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Date

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Affix  
Passport Photo  
Here

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Date

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Affix  
Passport Photo  
Here







Signature Card (Business/Corporate Account)

Customer's ID No. (Official Use Only) 

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Account Name

Name of Signatory

Residential Address

Mandate/Instruction

Customer's Signature

Affix  
Passport Photo  
Here

FOR OFFICIAL USE ONLY

Authorising Officer's Name

Authorising Officer's Signature \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y

Signature Card (Business/Corporate Account)

Customer's ID No. (Official Use Only) 

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Account Name

Name of Signatory

Residential Address

Mandate/Instruction

Customer's Signature

Affix  
Passport Photo  
Here

FOR OFFICIAL USE ONLY

Authorising Officer's Name

Authorising Officer's Signature \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y



Please fill in the appropriate Business Unit, Group, Team and Desk for the Corporate Customer (Check e-portal for details)

Business Unit		Group Unit		Team Unit		Desk Unit	
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Indicator Sector\_\_\_\_\_

Sub Sector only \_\_\_\_\_

## TERMS AND CONDITIONS

1. First Bank of Nigeria Ltd (hereinafter called 'the bank') be and is hereby designated banker to this company
2. That the bank is instructed to pay and honour all cheques, drafts or orders issued by us on behalf of this company on the banking account/accounts in the name of the company and all bills and promissory notes payable at the said bank and expressed to be accepted or made on behalf of this company at any time, provided the account is in sufficient funds to accommodate the instruction.
3. That the Bank be instructed to discount and negotiate bills or other commercial papers for this company provided that they have been endorsed on its behalf
4. That the Bank be instructed to act on any instructions given on behalf of this company for or to any business requiring foreign exchange including but not limited to:
  - a). The purchase or sale of foreign currency.
  - b). The opening from time to time of documentary letters of credit to the intent that this shall not be a general authority but shall require specific instructions.
  - c). The signing and obtaining of delivery of merchandise against Trust receipt.
5. That the said bank be instructed to accept any indemnities given on behalf of the company
6. That where there is, to the knowledge of the bank, a dispute between officers and directors of the company mandated to operate the account, the bank may at its discretion stop further transaction on the account without liability whatsoever until the dispute is satisfactorily resolved.
7. That until the bank receives any written notice by way of the company's resolution to the contrary, the bank be instructed to honour signature(s) appearing here under for all purposes on the company's account as mandated in paragraphs one to five (1-5) above.
8. If for any reason the bank authorizes the payment of the cheques, draft, or orders when at the material time the account does not have sufficient funds to accommodate the value of such instrument, (and our said account is thereby thrown into debit) we agree that an overdraft position is hereby created. Any sum or sums standing to the debit of our accounts as a result of this overdraft position shall automatically be liable to interest charges at the rate fixed by the bank from time to time. You are authorized to debit the account with your usual bank charges, interest, commission etc.
9. We agree to be bound by these and other terms and conditions existing now and in the future governing the operation of the account(s) and other Banking services which include internet banking, mobile banking, Smart Card, Telephone Banking, Automated Teller Machine (ATM), Domestic/International Money Transfer and Master Card.
10. You may initiate roll-over/reinvest on our behalf any monies standing to the credit of our account in any one of your investment securities, namely, Time Deposits, Treasury Bills, Bankers Acceptance or Guaranteed Commercial papers until contrary instructions are given by us provided that you shall honour on demand all cheques issued by us if there are sufficient funds in our account to cover the value of the cheques.
11. We agree that you may at your absolute discretion close at any time our account(s) with you giving seven (7) days notice in writing to us at our address for correspondence given above or such other address as may be notified from time to time by us in writing to you.
12. We agree to hold you free from any responsibility for loss of funds deposited with you due to any government order, law, tax, embargo, exchange restriction or other cause beyond your control.
13. We agree to accept as due notification notice of change in conditions governing the account directed to our last known address and to be bound by such change.
14. That any and all withdrawals and borrowing of money and/or other transaction hitherto had on behalf of this company with the bank are hereby ratified, confirmed and approved and that the bank may rely upon the authority by this entire resolution until the receipt by it of a certified copy of a resolution of these boards revoking or the same.
15. That the company hereby agrees:-
  - a). That all funds standing to the credit of the Company's account shall be payable on demand only.
  - b). That no notice which may be given to the bank by us shall be binding upon the bank until it shall have been received by the bank and sufficient time shall have elapsed thereafter to permit the bank in due course and by such means as it may deem to be appropriate to notify such of its departments, offices, branches and correspondence as it may deem to be concerned or affected thereby.
  - c). That the bank will accept no liability whatsoever for funds handed to members of staff outside banking hours or outside the bank's premises.
  - d). That it will safeguard its chequebook(s) so that unauthorized persons are unable to gain access to it, in the event of which the company's account may be debited with any consequential loss arising there from.
16. We understand that any sum standing to the credit of this current account shall bear interest only at the rate fixed by the bank from time to time. We further understand that any sum or sums standing to the debit of our accounts as a result of this overdraft position shall automatically be liable to interest charges at the rate fixed by the bank from time to time. You are authorized to debit the company's account with your usual bank charges, interest, commission etc.
17. That the said bank be furnished with the list of the names of directors, secretary and other officers of this company and that the said bank be from time to time informed in writing of any changes, which may take place in them.
18. We understand and agree that you are not under obligation to honour any cheque(s) drawn on this account unless there are sufficient funds in the account to cover value of the said cheque(s) and we understand and agree that any such cheque(s) may be returned to us unpaid.
19. We agree that any disagreement with entries in our Bank Statement will be made by us within 15 days of the dispatch of the bank Statement. Failing receipt by the bank of a notice or disagreement of entries within 15 days from the date of dispatch of our bank statement, it will be assumed by the bank that the statement rendered is correct.
20. That these resolutions be communicated to the said bank and remain in force until rescinded by the notice thereof in writing be given to the said bank by the chairman or secretary of this company. The under mentioned documents enclosed herewith:
  - a). Copy of Memorandum and Article of Association of the Company
  - b). Certificate of Incorporation (for inspection and return)
  - c). Certificate of Exemption from using Limited (for inspection and return).
21. In addition to any general lien or similar right to which you as bankers may be entitled to by law you may at any time and without notice to us combine or consolidate all or any other account(s) with the liabilities to you and set off or transfer any sum standing to the credit of any one or more of such account(s) or any other credit, cheques, valuable deposits, securities negotiable instruments or other assets belonging to us with you in or towards satisfaction of any of our liabilities to you or in any other respect whether such liabilities are present or future, be actual or contingent, primary or collateral, several or joint.
22. We agree that the bank shall have the right to off-set any sum credited to this company's account against any sum owed to the bank by this company either alone or jointly with any other person or persons, company or companies on any account or against any sum owed to the bank by this company as a result of this company being Surety or Guarantor to some other person or persons, company or companies
23. The persons, whose signatures appear below, have been duly authorized to mandate the opening of the account. The information provided for the opening of this account is true and correct in all matters of respect.

Chairman's Signature \_\_\_\_\_

Date							
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Secretary's Signature \_\_\_\_\_

Date							
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Company Seal here



## REQUIREMENTS CHECKLIST (FOR OFFICIAL USE ONLY)

S/N	DOCUMENTATION REQUIRED FOR OPENING A CORPORATE ACCOUNT			
1.	Corporate Account Opening Form duly completed			
2.	Specimen signature card duly completed and signed by all signatories to the account			
3.	Copy of certificate of incorporation			
4.	Copy of Memorandum and Article of Association (certified as true copy by the Registrar of Company)			
5.	(a) Form C07 Particulars of Directors			
6.	(b) Form C02 Allotment of Shares			
7.	Two (2) passport sized photographs of each signatory to the account with name written on the reverse side			
8.	Status report from Bankers (Where Applicable)			
9.	Two independent and satisfactory company references. Referees must not be an official or Director of the companies or related company or staff of First Bank of Nigeria Ltd			
10.	Evidence of identification e.g International passport, Driver's License or National ID Card (Original to be Sighted) on all signatories, Directors or principal shareholders. Where a signatory or a director is unable to produce any of the above identification, the referee should fill referee identification form			
11.	Letter of indemnity			
12.	Proof of Company address			
13.	Certificate of registration for Partnership/Sole Proprietorship/Clubs & Societies or Association			
14.	Utility bill of Signatories & Directors			
15.	True Certified copies of Rules/Constitution			

FOR OFFICIAL USE ONLY

DOCUMENTATION CHECKED BY:

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STAFF NUMBER 

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 SIGNATURE \_\_\_\_\_ DATE 

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## DEFERRAL/WAIVER OF DOCUMENTS AUTHORIZED BY:

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STAFF NUMBER 

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 SIGNATURE \_\_\_\_\_ DATE 

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## DEFERRAL/WAIVER OF DOCUMENTS AUTHORIZED BY:

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STAFF NUMBER 

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 SIGNATURE \_\_\_\_\_ DATE 

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MIS CODES IN FINACLE

MIS CODES	CODES					DESCRIPTION
FREECODE 6						
FREECODE 7						
FREECODE 8						
FREECODE 9						
FREECODE 10						

CUSTOMER SERVICE OFFICER\_\_\_\_\_

RM/HCFD/BSM \_\_\_\_\_



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**CAUTION:**

It is dangerous to introduce any individual not well known to you.

## REFERENCE FORM

Date: 

D	D	M	M	Y	Y	Y	Y

**REFEREE**

Name of Referee:

Address:

To:

**First Bank of Nigeria Limited**

Branch:

Dear Sir,

Name of Applicant:

The above named individual/company wishes to open a current account with you, He/She/They is/are well known to me/us and I/We consider him/her/them suitable to maintain this account with you.

Referee's Bank:

Branch:

Referee's Account Number:

Referee's Account Name:

Referee's Signature:

Date: 

D	D	M	M	Y	Y	Y	Y

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**CAUTION:**

It is dangerous to introduce any individual not well known to you.

## REFERENCE FORM

Date: 

D	D	M	M	Y	Y	Y	Y

**REFEREE**

Name of Referee:

Address:

To:

**First Bank of Nigeria Limited**

Branch:

Dear Sir,

Name of Applicant:

The above named individual/company wishes to open a current account with you, He/She/They is/are well known to me/us and I/We consider him/her/them suitable to maintain this account with you.

Referee's Bank:

Branch:

Referee's Account Number:

Referee's Account Name:

Referee's Signature:

Date: 

D	D	M	M	Y	Y	Y	Y