



ZENITH BANK PIC

CORPORATE DEPOSIT
ACCOUNT

ACCOUNT OPENING REQUIREMENTS FOR DEPOSIT ACCOUNT

(FOR BANK USE ONLY)

(A) LIMITED LIABILITY COMPANY

1. Account Opening form duly completed.
2. Two independent and satisfactory references. Referees must be current account holders. Referees who maintain current account with Zenith must have done so for a minimum of six (6) months.
3. Two (2) recent clear passport-size photographs of signatories with their signature on the reverse side.
4. Means of identification i.e, driver's license, international passport or national Identification Card of signatories.
5. Board Resolution (if signatories differ from subscribers to the Memo)
6. Resident Permit (where applicable)
7. Certificate of Incorporation (Originals to be sighted).
8. Memorandum and Articles of Association (certified as a true copy by the Registrar of Companies and a Director of the company).
9. Form C07(Particulars of Directors) Certified true copy by the Registrar of Companies

(B) SOLE PROPRIETORSHIP/PARTNERSHIP

In addition to 1-6 above, the following shall also apply

1. Certificate of Registration (Originals to be sighted)
2. Application for Registration. Certified true copy by the Registrar of Companies (Originals to be sighted)

(C) CLUBS, SOCIETIES AND ASSOCIATIONS

In addition to 1-6 above, the following shall also apply

1. A copy of the Certificate of Registration (Originals to be sighted)
2. A copy of Rules/Constitution (certified by the President of the Association of body) (Originals to be sighted)

NOTE:

Where the company currently maintains an account with the bank, completion of the account opening form and passport photograph of signatories will suffice.

CHECKLIST		IN PLACE	WAIVER
1.	Account opening Forms duly completed		
2.	Certificate of Incorporation/Registration		
3.	Passport Photographs		
4.	References		
5.	Means of identification		
6.	Mandate Cards		
7.	Physical Verification of customer's address		
8.	Duly completed Signatory personal information Form		
9.	Board Resolution		
10.	CTC of Memorandum and Articles of Association		
11.	CTC of CO7/Application of Registration		
11.	CTC of CO7/Application of Registration		

CUSTOMER INTRODUCED BY _____
NAME & SIGNATURE

RELATIONSHIP OFFICER _____
NAME & SIGNATURE

WAIVER APPROVED BY _____
NAME & SIGNATURE

APPLICATION FOR THE OPENING OF A DEPOSIT ACCOUNT

NAME OF COMPANY:		
REGISTRATION NUMBER:		DATE OF INCORPORATION:
REGISTERED ADDRESS:	BUSINESS ADDRESS:	MAILING ADDRESS:
CORPORATE TELEPHONE NO:		FAX NO:
E-MAIL:		
NATURE OF BUSINESS (PLS SPECIFY):		
SECTOR CLASSIFICATION (PRIVATE OR PUBLIC):		
MODE OF INITIAL LODGEMENT:		<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> TRF FROM A/C _____
ACCOUNTS WITH OTHER BANKS (INCLUDING ZENITH BANK PLC.)		
NAME AND ADDRESS OF BANK/BRANCH		ACCOUNT NAME AND NUMBER
1.		
2.		
3.		
4.		

We request for the opening of a current account with ZENITH BANK Plc. We certify that the above particulars are correct.

 Authorised Signatory & Date

 Authorised Signatory & Date

 Authorised Signatory & Date



SIGNATORY PERSONAL INFORMATION FORM

NAME: SURNAME FIRST NAME MIDDLE NAME

TITLE:

DATE OF BIRTH(OPTIONAL):

PLACE OF BIRTH:

SEX: MALE [] FEMALE []

MARITAL STATUS: MARRIED [] SINGLE [] WIDOWED []

SUFFIX:

NEXT OF KIN:

USUAL NAME:

MODE OF IDENTIFICATION: NUMBER:

COUNTRY OF ORIGIN:

STATE:

LOCAL GOV. AREA:

RESIDENTIAL/CONTACT ADDRESS(ES):

MAILING ADDRESS:

E-MAIL ADDRESS:

BUSINESS PHONE:

HOME PHONE: FAX NO.

MOTHER'S MAIDEN NAME (OPTIONAL):

ACCOUNT TITLE:

I hereby attest that the above information is true and complete.

SIGNATURE / DATE

BANK ONLY
VERIFIED BY:

CAUTION
IT IS DANGEROUS TO INTRODUCE A PERSON WHO IS NOT WELL- KNOWN TO YOU

The Manager, ZENITH BANK PLC. 20

Dear Sir,

RE: PROSPECTIVE ACCOUNT NAME

We understand that the above- named Company has applied to open a Current Account with you.

We have known the above- named Company for Period and we comment on their means and reputation as follows: -

We also confirm that the applicant is an entity to whom the usual banking facilities may be extended.

We maintain current account(s) with:

Table with 3 columns: NAME OF BANK, BANKER'S ADDRESS, ACCOUNT NUMBER. Rows 1 and 2.

The above information is provided in confidence

Yours faithfully,

REFEREE'S ACCOUNT NAME

REFEREE'S ADDRESS

Authorised Signatory

Authorised Signatory



SIGNATORY PERSONAL INFORMATION FORM

NAME: _____
SURNAME FIRST NAME MIDDLE NAME

TITLE: _____

DATE OF BIRTH(OPTIONAL): _____

PLACE OF BIRTH: _____

SEX: MALE FEMALE

MARITAL STATUS: MARRIED SINGLE WIDOWED

SUFFIX: _____

NEXT OF KIN: _____

USUAL NAME: _____

MODE OF IDENTIFICATION: _____ NUMBER: _____

COUNTRY OF ORIGIN: _____

STATE: _____

LOCAL GOV. AREA: _____

RESIDENTIAL/CONTACT ADDRESS(ES): _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

BUSINESS PHONE: _____

HOME PHONE: _____ FAX NO. _____

MOTHER'S MAIDEN NAME (OPTIONAL): _____

ACCOUNT TITLE: _____

I hereby attest that the above information is true and complete.

SIGNATURE / DATE

BANK ONLY
VERIFIED BY: _____



SIGNATORY PERSONAL INFORMATION FORM

NAME: SURNAME FIRST NAME MIDDLE NAME

TITLE:

DATE OF BIRTH(OPTIONAL):

PLACE OF BIRTH:

SEX: MALE [] FEMALE []

MARITAL STATUS: MARRIED [] SINGLE [] WIDOWED []

SUFFIX:

NEXT OF KIN:

USUAL NAME:

MODE OF IDENTIFICATION: NUMBER:

COUNTRY OF ORIGIN:

STATE:

LOCAL GOV. AREA:

RESIDENTIAL/CONTACT ADDRESS(ES):

MAILING ADDRESS:

E-MAIL ADDRESS:

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BANK ONLY

VERIFIED BY:

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REFEREE'S ACCOUNT NAME

REFEREE'S ADDRESS

Authorised Signatory

Authorised Signatory

BOARD RESOLUTIONS (FEDERAL REPUBLIC OF NIGERIA)
COMPANIES AND ALLIED MATTERS ACT, 1990

(A) LIST OF DIRECTORS PRESENT

S/N	NAME	POSITION
1.		
2.		
3.		
4.		
5.		
6.		

IN ATTENDANCE

I _____ (COMPANY SECRETARY)

RESOLUTION

At the meeting of the board of Directors of _____ held on day of _____ 20____ at the company's Head Office, the following resolution were proposed and duly passed.

- In addition to any general lien or similar right to which you as a bank may be entitled by law, you may at a anytime and without notice to us to combine or consolidate all or any of the Company's accounts with the liabilities to you and set off or transfer any sum standing to the credit of any one more or such accounts or any other credit, be it cash, cheques, valuables, deposits, securities, negotiable instruments or other assets belonging to the Company with you in towards satisfaction of any of the Company's liabilities to you or any other account or in any other respect, whether such liabilities be actual or contingent, primary or collateral or several or joint.
- The Secretary and a Director of the Company be, and hereby is authorized to certify to the Bank the names of the present officers of the Company and other persons authorized to sign for it and the offices respectively held by them, together with the specimens of their signatures and in case of any change of any holder of any such office or holders of any such offices, the fact of such change and the names of any new officers and the offices respectively held by them, together with the specimens of their signatures, and the Bank be and hereby is authorized to honour any instrument signed by any new officer or officers in respect of whom it has received any such certificate or certificates with the same force and effect as if the said officer or officers were named in the foregoing resolutions to the place of any person or persons with the same title or titles.
- The Bank be promptly notified in writing by the Secretary or any other officer of the Company of any change in their resolutions, such notice to be given to each office of the Bank in which any account of the Company may be maintained, and that until it has actually received such notice of writing, it is authorized to act in pursuance of these resolutions, and that until it has actually received such notice and sufficient times shall elapsed thereafter to permit the Bank in due course and by such means as it may deem appropriate, to notify such of its offices, branches and correspondents as the Bank may deem to be concerned thereby, it shall be indemnified and saved harmless from any loss suffered or liability incurred by it in continuing to act in pursuance of these resolutions, even though resolutions may have been changed. Provided that any such change shall not adversely affect the general intendment of this resolution.
- Any and all withdrawals and borrowing of money and /or other transactions had on behalf of the Company with the Bank are hereby approved, and that the Bank may rely upon the authority conferred by this entire resolution until the receipt by it of a certified copy of a resolution of this Board revoking or modifying the same.
- That the company should open and operate a Current Account with Zenith Bank Plc.
- That the signatories to the account shall be:

(B) SIGNATORIES TO THE ACCOUNT

S/N	NAME	CATEGORY	SPECIMEN SIGNATURE

We FURTHER CERTIFY that there is no provision in the Memorandum and Articles of Association of the Company limiting the power of the Board of Directors to pass the foregoing resolutions and that the same are the conformity with the provisions of the said Memorandum and Articles of Association.

We further certify that the Memorandum and Articles of Association of the Company given by us to the Bank are amended up to date. We further undertake amendments to the Memorandum and Article of Association will be advised to the Bank within fourteen (14) days of such. We indemnify the Bank against any loss, expenses and damages it may sustain through our failure to notify or delay in notifying the Bank of any alterations, amendment or addition to the Memorandum and Articles of Association.

We FURTHER CERTIFY that the present officers of the Company and the offices respectively held by them areas follows:

The mandate of the Company shall be: _____

we certify that the above is a true and correct extract of the minute of the Board meeting.

Dated at _____ this _____ day of _____ 20_____

Chairman

(COMPANY SEAL)

Secretary


PHYSICAL VISITATION REPORT

FROM: _____

TO: _____

DATE: _____

In line with the Bank's account opening requirements, I hereby submit the report on physical visitation to the customer's corporate office and signatories' place(s) of residence as follows:

1. NAME: _____

2. CORPORATE OFFICE ADDRESS VISITED: _____

3. TEL. NO. OF PHYSICAL CORPORATE ADDRESS VISITED: _____

4. HOME ADDRESS OF SIGNATORIES TO CORPORATE A/C VISITED: _____

S/N	NAME	ADDRESS(ES)	TELEPHONE NO. (S)
(i.)			
(ii.)			
(iii.)			
(iv.)			
(v)			

5. ADDRESS GIVEN BY CUSTOMER (In the Account Opening Form): _____

6. EXPLANATION FOR DIFFERENCE BETWEEN (2 OR 4) & (5): _____

7. DATE OF PHYSICAL INVITATION: _____

8. OBSERVATIONS ON THE HOME ADDRESS(ES) VISITED: _____

A. DOES THE ADDRESS EXIST? YES NO N/A B. DOES THE CUSTOMER RESIDE AT THIS ADDRESS? YES NO N/A C. DO PEOPLE/NEIGHBOURS KNOW HIM/HER IN THIS AREA/ADDRESS? YES NO N/A

9. OBSERVATIONS ON THE CORPORATE ADDRESS VISITED:

A. DOES THE ADDRESS EXIST? YES NO N/A B. DOES THE COMPANY OPERATE FROM THIS ADDRESS? YES NO N/A C. DOES THE COMPANY HAVE ANY OTHER PLACE OF BUSINESS, WAREHOUSE, OR FACTORY? YES NO N/A

IF SO, WHERE? _____

D. IN YOUR OPINION AND CONSIDERING THE OBSERVATIONS, ARE THERE ANY VISIBLE SIGNS OF OPERATIONAL EXISTENCE? YES NO N/A

BASED ON THE ABOVE INFORMATION, I HEREBY CONFIRM THE EXISTENCE OF THE HOME & OFFICE ADDRESS AT:

NAME OF RELATIONSHIP OFFICER VISITING ADDRESS(ES): _____

SIGNATURE & DATE OF RELATIONSHIP OFFICER VISITING ADDRESS(ES): _____



ZENITH BANK PLC

MANDATE FOR CORPORATE CURRENT ACCOUNT

NAME OF ACCOUNT _____ ACCOUNT NO _____

POSTAL ADDRESS _____

CONTACT ADDRESS _____

TELEPHONE _____

<p>1. NAME OF SIGNATORY..... CATEGORY</p> <table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> </table> <p>Mobile Phone No: _____</p> <p>2. NAME OF SIGNATORY..... CATEGORY</p> <table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> </table> <p>Mobile Phone No: _____</p> <p>3. NAME OF SIGNATORY..... CATEGORY</p> <table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> </table> <p>Mobile Phone No: _____</p>							<p>4. NAME OF SIGNATORY..... CATEGORY</p> <table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> </table> <p>Mobile Phone No: _____</p> <p>5. NAME OF SIGNATORY..... CATEGORY</p> <table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> </table> <p>Mobile Phone No: _____</p> <p>6. NAME OF SIGNATORY..... CATEGORY</p> <table border="1" style="width: 100%; height: 40px; margin-bottom: 5px;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> </table> <p>Mobile Phone No: _____</p>						
<p>MANDATE</p>	<p>COMPANY STAMP/SEAL SPECIMEN (If required for mandate)</p>												

PLEASE TICK AS APPROPRIATE

<p>EMBOSSMENT REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>CHEQUE CONFIRMATION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, Amount to be confirmed: D.....and above</p> <p><small>Please note that the Bank's Policy allows confirmation of D500,000 and above in writing and before presentation of cheque</small></p> <p>COMPANY STAMP/SEAL REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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FOR BANK USE

REMARK _____

CSU OFFICER _____

RSM OFFICER _____

APPROVAL _____ DATE _____