Liability Company Partnership Sole Proprietorship Public Organisations Clubs/Societies

Account Type

Current Easy Savers Currency: ₵ \$ £ € Account Number (for official use only)

For foreign currencies, kindly provide explicit source of funds _____

1. COMPANY DETAILS

Company/Business Name

Incorporation/Registration Number

Date of Incorporation/Registration Jurisdiction of Incorporation/Registration

Parent Company's Country of Incorporation Type/Nature of Business

Sector/Industry

Operating Business Address

Registered Office (if different from above)

E-mail address

Website (if any)

Mobile Number Telephone Number

Tax Identification Number (TIN) GRA No.

Name of Affiliated Company/Body

2. ANNUAL TURNOVER

a) GH¢ 0 - 9,999 GH¢ 10,000 - 49,999 GH¢ 50,000 - 99,000 GH¢ 100,000 above

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

3. ACCOUNT SERVICE(S) (Please tick as applicable)

Card Preferences: MasterCard Corporate Purchasing MasterCard Corporate Executive VISA Others

Cheque Book Internet Banking Bank *737# E-mail Alert (free) SMS Alert

Statement Preference: Email Hold Statement Frequency: Monthly Quarterly Semi Annually Annually

4. ACCOUNT SIGNATORY'S DETAILS (1)

Title Surname

First Name Middle Name

Date of Birth Gender M F Mother's Maiden Name

Nationality Residence Permit No. (for Non-Ghanaians)

Permit Issue Date: Permit Expiry Date: Occupation

Means of Identification ID Number

ID Issue Date: ID Expiry Date: Position/Office of the Officer

Residential Address

City/Town Nearest Landmark

Metropolitan, Municipal District Assembly Area (MMDA) Region

Mobile Number Telephone Number

E-mail address

5. ACCOUNT SIGNATORY'S DETAILS (2)

Title Surname

First Name Middle Name

Date of Birth Gender M F Mother's Maiden Name

Nationality Residence Permit No. (for Non-Ghanaians)

Permit Issue Date: Permit Expiry Date: Occupation

Means of Identification ID Number

ID Issue Date: ID Expiry Date: Position/Office of the Officer

Residential Address

City/Town Nearest Landmark

Metropolitan, Municipal District Assembly Area (MMDA) Region

Mobile Number Telephone Number

E-mail address

6. DETAILS OF DIRECTORS / EXECUTIVES / TRUSTEES / PROMOTER / EXECUTORS / ADMINISTRATORS ETC (1)

Title Surname

First Name Middle Name

Date of Birth Gender M F Mother's Maiden Name

Nationality Residence Permit No. (for Non-Ghanaians)

Means of Identification ID Number

ID Issue Date: ID Expiry Date: Occupation

Job Title Position/Office of the Officer

Status as a Director (Pls tick as appropriate) Chairman Managing Director/Chief Executive Officer Executive Director

Non-Executive Director Chief Financial Officer Others (Specify)

Residential Address

City/Town Region

Mobile Number Telephone Number

E-mail address

7. DETAILS OF DIRECTORS / EXECUTIVES / TRUSTEES / PROMOTER / EXECUTORS / ADMINISTRATORS ETC (2)

Title Surname

First Name Middle Name

Date of Birth Gender M F Mother's Maiden Name

Nationality Residence Permit No. (for Non-Ghanaians)

Means of Identification ID Number

ID Issue Date: ID Expiry Date: Occupation

Job Title Position/Office of the Officer

Status as a Director (Pls tick as appropriate) Chairman Managing Director/Chief Executive Officer Executive Director

Non-Executive Director Chief Financial Officer Others (Specify)

Residential Address

City/Town Region

Mobile Number Telephone Number

E-mail address

8. EXPECTED MONTHLY ACCOUNT ACTIVITY

Transaction Types	Anticipated No. of Transactions	Anticipated Amount of Transactions GHC
Deposits	0 - 10 <input type="checkbox"/> 11 - 50 <input type="checkbox"/> above 50 <input type="checkbox"/>	0 - 5,000 <input type="checkbox"/> 5,001 - 50,000 <input type="checkbox"/> above 50,000 <input type="checkbox"/>
Withdrawals	0 - 10 <input type="checkbox"/> 11 - 50 <input type="checkbox"/> above 50 <input type="checkbox"/>	0 - 5,000 <input type="checkbox"/> 5,001 - 50,000 <input type="checkbox"/> above 50,000 <input type="checkbox"/>

9. ULTIMATE BENEFICIAL OWNER - SHAREHOLDING OF 5% AND ABOVE (1)

Name of Shareholder Percentage Holding

Name of beneficial owner (if any)

Mobile Number E-mail Address

Nationality ID Type & Number

If foreign National, provide foreign TIN or Bank Verification Number

10. ULTIMATE BENEFICIAL OWNER - SHAREHOLDING OF 5% AND ABOVE (2)

Name of Shareholder Percentage Holding

Name of beneficial owner (if any)

Mobile Number E-mail Address

Nationality ID Type & Number

If foreign National, provide foreign TIN or Bank Verification Number

11. ADDITIONAL DETAILS

Purpose of Account: Savings Investment Transactional Others (Specify)

Source of Funds: Investment Business Proceeds Others (Specify)

12. MANDATE AND RESOLUTIONS

Pursuant to this application, a meeting of the Board of Directors/Management Committee/AGM/Board of Trustees of the Company / Association / Trust was held on _____ day of _____ 20____, it was resolved and declared that a current account be opened in the name of _____ (Company Name) with Guaranty Trust Bank (Ghana) Ltd., ("the Bank") and the Bank is hereby authorized to honor the instructions of the persons whose signatures are contained in the specimen signature card delivered to the Bank.

That the company hereby authorizes the bank to provide all the services requested by us in this form as may be determined from time to time by the authorized signatories indicated herein or as may change from time to time. It was further resolved that the bank may combine or consolidate all or any of the Company's accounts and set off or transfer any sums or assets standing to the credit of one or more of such accounts towards the Company's liabilities to the Bank. The persons whose signature appears below, one of whom is a director of the Company, have been duly authorized to mandate the account. The information provided for the opening of this account is true and correct in all material respects.

Name: _____ Designation _____ Signature: _____

Name: _____ Designation _____ Signature: _____

13. DECLARATION

I/We hereby apply for the opening of account(s) with Guaranty Trust Bank (Ghana) Limited. I/We understand that the information given herein and the document supplied are the basis for opening such account(s) and I/we therefore warrant that such information is correct.

I/We agree to be bound by the terms and conditions governing the operations of the account(s).

I/We further undertake to indemnify the Bank for any loss suffered as a result of any false information or error in the information provided to the Bank.

AUTHORITY TO DEBIT OUR CURRENT ACCOUNT FOR SEARCH FEE

I/We hereby authorize you to debit my/our account with the applicable charges for the legal search conducted on my/our account at the Registrar General's Department or relevant agency/authority.

DISCLOSURE TO CREDIT REFERENCE BUREAUS

The Bank will obtain information about you from the credit reference bureaus to check your credit status and identity. The bureaus will record our enquiries to you.

The Bank shall also disclose your credit transactions to credit reference bureaus in accordance with the Credit Reporting Act, 2007 (Act 726).

Name: _____ Signature: _____ Date:

Name: _____ Signature: _____ Date:

14. JURAT (For non-literate and blind customers only)

I agree to abide by the content of this agreement and acknowledge that it has been truly and audibly read over and explained to me by an interpreter.

Mark of Customer /Thumbprint Mark of Interpreter /Thumbprint Date:

Name & Address of Interpreter Language of Interpretation

1. Definitions

- (a) "You" means the corporate entity named above
- (b) "Accounts" means a current, Easy Savers or all account maintained with us
- (c) "Mailing Address" means your mailing address in our records.
- (d) Bank refers to Guaranty Trust Bank (Ghana) Limited, a banking institution incorporated in Ghana and having its registered office at 25A Castle Road, Ambassadorial Area, Ridge, P.M.B CT 416, Cantonments, Accra, Ghana.

2. Account Mandate

I/we hereby request and authorize the Bank to open account in my/our name and at any time subsequently to open further accounts as I/We may direct. I/We hereby undertake:

- I. To guard against access to my/our account (s) by unauthorized person(s)
- II. To act as sole/co-signatory to the account (s)
- III. To notify the Bank immediately there is any change in my/our address and other relevant information for the smooth running of my/our account (s)

3. Account Types

- a) Current Account
 - I. This is a checking account
 - II. Operated with cheque book or transfer instruction
 - III. Payment can be made to third parties
 - IV. Attracts commission on turnover
- b) Easy Savers Account

This is a hybrid of a regular current and a regular savings account as it seeks to incorporate some of the features of one into the other.

 - i. Interest will be paid on the account at ruling rate and subject to prevailing conditions
 - ii. COT charges will be applied if withdrawals/transfers exceed four (4) times in a month
 - iii. Non – borrowing account.
- c) Foreign Currency/Foreign Exchange Accounts
 1. Cash Withdrawals from my/our account shall be subject to availability
 2. The Bank shall have no responsibility/liability for the following:
 - (i) Any diminution due to taxes, charges or depreciation in the value of funds credited to the account which funds may be deposited by you in your name and subject to your name and subject to your control
 - (ii) The unavailability of such funds due to restriction on convertible, requisitions, involuntary transfers, distrains of any character, exercise of military, or usurped power or other similar causes beyond your control
 3. The operation of this account is subject to the laws and regulations at any time existing in the Republic of Ghana

4. Cheque Confirmation Policy

GTBank will mandatorily confirm all cheques of Three Thousand Ghana Cedis (GHS 3,000.00) and above presented for payment. You may however confirm in advance through our Internet Banking Service or inform your Account Officers or Branch Managers when issuing cheques of Three Thousand Ghana and above as unconfirmed cheques will not be honoured or paid. This is to protect against the use of fake/forged cheques to withdraw money from your account.

I/We pledge as follows:

- a) To assume full responsibility for the genuineness or correctness and validity of all endorsements appearing on all cheques, orders, bills, notes, negotiable instruments, receipts and /or other documents deposited in my/our account.
- b) 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 account receipt of which/we hereby acknowledge.
- c) To free the Bank from any responsibility for any loss or damage to funds deposited with the Bank due to any future government order, law, levy, tax, embargo, causes beyond the Bank's control.
- d) That all funds standing to my/our credit are payable on demand only in such local currency as may be in circulation.
- e) To be bound by any notification of change in conditions governing the account directed to my/our last known address or e-mail address and any notice or letter sent to my/our last known address or e-mail address(s) shall be considered as duly delivered and received by me/us at the time it would be delivered in the ordinary course of post.
- f) That if a cheque credited to my/our individual current/easy savers/seniors account is returned dishonored, the same may be transmitted to me/us through my/our last known address either by bearer or by post.
- g) That I/we not that the Bank will accept no liability whatsoever for funds handed to member of the staff outside banking hours or outside the bank premises.
- h) That my/our attention has been drawn to the necessity of safe guarding cheque book so that unauthorized persons are unable to gain access to it and to the fact that neglect of this precaution may be a ground for any consequential loss being charged to my/our account.
- i) That the Bank is under no obligation to honour any cheques(s) drawn on this account unless there are sufficient funds in the account to cover the value of the said cheques(s). Cheques may be returned to me/us unpaid but if paid, I am/we are obliged to repay the Bank on demand.
- j) That any disagreements with entries on my/our bank statements will be made by me/us within 15 days of receiving the bank statement failing receipts by the Bank of a notice of disagreement of the entries within 15 days from the date of receipt of my/our bank statement, it will be assumed by the Bank that the statement as rendered is correct.
- k) That I/we in respect of our easy savers accounts will make a maximum of four withdrawals per month. That in any month I/we make more than four (4) withdrawals, commission on turnover charge shall be applied on transactions for the month.
- l) I/We also agree that in addition to any general lien or similar right to which you as bankers may be entitled by law you may at any time and without notice to me/us combine or consolidate all or any of my/our accounts without liabilities to you and set off or transfer any sum or sums standing to the credit of any one or more of such accounts or any other credit, be it cash, cheques, valuables, deposits, securities, negotiable instruments or other assets belonging to me/us with you in or towards satisfaction of any of my/our liabilities to you or any other account or in any other respect whether such liabilities be actual or contingent collateral and several or joint.

5. Bank *737#, SMS, E-Statements, E- Alert

Mode of Sending Monthly Statements of accounts is via e-mails.

- i. You are responsible for any information given by means of your passcode. This means that we would not be responsible for any fraudulent, duplicate or erroneous instruction given to us by means of your passcode.
- ii. You should also inform the Bank if your passcode is forgotten so that we can re-create another passcode for you.
- iii. The Bank will not be liable for any failure to provide the service or to comply with these terms and conditions for any reason that is beyond our control.
- iv. The Bank may, for any valid reason, alter, suspend or terminate the service without giving you notice. We shall not be liable for doing this.
- v. The Bank may, for any reason, vary these terms and conditions
- vi. The Bank can send you notifications using the address we have in our records.

6. Internet Banking

The website under the domain name www.gtbgghana.com("Guaranty Trust Website") is operated by Guaranty Trust Bank, Ghana ("Guaranty Trust"). The Guaranty Trust Website is operated on behalf of Guaranty Trust and its related body corporate (together called the "Guaranty Trust Group"). Your use of the Information, graphics and materials on the Guaranty Trust Website ("Material on this web site") are governed by these Terms of Use and the Privacy and Security Statement. In addition to the terms contained in this document, there are also specific terms, which form part of the Terms of Use and govern your use of, and access to, certain sections of the Guaranty Trust Website. Since you are also bound by these additional terms, you should review them wherever they are accessible by you on the Guaranty Trust Website.

Links to Other Website: The Guaranty Trust Website may contain links to other websites operated by third parties ("third party Websites"). Guaranty Trust does not endorse, or approve of the operators of Third Party Websites, or the information, graphics and material on those third Party websites ("Third Party Material"). Guaranty Trust makes no warranties or representations:

Regarding the quality, accuracy, merchantability or fitness for purpose of Third Party Material or products or services available through Third Party Websites; or that third party material does not infringe the intellectual property rights of any person. Guaranty Trust is not authorizing the reproduction of Third Party Material by linking material on this website to Third Party Material. When you follow a link on the Guaranty Trust Website, material at a Third Party website may be displayed in your browser framed by material on this website. The material so displayed is also Third Party Material for the purpose of these Terms of Use.

All offers to sell and statements relating to goods and services available on third party websites are the responsibility of and given by the third party website operator, in so far as such offers and statements are made on the Guaranty Trust Website, expressly disclaims acting in any capacity on behalf of Third Party website operators. Guaranty Trust shall be at liberty to use for any purpose, any idea, concept, know-how or technique contained in any material delivered to Guaranty Trust Website by a visitor and Guaranty Trust shall not be subject to any obligations of confidentiality regarding such material except as required by law in relation to information supplied by customers.

Guaranty Trust Product Information and Supply Material on this Website may contain general information about Guaranty Trust products and services. Unless expressly stated otherwise, this information:

- Does not constitute an offer or inducement to enter into a legally binding contract; and
- Does not form part of the terms and conditions for Guaranty Trust products and services.

For further information about a particular product or service please complete the e-form on the product or service page. All applications for credit are subject to the Guaranty Trust's normal credit approval criteria.

Products and services discussed in the section of the Guaranty Trust Website which refers to the Ghana operations of any Guaranty Trust member (the "Ghanaian Section") will be provided only to Ghanaian residents. These products and services are generally not available to non-Ghana residents because they may not comply with non-Ghana laws. Again, products and services discussed in the sections of the Guaranty Trust Website which refer to the various non-Ghana operations of any Guaranty Trust member or discussed in websites operated by any Guaranty Trust member outside Ghana and linked to the Guaranty Trust Website (the "International Sections") will be provided only to residents of the jurisdiction to which a particular International Section applies, and only to the extent those products and services comply with the laws of that jurisdiction.

You must understand that giving your Account Number/Passcode shall be sufficient confirmation of the authenticity of any instruction given or transaction initiated. Therefore, Guaranty Trust will assume that any instruction given with your Account Number/Passcode is originating from you. This means that we will not be responsible for any fraudulent, duplicate or erroneous instruction given to us or any such transaction initiated by means of your Account Number/passcode. Also note that we shall not be liable for complying with instructions given with your passcode if it is disclosed to a third party.

Warranties

While we have made every effort to ensure that information is free from error, the Guaranty Trust does not warrant the accuracy, adequacy or completeness of material on this web site. No warranty of any kind, implied, express or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability and fitness for particular purpose if given with materials on the Guaranty Trust Website, all information is subject to change without notice. Guaranty Trust recommends that you seek independent advice before acting upon Material on this Website or Third Party Material. Guaranty Trust does not guarantee that the Guaranty Trust Website or Third Party Websites will be free from viruses, or that access to the Guaranty Trust Website or Third Party Websites will be uninterrupted.

7. Corporate Debit Cards

- (a) I/We understand that the GTBank Card remains the property of GTBank and I/we will surrender it unconditionally and without reservation upon demand by GTBank.
- (b) I/We undertake not to use or attempt to use the Card without sufficient funds in my/our account to cover the ATM withdrawal or purchase transactions.
- (c) I/We undertake not to use or attempt to use the Card after the Bank has notified me/us of the cancellation or withdrawal
- (d) I/We undertake to immediately advise GTBank, when the Card is lost, stolen or misplaced, giving details of surrounding circumstances. I/We understand that if I/we fail to do so, I/we may increase the chances of fraud occurring on my/our account, and the Bank would not be responsible in anyway whatsoever for any unauthorised transactions on my/our account during this period.
- (e) I/We understand that I am/we are liable for any transaction that occurs on my/our account prior to reporting loss of my GTBank Card to the Bank.
- (f) I/We undertake to promptly return all found cards, previously reported by me as lost, to GTBank in the event that I/ we do find them.
- (g) Under no circumstances will I/we disclose my/our Personal Identification Number (PIN) to anybody, including family members, business colleagues and GTBank staff, and GTBank will not accept any liability should I/we disclose my/our PIN to another person.
- (h) I/We recognize that I am or we are not allowed to give my/our card to anyone except those involved when doing a Point of Sale transaction. The card is owned by GTBank and has been given to me/us in trust and is therefore not transferable.
- (i) I/We hereby authorize GTBank to debit my/our account directly with all transactions undertaken at the Point of Sale Terminals or ATMs with my/our card and I/ we take full responsibility for these transactions. I/we also agree to accept the Bank's receipt of withdrawals and transactions as conclusive and binding.
- (j) GTBank is authorized to debit my/our account with fees in respect of the GTBank Card, for issue, use, and renewal or for providing the service herein.
- (k) GTBank reserves the right to terminate the services at any time without notice to me/us and without any liability whatsoever.
- (l) GTBank reserves the right to vary these terms and conditions at its discretion without notice to the applicant.
- (m) GTBank and its agents reserve the right to ask for proof of a GTBank Cardholder's identity if the GTBank Card is presented at its teller counters or Merchant points. This measure may be followed from time to time in order for GTBank to protect its esteemed customers against any possible fraud.
- (n) I/We understand that if I/we fail to collect my/our card(s) after three months of issuance GTBank will destroy the card.
- (o) These terms and conditions are governed by the laws of the Republic of Ghana.
- (p) I/we agree to spend or withdraw funds not exceeding bank of Ghana's Foreign Exchange Control Regulation limit of \$10,000 (ten thousand dollars) per trip outside Ghana. I/we understand that this limit may be reviewed from time to time by Bank of Ghana.
- (q) I/We unconditionally and irrevocably agree to abide by all the terms and conditions contained in this agreement and I/we agree that my/our failure to do so may result in any of these penalties:
 - Blocking of my /our card
 - Withdrawal of the international functionality of my/our card
 - Complete withdrawal of my/our card

8. Termination

Either party may terminate this agreement by giving seven days written notice to the other party. However, the Bank may terminate this agreement with or without notice if the circumstance so warrant.

9. Disclaimer Clause

The Bank disclaims liability for any funds /assets deposited by you which are subsequently found to have been derived from illegal source or activities.

You confirm that the funds/assets deposited or to be deposited are not derived from any illegal source or activities.

FOR OFFICIAL USE ONLY

Risk Level Assessment Score: Low Medium High **AML Manual Screening**

Completed Mandate Card Passport Photograph(s) Identification of Signatories & Directors Board Resolution

Proof of Address of Signatories Company Regulations Certificate of Registration Certificate of Incorporation

Certificate to Commence Business Form A Form 3/Company Profile Partnership Deed Enabling Act/Decree

Reference (Auditor/Solicitor) Residence Permit (non Ghanaians) Constitution/Rules/By Laws Others

Account Opened by

CIS Officer Signature & Date

Approved by

Name Signature & Date