



## CORPORATE ACCOUNT OPENING FORM

### ACCOUNT DETAILS

ACCOUNT TYPE: Limited Liability Company:  Sole Proprietorship :   
 Partnership:  Societies/Clubs/Associations

COMPANY NAME:.....

DATE OF REGISTRATION

RC NUMBER         TIN

NATURE OF BUSINESS.....

OFFICE ADDRESS:.....

.....

BUSINESS ADDRESS.....

.....

MAILING/CORRESPONDENCE ADDRESS.....

.....

OFFICIAL PHONE NO.(S).....

OFFICIAL EMAIL ADDRESS.....

WEB ADDRESS.....

### KEY CONTACT PERSONS/DIRECTORS

1) NAME.....

POSITION/TITLE .....EMAIL.....

2) NAME.....

POSITION/TITLE.....EMAIL.....

3) NAME.....

POSITION/TITLE.....EMAIL.....

### ACCOUNT WITH OTHER BANKS IN NIGERIA

NAME & BRANCH OF BANK.....

ACCOUNT NAME.....

ACCOUNT NUMBER.....



**SIGNATORY PERSONAL INFORMATION FORM**

NAME .....

DATE OF BIRTH    SEX  MARITAL STATUS

EMAIL ADDRESS: .....

MODE OF IDENTIFICATION .....ID NUMBER.....

ISSUE DATE    EXPIRY DATE

NATIONALITY .....STATE OF ORIGIN .....LGA.....

RESIDENTIAL/CONTACT ADDRESS .....

.....

TELEPHONE: HOME.....OFFICE.....MOBILE.....

MOTHER'S MAIDEN NAME.....NEXT OF KIN .....

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

**BANK USE ONLY**

VERIFIED BY .....

**SIGNATORY PERSONAL INFORMATION FORM**

NAME .....

DATE OF BIRTH    SEX  MARITAL STATUS

EMAIL ADDRESS: .....

MODE OF IDENTIFICATION .....ID NUMBER.....

ISSUE DATE    EXPIRY DATE

NATIONALITY .....STATE OF ORIGIN .....LGA.....

RESIDENTIAL/CONTACT ADDRESS .....

.....

TELEPHONE: HOME.....OFFICE.....MOBILE.....

MOTHER'S MAIDEN NAME.....NEXT OF KIN .....

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

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## COMPANY MANDATE

**TO: COVENANT MFB LTD**

**WE, WITHIN NAMED COMPANY HEREBY REQUEST AND AUTHORISE YOU TO:**

1. Open a Covenant MFB Ltd account in our name.
2. Honour all cheques or other orders which may be drawn on the said account until the bank receives a written notice to the contrary provided such cheques or orders are signed by the authorised signatories as stated in our mandate card and to debit such cheques or orders to the said account and in consideration we hereby irrevocably and unconditionally agree and undertake as follows;
  - a. To assume full responsibility for the genuineness or correctness and validity of all signatories and/or endorsements appearing on all cheques, orders, bills, notes, negotiable instruments, receipts and/or other documents deposited in respect of our account with the Bank.
  - b. That advances to the Company by way of overdraft discount or otherwise credit facilities in any other form, as well as the issuance of guarantees by you from time to time may be requested by any authorised signatory(ies) specified below.
  - c. That the Bank may, at any time without notice, notwithstanding any settlement of account of any other matter whatsoever combine or consolidate all or any of the then existing account(s) opened in the name of the Company and set off, appropriate or transfer any sum(s) standing to the credit of any of such accounts towards satisfaction of any liabilities of the Company whatsoever whether such liabilities be present or future, actual or contingent, primary or collateral and several and joint.
  - d. That in the absence of any directive to the contrary, any account(s) subsequently opened in the name of the company shall be operated and dealt with upon the terms set out above insofar as the same may be applicable.
  - e. That no liabilities whatsoever shall be ascribed to the Bank for funds handed to members of staff of the Bank outside banking hours or outside the Bank's premises, unless by specific agreement in writing with the Bank, and hereby indemnify and keep the Bank indemnified against all loss, claim, damages or action that may arise therefrom.
  - f. That we have been notified by the Bank and are aware of the necessity of safeguarding our cheque book so that unauthorised persons are unable to gain access to it as failure or negligence on our part may lead to any loss arising therefrom, for which we shall be solely responsible and the Bank is hereby absolved of all responsibilities.
  - g. That the Bank may close any of our accounts with the Bank, 7 days after dispatch of notice in writing, of the Bank's intention to do so, to us at our last known address.
  - h. That the Bank may act on any instruction to counter and/or revoke any cheque, draft or other instrument before payment is effected.
  - i. That we hereby indemnify and keep the Bank indemnified against all loss, claim, claim, damages, action, liabilities or request for repayment of any loss or damage to funds instruments or documents deposited with the Bank, which occurs as a result of any Government order, law, levy, tax embargo, exchange restriction or any other cause beyond the Bank's control.
  - j. That all funds standing to our credit in our accounts are payable on demand only in such currency as they were remitted or deposited.
  - k. That we shall be bound by any notification of change in conditions governing our account(s) which is communicated or sent to us at our last known address and such notice, letter or correspondences shall be considered as delivered 7 days from the date of dispatch, and its content shall be binding.
  - l. That the Bank is under no obligation to honour any cheques drawn on this account unless there is sufficient fund in the account to cover the value of the said cheques, and we understand and agree that such cheques may be returned to us unpaid. In the event that such cheque(s) is/are honoured and paid for any reason whatsoever, we hereby undertake to pay the Bank on demand the value of said cheques, plus Bank charges, interest or fees at the Bank may require.
3. 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 without notice to me/us combine or consolidate all or any of my/our accounts without any liabilities to you and set off or transfer any sum or sums standing to the credit of anyone or more of such accounts or any other credits, 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 contingents, primary or collateral and joint or several.



4. We undertake that we shall not release cash to or issue cheques in favour of any Bank staff, or transfer money into the account of any staff of the Bank. In the event that we write such cheques, the Bank is hereby indemnified against all loss, claim, damages, action, liabilities or request for repayment which may arise therefrom;

5. We acknowledge that the Bank consults with various Credit Bureaus and reference agencies, and may be required to disclose the Company's information to these Credit Bureaus for the purpose of conducting checks on the Company. We hereby irrevocably and unconditionally grant our consent to the Bank and expressly authorise such disclosure of any of all information on our account(s)/transaction(s) with the Bank, to such Credit Bureau and reference agencies whether based locally or abroad including information on our Directors and other personnel, transactions and conduct on the customer's account together with details of any non-payment or delayed payment as the Bank may deem necessary. The consent herein given, discharges the Bank from all liabilities, claims and damages for such disclosure made by the Bank to any Credit Bureau pursuant to the consent herein granted.

6. We authorise you to debit our account with the sum of N.....being the search cost conducted on our business name at the Corporate Affairs Commission (CAC).

7. We hereby request that you issue us a Covenant MFB Ltd cheque book containing.....leaves. We authorize you to debit our account with the cheque book charges.

## COMPANY BOARD RESOLUTION

### (A) LIST OF DIRECTORS PRESENT

S/N	NAME	POSITION
1		
2		
3		
4		
5		
6		

### IN ATTENDANCE

I.....(COMPANY SECRETARY)

At the meeting of the Board of Directors of.....held on.....day of.....20.....at the Company's Head Office, the following resolutions were proposed and duly passed:

1. In addition to any general lien or similar right to which you as bankers may be entitled by law you may at any time without notice to me/us combine or consolidate all or any of my/our accounts without any liabilities to you and set off or transfer any sum or sums standing to the credit of anyone or more of such accounts or any other credits, 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 contingents, primary or collateral and joint or several.

2. The secretary and a Director of the Company be, and hereby authorised to certify to the Bank the names of the present officers of the Company and other persons authorised to sign for it and the offices respectively held by them, together with specimens of their signatures and in case of any change of any holder of any such office or holders of any such office or holders of any such offices, the fact that such change and the names of any new officers and the offices respectively held by them, together with specimens of their signatures, and the Bank be and hereby is authorised 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.



3. The Bank 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 it has actually received such notice and sufficient time shall have elapsed thereafter to permit the Bank in due course and by such means as it may deem appropriate, to notify such of its department 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 these resolutions may have been changed provided that any such change shall not adversely affect the general intendment of this resolution.

4. Any and all withdrawals and borrowing of money and/or other transactions 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 true copy of a resolution of this Board revoking or modifying the same.

5. That the Company should open and operate a Current Account with Covenant MFB Ltd.

6. That the signatories to the account shall be:

**(B) SIGNATORIES TO THE ACCOUNT**

S/N	NAME	CATEGORY	SPECIMEN SIGNATURE
1			
2			
3			
4			
5			

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 in conformity with the provisions of the said Memorandum and Articles of Association.

We further certify that the Memorandum and Articles of the company given to us to the Bank are amended up to date. We further undertake that any future amendments to the Memorandum and articles will be advised to the Bank within fourteen days of such Amendments.

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 alteration, amendment or addition to the memorandum and Articles of Association.

The mandate of the Company shall be:.....  
 .....

We certify that the above is a true and correct extract of the minutes of the Board Meeting.

Dated at.....this.....day of.....20.....

[Signature box for Chairman/Director]

**CHAIRMAN/DIRECTOR**

[Signature box for Secretary]

**SECRETARY**



**FOR BANK USE ONLY**

**DOCUMENTS AND FORMS RECEIVED :**

	<b>YES</b>	<b>DEFERRED</b>	<b>WAIVED</b>
<b>1. COMPLETED SIGNATURE CARD</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. REFERENCE FORMS (2)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. MEMO &amp; ARTICLES OF ASSOCIATION *</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. COPY OF CERTIFICATE OF INCORPORATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. COPY OF FORM C07*</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. COPY OF FORM C02*</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. PASSPORT PHOTOS(2)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. SIGNATORY'S PERSONAL INFORMATION FORM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. COPY OF IDENTIFICATION OF SIGNATORIES</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. ADDRESS VERIFICATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. BOARD RESOLUTION*</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. KYC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DOCUMENTATION CHECKED :**

**DOCUMENTS DEFERRED/WAIVED AUTHORISED BY.....**  
(NAME, SIGNATURE & DATE)

**CUSTOMER CARE OFFICER.....**  
(NAME, SIGNATURE & DATE)

**OPERATIONS MANAGER.....**  
(NAME, SIGNATURE & DATE)