



Account Opening Form
Entities (Incorporated and Non-Incorporated)

Account Opening Application



ENTITIES (Incorporated and Non-Incorporated)

Please complete in **BLOCK LETTERS** and "✓" or "x" where applicable

Branch

(Please indicate the category and type of account to open by ticking the applicable box below)

Category of Business

Please select

Limited Liability Company

Partnership

Sole Proprietorship

MMDAs

Charities

Others

Account Type

Please tick box

Current Account

Fixed Deposit Account

Savings Account

Account No. (for official use only)

Currency Type

2.COMPANY DETAILS (PLEASE COMPLETE IN BLOCK LETTERS AND TICK WHERE NECESSARY)

Company/Business Name

Certificate of Incorporation Registration Number

Date of Incorporation

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Jurisdiction of Incorporation/Registration

Parent Company's Country of Inc.

Source of Funds

Type/Nature of Business

Sector/Industry

Operating Business Address 1

Operating Business Address 2

Corporate Business Address/Registered Office

(if different from above)

Email Address

Website (if any)

Telephone No. 1

Telephone No. 2

Tax Identification Number

Certificate to Commence Business

Other Reference Number

Please Specify

3. ANNUAL TURNOVER

a. GH¢ 0 - 9999 GH¢ 10,000-49,999 GH¢ 50,000 - 99,000 GH¢ 100,000 and above

b. Is your Company quoted on any Stock Exchange? Yes No Ref No.

4. ACCOUNT SERVICE(S) REQUIRED (PLEASE TICK APPLICABLE OPTION BELOW)

Card Preferences: ATM Card Master Card Visa Card Others (Please Specify)

Electronic Banking Preferences: Internet Banking Mobile Banking Other Internet Banking Products

Transaction Alert Preferences: Email Alert SMS Alert

Statement Preference: Email Post Collection at Branch

Statement Frequency: Monthly Quarterly Semi-Annually Annually

Cheque Book Requisition: Open Cheque Crossed Cheque 25 leaves 50 leaves 100 leaves

Cheque Confirmation: Will you like to pre-confirm your cheques? Yes No

Cheque Confirmation Threshold: If the answer to the above is yes, please specify the threshold:

5. CHEQUE CONFIRMATION THRESHOLD

You will be required to pre confirm any cheque above GH¢

If you would like to have a higher threshold pre-confirmation, please specify the amount (ie threshold above GH¢)

6. KEY CONTACT PERSONS / PRINCIPAL OFFICERS DETAILS

Surname _____ First Name _____

Other Names _____

Gender Female Male Place of Birth _____ Date of Birth

D	D	M	M	Y	Y	Y	Y

Mother's Maiden Name _____

Nationality _____ Resident Permit No. _____

Means 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

Permit Issue Date

D	D	M	M	Y	Y	Y	Y

 Permit Expiry Date

D	D	M	M	Y	Y	Y	Y

Occupation _____

Job Title _____

Position/Office of the Officer _____

Residential Address _____

City/Town _____

Nearest Landmark

Municipal, Metropolitan District Area

Region _____

Mobile No.

Fixed Tel. No.

Email Address

7. ACCOUNT SIGNATORY'S DETAILS

Surname _____ First Name _____

Other Names _____

Gender Female

Male

Place of Birth

Date of Birth

D	D	M	M	Y	Y	Y	Y

Mother's Maiden Name

Nationality

Resident Permit No.

Means 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

Permit Issue Date

D	D	M	M	Y	Y	Y	Y

Permit Expiry Date

D	D	M	M	Y	Y	Y	Y

Occupation

Job Title

Position/Office of the Officer

Residential Address

City/Town

Nearest Landmark

Municipal, Metropolitan District Area

Region

Mobile No.

Fixed Tel. No.

Email Address

Class of Signatory

(Please indicate class in the box provided)

Signature

Date

D	D	M	M	Y	Y	Y	Y

8. ACCOUNT SIGNATORY'S DETAILS (2)

Surname _____ First Name _____

Other Names _____

Gender Female Male Place of Birth _____ Date of Birth

D	D	M	M	Y	Y	Y	Y

Mothers Maiden Name _____

Nationality _____ Resident Permit No. _____

Means 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

Permit Issue Date

D	D	M	M	Y	Y	Y	Y

Permit Expiry Date

D	D	M	M	Y	Y	Y	Y

Occupation _____

Job Title _____

Position/Office of the Officer _____

Residential Address _____

City/Town _____

Nearest Landmark _____

Municipal, Metropolitan District Area _____

Region _____

Mobile No. _____ Fixed Tel. No. _____

Email Address _____

Class of Signatory _____
(Please indicate class in the box provided)

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

9. ACCOUNT SIGNATORY'S DETAILS (3)

Surname _____ First Name _____

Other Names _____

Gender Female Male Place of Birth _____ Date of Birth

D	D	M	M	Y	Y	Y	Y

Mothers Maiden Name _____

Nationality _____ Resident Permit No. _____

Means 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

Permit Issue Date

D	D	M	M	Y	Y	Y	Y

Permit Expiry Date

D	D	M	M	Y	Y	Y	Y

Occupation _____

Job Title _____

Position/Office of the Officer _____

Residential Address _____

City/Town _____

Nearest Landmark _____

Municipal, Metropolitan District Area _____

Region _____

Mobile No. _____ Fixed Tel. No. _____

Email Address _____

Class of Signatory _____ Signature _____ Date

D	D	M	M	Y	Y	Y	Y

(Please indicate class in the box provided)

10. DETAILS OF THE DIRECTORS/ EXECUTIVES / TRUSTEES / PROMOTER / EXECUTORS / ADMINISTRATORS ETC.

Surname _____ First Name _____

Other Names _____

Gender Female Male Place of Birth _____ Date of Birth

D	D	M	M	Y	Y	Y	Y

Mothers Maiden Name _____

Nationality _____ Resident Permit No. _____

Means of Identification _____ ID Number _____

D D M M Y Y Y Y

ID Issue Date _____

D D M M Y Y Y Y

ID Expiry Date _____

D D M M Y Y Y Y

Permit Issue Date _____

D D M M Y Y Y Y

Permit Expiry Date _____

Occupation _____

Job Title _____

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

Position/Office of the Officer _____

Residential Address

City/Town _____

Nearest Landmark

Municipal, Metropolitan District Area

Region _____

Mobile No. _____ Fixed Tel. No. _____

Email Address _____

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

Surname _____ First Name _____

Other Names _____

Gender Female Male Place of Birth _____ Date of Birth

D D M M Y Y Y Y

Mothers Maiden Name _____

Nationality _____ Resident Permit No. _____

Means of Identification _____ ID Number _____

D D M M Y Y Y Y

ID Issue Date _____

D D M M Y Y Y Y

ID Expiry Date _____

D D M M Y Y Y Y

Permit Issue Date _____

D D M M Y Y Y Y

Permit Expiry Date _____

Occupation _____

Job Title _____

Status as a Director (Pls tick as appropriate)

Chairman

Managing Director/Chief Executive Officer

Non-Executive Director

Chief Financial Officer

Position/Office of the Officer _____

Residential Address

City/Town _____

Nearest Landmark

Municipal, Metropolitan District Area

Region _____

Mobile No.

Fixed Tel. No.

Email Address

12. DETAILS OF THE DIRECTORS/ EXECUTIVES / TRUSTEES / PROMOTER / EXECUTORS / ADMINISTRATORS ETC. (3)

Surname _____ First Name _____

Other Names _____

Gender Female

Male

Place of Birth

Date of Birth

D	D	M	M	Y	Y	Y	Y

Mother's Maiden Name

Nationality

Resident Permit No.

Means 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

Permit Issue Date

D	D	M	M	Y	Y	Y	Y

Permit Expiry Date

D	D	M	M	Y	Y	Y	Y

Occupation

Job Title

Status as a Director (Pls tick as appropriate)

Chairman

Managing Director/Chief Executive Officer

Non-Executive Director

Chief Financial Officer

Position/Office of the Officer _____

Residential Address

City/Town _____

Nearest Landmark

Municipal, Metropolitan District Area

Region _____

Mobile No.

Fixed Tel. No.

Email Address _____

13. DETAILS OF THE DIRECTORS/ EXECUTIVES / TRUSTEES / PROMOTER / EXECUTORS /ADMINISTRATORS ETC. (4)

Surname _____ First Name _____

Other Names _____

Gender Female Male

Place of Birth _____ Date of Birth

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mothers Maiden Name _____

Nationality _____

Resident Permit No. _____

Means of Identification _____

ID Number

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ID Issue Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ID Expiry Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permit Issue Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permit Expiry Date

Occupation _____

Job Title _____

Status as a Director (Pls tick as appropriate)

Chairman

Managing Director/Chief Executive Officer

Non-Executive Director

Chief Financial Officer

Position/Office of the Officer _____

Residential Address

City/Town _____

Nearest Landmark

Municipal, Metropolitan District Area

Region _____

Mobile No.

Fixed Tel. No.

Email Address _____

14. ADDITIONAL DETAILS

I. Name of affiliated Company/Body 1. _____
2. _____
3. _____

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

a. Full Name of Shareholder _____

Address _____

Status _____ Percentage Holding _____

Mobile No. _____ Nationality _____

Email Address _____

Registration Certificate (if a corporate shareholder) _____

Country of Incorporation (if a corporate shareholder) _____

Names of Beneficial owner(s) (if any) _____

b. Full Name of Shareholder _____

Address _____

Status _____ Percentage Holding _____

Mobile No. _____ Nationality _____

Email Address _____

Registration Certificate (if a corporate shareholder) _____

Country of Incorporation (if a corporate shareholder) _____

Names of Beneficial owner(s) (if any)

c. Full Name of Shareholder _____

Address _____

Status _____ Percentage Holding _____

Mobile No. _____ Nationality _____

Email Address _____

Registration Certificate (if a corporate shareholder) _____

Country of Incorporation (if a corporate shareholder) _____

Names of Beneficial owner(s) (if any)

d. Full Name of Shareholder _____

Address _____

Status _____ Percentage Holding _____

Mobile No. _____ Nationality _____

Email Address _____

Registration Certificate (if a corporate shareholder) _____

Country of Incorporation (if a corporate shareholder) _____

Names of Beneficial owner(s) (if any)

e. Full Name of Shareholder _____

Address _____

Status _____ Percentage Holding _____

Mobile No. _____ Nationality _____

Email Address _____

Registration Certificate (if a corporate shareholder) _____

Country of Incorporation (if a corporate shareholder) _____

Names of Beneficial owner(s) (if any)

f. Full Name of Shareholder _____

Address _____

Status _____ Percentage Holding _____

Mobile No. _____ Nationality _____

Email Address _____

Registration Certificate (if a corporate shareholder) _____

Country of Incorporation (if a corporate shareholder) _____

Names of Beneficial owner(s) (if any)

15. ACCOUNTS HELD WITH OTHER BANKS

S/N	Bank	Branch	Account Number
1			
2			
3			
4			
5			

16. AUTHORITY TO DEBIT ACCOUNT FOR SEARCH FEE

_____ Bank

Dear Sir,

AUTHORITY TO DEBIT OUR CURRENT ACCOUNT FOR SEARCH FEE

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

Thank you.

Yours faithfully,

Authorised Signature of the Customer / Representative & Date

Authorised Signature of the Customer / Representative & Date

17. LETTER OF SET-OFF

_____ Bank

Dear Sir,

LETTER OF SET-OFF

I/We agree that you (in addition to any general lien or similar right to which you as my / our banker may have at any time and without notice to me /us) combine or consolidate all or any of the company's accounts with liabilities to you and set off or transfer any sum standing to the credit of any such accounts, be it cash, cheques, valuable, 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, primary or collateral, several or joint.

Authorised Signature of the Customer / Representative & Date

Authorised Signature of the Customer / Representative & Date

18. LETTER OF INDEMNITY

Release and indemnity, fax and email transmissions

(If this facility is not required, please indicate by inserting a diagonal line across this page and duly initial)

Whereas I/ we, the undersigned, _____ herein represented by _____ and _____ their capacities as _____ and _____ respectively, they being duly authorised by a resolution passed by us on _____ certified copy of which is attached hereto, have requested GHL Bank ("the Bank") to act on written instructions transmitted by me/us to it by facsimile transceiver or by means of an email message.

and whereas the Bank has informed me/us that it is prepared to act on such faxed/emailed instructions which purport to emanate from me/us if it receives a release and indemnity in the form hereof.

and whereas I/we am/are prepared to give such releases and indemnity.

Now therefore, I/we do hereby -

1. Acknowledge that it is not practical for the Bank to establish the authenticity of all messages telefaxed or emailed to the Bank which purport to emanate from me/us.
2. Agree that all faxed or email instructions, mandates, consents, commitments and the like which purport to emanate from me/us shall be deemed to have been given by me/us in the form actually received by the Bank (purported faxed or email

instructions) - which may as a result of the malfunction of equipment, the distortion of communication links and the like, be different from that intended or sent - and I/we shall be bound thereby.

3. Waive any rights I/we may have or obtain against the Bank arising directly or indirectly from losses or damages including matters related to notice of lost and cancelled foreign drafts and cheques, which I/we may sue because the Bank acts on purported faxed or emailed instructions, and I/we agree to indemnify the Bank in respect of any claims, demands or actions made against it or losses or damages by it because it so acted.

4. Agree that in respect of purported faxed or email instructions regarding payment by cheque, draft, mail or telegraphic transfer for the benefit of third parties, the purchase or sale of any foreign currencies, the purchase or sale of Stock Exchange Securities, the transfer of money, whether the transfer is from any account in the Company's name to any other account in the Company's name or to any account in the name of the third party at any branch of the Bank or at any branch of any other Bank, same day value may only be given if the message is received by the Bank a reasonable time before the close of its business to the public.

5. Agree that the Bank is not to be held liable for errors or delays in transmissions, or the misinterpretation on receipt, or for any loss or damage from whatever cause as a result of the Bank permitting this agreement, excluding losses arising from the proven unlawful or fraudulent acts of the Bank's employees.

6. Agree to implement and adhere to any procedures and/or restrictions imposed on me/us by the Bank from time to time regarding the sending of faxed or emailed instructions to the Bank.

7. Agree that this release and indemnity will not be affected by any failure by the Bank to impose any or sufficient procedures or restrictions or to ensure that any, or all of them are adhered to.

8. Agree that the Bank will not be obliged to act on any purported faxed or emailed instructions and that it may at any time on written notice sent to me/us at _____ withdraw from the arrangements envisaged in this document.

9. Agree to send the original copy of such written instruction or confirmation of fax or email, clearly marked "confirmation" of fax/email _____ dated within at least 21 working days following the transmission.

Signed at _____ on this _____ day of _____

Chairman's/Director signature _____

Director/Company Secretary's signature _____

19. ACCOUNT OPENING MANDATE

Mandate authorization *(Please tick as appropriate)*

a) Category of Account

Joint Account Fixed Investment Account Other Types of Account

Account Type

Current Account Fixed Deposit Account Savings Account Domiciliary Account

b) Account Name _____

c) Account Number _____

d) Mandate authorization / Combination Rule *(Please select as appropriate)*

Sole Signatory Two or more If two or more are to sign, please specify _____

Signatories

Signatory 1

Surname _____

First name _____

Other names _____

Class of Signatory _____ Identification Type _____

Identification No. _____

Telephone. No. _____



Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Bank Use Only	_____	_____
	Name	Signature
	_____	_____
	Name	Signature

Signatory 2

Surname _____

First name _____

Other names _____

Class of Signatory _____ Identification Type _____

Identification No. _____

Telephone. No. _____



Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Bank Use Only

Name

Signature

Name

Signature

Signatories

Signatory 3

Surname _____

First name _____

Other names _____

Class of Signatory _____ Identification Type _____

Identification No. _____

Telephone No. _____

AFFIX
PASSPORT
PHOTOGRAPH
HERE

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Bank Use Only

Name

Signature

Name

Signature

20. FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA) OF THE UNITED STATES OF AMERICA

a) Are you a financial institution?

Yes

No

21. TERMS AND CONDITIONS

1. Scope

The terms and conditions contained herein together with any account specific conditions, tariffs, guides additional instruction from the Bank and any subsequent variations govern the relationship between the Customer and the Bank.

2. Definitions

"We/ Our/Us/ Bank means GHIL Bank Limited

"You/Your/ Customer" means a Personal/Individual/Corporate Account holder of the Bank

3. The Account

The Customer shall assume full responsibility for the genuineness, correctness, and validity of all endorsements appearing on all cheques orders, bills notes, negotiable instruments, receipts etc deposited in the account.

The Bank will not be responsible for any loss of funds deposited with it arising from any future Government order, law, levy, tax embargo, moratorium exchange restriction or any other cause beyond its control.

The Bank will not be liable for funds handed over to members of its staff other than the Cashiers/Tellers in the Bank's premises with the appropriate deposit slip.

The Customer agrees that the Bank may contact him/it by email, online, messaging, phone, SMS, post, and by any other means the Bank deems appropriate. All notices or letters may be sent to the address supplied by you and be considered duly delivered and received at the time it is delivered or seven days after posting.

All notices or letters will be sent to the physical, postal, or electronic address supplied by you and will be considered duly delivered and received at the time it is delivered or 7 days after posting

The Bank may refuse to carry out an instruction:

- If it does not comply with the Customer's mandate
- If the Customer does not have sufficient funds available
- If the Bank doubts the authenticity of an instruction
- If the instruction is ambiguous or not sufficiently clear
- Where the Bank believes acting on the Customer's instruction might put it in breach of any law, regulation, code or contractual obligation binding on it
- If the Bank suspects that the Customer's account has been or is likely to be misused, whether fraudulently or otherwise
- If in the Bank's reasonable discretion, any other valid reason applies.

4. Deposits

The Bank will accept for deposit into your account all cash cheques and other items payable to you.

The proceeds of cheques and other similar items deposited will only be available as cash when paid. (This situation arises because when you deposit a cheque or other item the amount is provisionally credited to your account before we receive the actual payment)

In the normal course, the Bank is unable to process postdated cheques.

5. Deposit reversed

The Bank will debit the Customer's account with the amount of any cheque or other item deposited that is unpaid. The Customer's account will be debited with bank charges associated with these unpaid items, details of such charges are available on request.

The Bank will debit the Customer's account with the amount of any cheque or other item deposited to which the Customer is not entitled and may pay the amount to the owner thereof, whether the Customer's account is in credit or debit, and we will advise you of our action taken.

6. Payment

The Bank will make payment from the Customer's account on the Customer's instructions if there are sufficient funds available.

By arrangement the Customer may instruct the Bank by means of computer or other electronic equipment to make payments from his/it's account and the Bank will debit your account with the amounts concerned.

7. Stop Payments

You may stop payment of a cheque you have issued before it is presented for payment unless the Bank has made a commitment to pay it, for example certified it good for payment.

The Bank may accept stop payments of debit orders but the onus rests on you to cancel the underlying contract and you agree to indemnify the Bank against any legal action arising out of such cancellation.

8. Authorised Signatories

The Customer shall provide the Bank with the specimen signature(s) of each of the person(s) authorized to operate the Customer's account. Unless otherwise agreed, the said signatory (ies) shall be entitled to operate the account fully and to withdraw all or any of the Customer's funds, property and/or securities held by the Bank from time to time and to open any further account(s) in the Customer's name.

9. Letter of Set-off

In consideration of us giving you financial and or banking accommodation and other facilities, you agree that in addition to any other general lien or similar right to which we as bankers may be entitled by law, we may at any other time and without notice to, you combine or consolidate all or any of your accounts with/and liability to us and set off or transfer any sum or sums standing to the credit of any one or more of such accounts in or towards satisfaction of any of your liabilities to us on any other account or in any other respect whether such liabilities be actual or contingent, primary or collateral and several or joint.

10. Interest and Charges

You will be liable for the payment of interest charges at the rate fixed by the Bank from time to time for any outstanding debit on your current account.

Your current account may also be debited for the Bank's usual banking charges, interest, commission, etc.

Unless otherwise agreed, the Bank may modify at any time the rate of interest fees or other amount applicable to any Account or Service with notice to you.

11. General Lien

The Bank may exercise its general lien or any similar right it is entitled to including the right to combine and consolidate all or any of your accounts with the Bank, and the right to set off or transfer any sum or sums standing to the credit of any one or more of such accounts against liabilities in any other account.

12. Statements and Advices

Statements and Advices can be delivered to the Customer either physically, by post or electronically (e-Statements or e-Alerts).

Where requested, the Bank may provide electronic Statements or SMS-alerts or other similar service to provide information on transactions. The service is provided "as available" and without any warranty of fitness for a specific purpose. We do not warrant that this service will always be uninterrupted, or that any information provided is accurate and current as at the time it is received. The Bank disclaims responsibility for the service provided by any network provider.

Irrespective of the channel used to deliver the statement or advice, the Customer will notify the Bank in writing of anything incorrect in a statement or advice promptly and in any case within thirty (30) days from the date on which the statement or advice is sent to the Customer.

13. Cheque Books

Cheque books are issued subject to the following condition:-

- The Customer agrees to look after and use any cheque book and any cheque form with utmost care.
- The Customer further agrees to ensure:-
 - i. That all uncompleted cheque forms 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 form has been stolen lost or mislaid;
 - iii. That any person preparing a cheque is authorized to do so;
 - iv. That any cheque is prepared and signed in ink or other eligible writing material;
 - v. That the amount of any cheque is written as near as possible to the left side of the form to prevent any unauthorized addition of letters or figures;
 - vi. That the amount of any alteration is signed by an authorized signatory.

All cheques or other orders signed by you (or either or both of you if a joint account) will be processed by the Bank and your account will be debited for such cheques whether such account is for the time being in credit or overdrawn or may become over-drawn in consequence of such debit.

The Bank may exercise its discretion in allowing withdrawals against uncleared cheques where the cheques are returned unpaid thereafter, the Bank shall have the right to hold on to the returned cheque and take further action it deems appropriate to recover the value of the withdrawal from you.

The Bank shall have the right whenever it deems appropriate to confirm the issuance of a cheque drawn on the customer's current account failing which the cheque may be returned with "Drawers Confirmation Required" endorsed thereon.

You understand that the use and handling of your cheque book is subject to such arrangements as we may have with regards to the implementation of MICR system as coupled with the Automated Clearing House.

14. Indemnity

You hereby undertake to indemnify the Bank, its officers and staff from and against all actions, proceedings, liabilities, costs, claims demands, expenses or losses sustained as a result of:

- a. The operation of your account
- b. The provision of any service and or product by us to you
- c. Any instructions received supported by your security passcode whether made by yourself or another without your consent or authorization
- d. You acknowledging and accepting that we need no further steps to confirm the identity and authority of the source of any such instructions and agree that we shall be entitled to debit your accounts with the the amount of any payment made pursuant to such instruction.
- e. In connection with us having acted on such instructions or alleged instructions with or without your consent or authorization
- f. By reason of us as a collecting bank relying upon or guaranteeing any endorsement or discharge on a cheque, bill, note, draft or other instruments presented by you for collection and in all cases, such reliance or guarantee by us shall be deemed to have been exercised at your express request.
- g. The Bank taking, relying and acting upon or omitting to act on any Instructions given or purported to be given by you or by any person(s) purporting to be your attorney, regardless of the circumstances prevailing at the time of such Instructions or the nature of the transaction and notwithstanding any error, misunderstanding, fraud or lack of clarity in the giving receipt or the contents of such instructions, including where we believed in good faith at the instructions or information was given in excess of the powers vested in you or where we believed that by so acting would result in a breach of any duty imposed on us;
- h. Failure to by you to pay or repay to us on demand any sum due to us (including all interest accrued thereon);
- i. You breaching of any one or more provisions of these Terms and Conditions;
- j. The enforcement by us of our rights (including rights of sale, set-off, recovering payment or enforcement proceedings) under or in connection with these Terms and Conditions
- k. Any claim or action brought by a third party which is in any way the result of improper use of the Account Online Banking, ATM and any other Banking services;
- l. The Bank using any system or means of communication or transmission in carrying out your Instructions which results in the loss, delay, distortion or duplication of such instructions and
- m. Any lost, stolen or mislaid cheque book, passbook, ATM Card, Time Deposit advice, personal identification numbers) or advice or other security passcode(s) in relation to the Account and re-issuance or replacement of the same by us.

15. Joint Accounts

The Bank may open a joint account for up to two (2) account holders

The Bank will act on instructions given by any one of you or all of you as stated on the mandate card. If your mandate requires all of you to sign we will not

be able to issue you with a debit card.

The Bank cannot allow you to operate the Account if you told us of any dispute between the account holders or you have told the Bank only to accept instruction given by more than one of you. We reserve the right to freeze the account until the matter is resolved or until we have received further instructions agreed by all the account holders.

As joint Account Holders, you are individually and jointly liable for complying with the Bank's terms and conditions, running the account and for repaying any money owed to us. We may demand from any of you, some of you or all of you or part of you repayment of all or part of any money owed.

The Joint Account Holders agree that if one of them dies, the survivor (s) will become the owner(s) of the Account and may (subject to the Bank's right of set-off) withdraw any Account balances (subject to the applicable legislation).

16. Dormant Accounts

If you do not operate your account for a period of one hundred and eighty (180) days the Bank will classify your account as dormant. If you wish to use a dormant account you must write to us or complete a dormant account re-activation form.

17. ATM Card

You must ensure that you comply with any instructions we may give regarding the use and safekeeping of cards. You can use your card to give access funds at any ATM worldwide that displays the VISA or MasterCard sign or any other payment company and to pay for charges incurred by the Merchant. The Merchant reserves the right at any time to refuse to permit the use of the card at the outlet for any reason whatsoever. You must sign your card as soon as you receive it and follow any relevant instructions that we give. You can use your Card if you have adequate funds in your account. Limits and restrictions may vary from each ATM and Merchant; the Bank will not be liable for any losses this may cause you.

We will convert all overseas transactions into Ghana Cedis currency using the prevailing exchange rate and will factor in a percentage commission on the amount of the transaction. The exchange rate we use may not be the same as the rate when the transaction was completed. If we have good reason, we may:

- a. refuse to approve a transaction
- b. cancel or suspend your right to use the card for any or all purposes; or refuse to replace any card without prior notice to you
- c. limit number or frequency of transactions within any period

We will credit your account with a refund for a transaction if the retailer asks us to or if you notify us to or if you notify us that a transaction with retailer has been incorrectly debited to your account after ascertaining /establishing veracity of the claim. You cannot use a claim you may have against someone else to make a claim against us, or refuse to pay us, unless you have a legal right to do so. You cannot transfer any rights of action against us to anyone else.

The card remains our property at all times, and must be returned to us immediately if we ask for it.

18. Online Banking

We will send you a username and passcode. We will ask you to change the passcode to one that you can remember.

Where you forget your password you can request for a new one using the "Forgotten Password" icon on the online banking service.

You can use the online banking service to block or request an ATM card, stop cheque or request a cheque book.

We will set a payment limit on transfers between your accounts using the online banking service and notify you of these limits.

You agree to indemnify, defend and hold the Bank harmless against all claims, costs, liability, losses and expenses incurred by it in connection with any use or alleged use of the online banking serve under your password with or without your consent or authorization.

We reserve the right to modify, suspend or discontinue temporarily or permanently, this service or any part of it, with or without notice, at any time.

You shall not use or permit the use of the online banking service or any related service for any illegal or improper purposes.

You may request for the termination of the service anytime by giving 7 days written notice to the Bank.

We may suspend or terminate the service without prior notice if you have breached these terms and conditions or we learn of your death, bankruptcy or lack of legal capacity.

19. Security

Security Passcode means User ID, Passwords, PINS, Codes and any other Personal Identification

You must ensure that you use your best endeavours to safeguard your account, and keep your cards, cheque books and any security passcodes safe from access or use by unauthorized persons

You agree to use your best endeavours to keep all security passcodes secret, never to disclose them to anyone and to prevent their fraudulent or unauthorized use. You must never disclose your security passcode to anybody or allow any other person to use your card or online banking. If you do you will be liable for all transactions without limit.

When entering your security passcode you must use your best endeavours to prevent their fraudulent use. These include but are not limited to shielding the keypad at ATMs, POSs at the premises of retailers when entering your secret passcode for transactions, complying with all instructions we issue including keeping your security passcode safe. We will never request your security passcode via telephone, text message, in writing or via email. If you receive such request please report it to us.

You must contact us immediately without undue delay if;

- You become aware that any of the conditions set out or any of your security passcodes have been compromised. You must contact us immediately and ask us to deactivate it.
- Your card, cheque book, withdrawal books are lost, compromised or stolen.
If you fail to comply with any of the conditions set out or any security instruction we give you or act fraudulently, you will be responsible for any direct and consequential loss suffered by you and us.

The Bank shall not be held liable for any unauthorized withdrawals during the period that the Bank has not been notified. You must allow a reasonable time after notification for us to deactivate the security passcode or stop the cheque.

20. Foreign Account Indemnity

The Bank will be indemnified and have no responsibility for or liability to the undersigned for any diminution due to taxes or imports or depreciation in the value of funds credited to the Account (which funds may be deposited by the Bank in the Bank's name and subject to the Banks control with which depository (ies) as you may select or for the unavailability of such funds due to restriction on convertibility, requisition, involuntary transfers, or other similar causes beyond the Bank's control.

Where any currency in which the Bank's payment obligations are denominated becomes unavailable due to restrictions on convertibility, transferability, requisitions, government acts, orders, decrees and regulations, involuntary transfers, distraint of any character, exercise of military or usurped powers acts of war or civil strife, monetary union or exchange or similar causes beyond the Bank's reasonable control, the Bank shall be deemed to have satisfied such payment obligation by making payment in such other currency.

You hereby agree that this indemnity shall be governed by and in accordance with the laws of the Republic of Ghana.

21. Disclosure Policy

Where the Bank is required under anti money laundering regulations to verify the identity of potential account holders and authorized persons when opening an account we shall do so. This shall include but not be limited to verifying your name and address. We may carry out searches at credit reference agencies who may add a record of our search to their records.

You agree that the Bank may use your data and information for risk assessment behavior credit scoring and analysis, generally and to meet our compliance obligation on your account held with the Bank or another group member of its relationship with the Bank or another group member to any of the following:

- a. Any office or branch of the Bank, affiliate or another group member.
 - b. Any agent, contractor or third party service provider, or any professional advisor of the Bank or another group member
 - c. Any guarantor or third party security provided by the Customer
 - d. Any credit reference bureau, Rating Agency and a collection agency
 - e. Any regulatory, supervisory, governmental or quasi-governmental authority with jurisdiction over the Bank or another Group Member.
 - f. Any actual or potential participant in, or assignee, novatee or transferee of, any of the Bank's right and/or obligations and relation to the Customer.
 - g. Any person to whom the Bank is required or authorized by law or court order to make such disclosure.
 - h. Any person who is under a duty of confidentiality to the Bank
 - i. Any bank or financial institution with which the Bank has or proposed to have dealings
 - j. Any Overseas Regulator or Tax Authority for the purpose of establishing any tax liability in compliance with an order, agreement with the Overseas
- We shall at our sole discretion and without your consent publish your name in the national daily newspapers in the event that you default in your obligations under any loan agreement.

22. Electronic Monitoring or Recording

The Customer and the Bank consent to telephonic, video or electronic monitoring or recording for security, training and quality of service purposes and agree that either may produce telephone recording, video or electronic monitoring or computer records as evidence in any proceedings brought in connection with these conditions or any local conditions or for training purposes.

23. Funds Transfer Instructions

The Bank or its affiliates, subsidiaries or any of its correspondents, shall not be responsible for any loss caused by any country, order or any Government Agency.

The Bank may engage any correspondent bank or agent to effect the transfer on behalf of the customer, but neither the Bank nor its affiliates or correspondents shall be liable for any Interruption, Error, Loss or Delay, direct or consequential arising from failure of Networks, Wire or Cables or arising from Lock outs, Riots, Civil Revolt, War or other cause beyond its control.

The Bank may send any transfer in explicit language, coded or cipher. The Bank will not be liable for any mishap which may occur in the transmission of the message or its interruption by the Receiving Bank arising from the Clearing System of the country in which the payment is to be made or any other act failure, negligence of the Receiving Bank in connection with the transfer.

In the absence of specific instructions, the funds transferred will be paid in the currency of the country where the payment will be made. For transfers requiring conversion into foreign currency, funds deposited by the customer shall be converted into the currency of payment at the Bank's prevailing selling rate on the date the funds are received. Where a transfer involves a third currency payment other than the currency of the beneficiary, the funds may be converted by the Correspondent bank to the currency of payment (Third Currency) at the prevailing buying rate of the correspondent after the deduction of the Correspondent Bank Charges.

The Bank shall debit the Customer's account for all fees and commissions in accordance with the Bank's current tariffs. These fees and commissions may be reviewed from time to time at the discretion of the Bank.

Sometimes a Correspondent Bank may charge fees and commissions. If it does, it may either deduct the fees and commissions from the funds received or may charge the fees and expenses to the account of the Bank. If the fees are deducted from the funds received, the beneficiary shall receive a sum lesser than the sum sent. Where the expenses and commissions are charged to the account of the Bank, the Customer will be obliged to reimburse the Bank for same. In the absence of specific instructions to the contrary all Correspondent Bank expenses and commissions shall be borne by the beneficiary.

The Bank may at its discretion retain fees and commissions charged, where the transfer cannot be concluded due to insufficient funds in the Customer's account.

In some instances, the Bank may be requested to use its best efforts to stop or suspend the execution of a transfer. At the request of the Customer and after receipt of the funds from the beneficiary's bank, the Bank shall pay the Customer at the prevailing purchase rate less expenses and commissions for the cancellation of the instructions. For the Manager's cheques or bank drafts, the repurchase will be done after receipt of the original cheque, at the Bank's prevailing purchase rate for the currency concerned, less the expenses and commissions for processing the repurchase of the Manager's cheques or bank drafts.

The Bank reserves the right to determine the priority in the execution of multiple requests for Transfers, Bank Drafts or Manager's cheque and to refuse to carry out a present instruction if, after having determined in its discretion) the priority between the various concurrent payment, this request could result in the customer's account going into debit or exceeding any authorized limit for the account.

If the Bank is notified that it did not transfer the full amount stated in a request, the Bank's sole liability will be to correct the error.

The Customer warrants that each instruction initiated in connection with a transfer instruction is fully authorized by himself and by any other party whose authorization is required. The Bank shall not be liable for any loss, damage or liability which may arise from the unauthorized use of the Funds Transfer Service.

24. Termination

Either party may terminate the agreement at any time (but subject to any legal requirement as to notice) by notifying the other in writing.

On closure of an Account, the termination becomes effective after any cheque drawn on the account or outstanding on it have been paid; all cheque books and cards issued to you have been sent back to the Bank; and all information and equipment supplied by the Bank have been returned to the bank.

Where the Bank is terminating the agreement and your account is overdrawn, you must pay all sums outstanding on the account otherwise the bank may take appropriate legal action for recovery.'

All mandatory documentation should be completed by the Customer within six (6) months of opening the account. If you do not provide the required document within six (6) months, the account will be automatically closed after prior notice to you.

25. AMENDMENTS

Any addition or alteration of these Terms and Conditions made from time to time by the Bank of which notice has been given to the Customer shall be

binding upon the Customer as fully as if the same were contained in these Terms and Conditions.

I/We acknowledge that I/we have read and that I/we accept the General Terms and Conditions and I/we agree to be legally bound by them

Name _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

22. DECLARATION

Customer Information

I/We hereby apply for the opening of account(s) with GHL Bank Ltd. I understand that the information given herein and the documents supplied are the basis for opening such account(s) and I/We therefore warrant that such information is correct.

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.

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 which may be seen by other institutions that make their own credit enquiries about 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 _____

Name _____

Signature _____

Name _____

Status _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Name _____

Status _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Company Seal Here

23. IN THE PRESENCE OF:

Name _____

Address _____

Occupation _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

FOR BANK USE ONLY

24. BASIC DOCUMENTS REQUIRED IN RESPECT OF THE ACCOUNT HOLDER (THIS LIST MAY CHANGE PERIODICALLY AND IS NOT EXHAUSTIVE)

General (required for all legal entities) _____

ID document/passport of related parties

Acceptable physical business address verification document and/or head office address verification document if Foreign Company owned

Power of Attorney/Mandate/Resolution/other legal document (if applicable)

Company _____

Certificate of incorporation (Also verification document) Regulations

Certificate of Registration (required for Insurance companies/societies)

Certificate to commence business

Proof of listing (required only for a listed company),(Also verification document)

Certificate of change of name (if applicable)

Group structure (if wholly owned subsidiary of listed company)

Notice of registered office and postal address of company Consent to act as a director or officer

Contents of register of directors, auditors and officers (Also verification document)

Constitution (where available)

Acceptable physical business address and trade name verification document(s). (Also verification document)

Foreign Company _____

Certificate of registration of memorandum of external company

Proof of listing of a company listed on a Foreign Stock Exchange (Also verification document)

Verify name, number and address using the official document issued by the relevant authority in the foreign country where the company is incorporated;

Agent acting on behalf of foreign company (must be Local citizen)

Acceptable trade name and physical business/head office address verification document(s) in foreign country;

In addition to the information required for a company, collect the following information and documentation:

Registered name (in foreign country) _____

Registered address (in foreign country) _____

Registration number (in foreign country) _____

To verify the registered name, number and address:

Official incorporation documents from relevant foreign country

Proof of listing of a company listed on a foreign stock exchange

Partnership/Joint Venture

Partnership agreement (if in existence)/Registration certificate. Record reason if not available: (Also verification document)

Acceptable physical business address verification document

Informal Body/Body Corporate

Constitution/other founding document (if applicable): (Also verification document)

Other certificates

Minutes of the meeting or

Rules of the body corporate

Partnership/Joint Venture

Trust deed/foreign trust deed (to verify name and number of trust and particulars of beneficiaries of the trust)

Letter of Authority (to verify address of the Master of the High Court and the particulars of the Trustees)

Official document issued by the authority in the country where the Trust was created (Foreign Trusts)

Fidelity Fund certificate

Estate Late/Insolvent Estate/In Liquidation

Letters of Administration/ Probate

Death Certificate

Order of appointment as Liquidator

Deed and notice of appointment of receiver

25. APPROVAL (FOR BANK USE ONLY)

KYC - Trade references, Bank reports, Bank statements and Credit checks

Business address and/or trade name(s) verified Premises verification Yes No

Premises visited Yes No

undertaken by _____ Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Verification documents required in respect of the account holder

Does this account form part of a group Yes No If yes, group number

Trade references, bank reports/statements/KYC/CTF/OFAC/UNSC

Completed by _____ Personnel number _____

Checked by _____ Personnel number _____

Credit check

Completed by _____ Personnel number _____

Checked by _____ Personnel number _____

Approved by _____ Personnel number _____

Released by _____ Personnel number _____

1. REQUIREMENT CHECKLIST

S/N	Documents Required	Checked	Deferred	Waived	N/A
1	Account opening form duly completed				
2	Specimen signature card duly completed				
3	Copy of Registrar General's Department Certificate				
4	Board Resolution				
5	Copy of Memorandum and Article of Association (Certified true copy by the Registrar of Companies)				
6	Tax Clearance Certificate				
7	TIN Registration No.				
8	Partnership Deed (where applicable)				
9	Approval Letter (MMDAs)				
10	Trust Deed				
11	Act /Gazette (for Government Agency) (where applicable)				
12	Two (2) passport sized photographs of each signatory to the account with name written on the reverse side				
13	Introduction letter (where applicable)				
14	Status report from Banker (where applicable)				
15	Resident Permit (for non-Ghanaians)				
16	Evidence of Registration with Ghana Investment Promotion Centre (where applicable)				
17	Evidence of Registration with other Government Agency				
18	Search Report				
19	Power of Attorney (where applicable)				
20	Letter of indemnity				
21	Proof of Company Address				
22	Business Premises visitation Certificate				
23	Proof of Identity of all Signatories and Directors/ Ocers whose names appear on the account opening forms/ documents – NHIS, Passport, National Identity Card, National Driver's Licence and Voter's ID Card				
24	Proof of Address of all Signatories and Directors / Ocers whose names appear on the account opening forms /documents – Utility bill (Certied true copy is acceptable if original is not held				
25	Two completed satisfactorily reference forms				
26	Copy of the audited Financial statements				
27	Others (please specify)				

2. KYC PROFILE

Please tick appropriate risk profile

Low

Medium

High

Indicate which Director, Executive, Trustee, Promoter, Executor or Administrator is a PEP

Name

Position

A. ACCOUNT OPENED BY:

Name _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Account Introducer

Name _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

B. DEFERRAL / WAIVER OF DOCUMENT (IF ANY) AUTHORISED BY:

Name _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Name _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

C. DOCUMENT VERIFICATION CARRIED OUT BY:

Name _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

Name _____

Signature _____

Date

D	D	M	M	Y	Y	Y	Y

COMMENT(S): (Address description and Result Findings)

D: ADDRESS VERIFICATION CARRIED OUT BY:

Name _____

Signature _____ Date _____

D	D	M	M	Y	Y	Y	Y

Name _____

Signature _____ Date _____

D	D	M	M	Y	Y	Y	Y

E. ACCOUNT OPENING AUTHORISED / APPROVED BY:

Name _____

Signature _____

For higher risk category, (Head Risk/Compliance may sign:

Designation _____

Signature _____ Date _____

D	D	M	M	Y	Y	Y	Y