

GTBusiness account



HOW TO OPEN YOUR GT BUSINESS ACCOUNT (UNINCORPORATED SOCIETIES/CLUBS/ASSOCIATIONS)

Please complete all relevant portions of the Application Form and Account Opening Mandate and return this package along with the following documents:

1. Two completed Signature Cards;
2. Two Reference Forms each duly completed by an Individual or Corporate body maintaining a Current Account with a bank in Nigeria (Detachable Reference Forms are included in this package);
3. Copy of Certificate of Registration (Original to be available for sighting);
4. A copy each of Constitution, Rules and Regulations of the Association, etc;
5. Two passport photographs each of the Chairman, Secretary and other Signatories to the account;
6. Identification document for each signatory to the account.

Features of the Account

Please tick your preferred option

GTBUSINESS SILVER

1. No COT*
2. Minimum opening and minimum account balance is N10,000.00 (Ten Thousand Naira Only)
3. Fixed monthly charge of N2,000.00 (Two Thousand Naira Only) would be applied on monthly turnovers of N20,000,000.00 (Twenty Million Naira) and below
4. In addition to a fixed monthly charge of N2,000.00, N1/Mille CAM fee is applied on the excess of N20,000,000.00 (Twenty Million Naira) monthly turnover
5. Unlimited number of withdrawals
6. Only one account is allowed per customer

GTBUSINESS

1. No COT*
2. Minimum opening and minimum account balance is N20,000.00 (Twenty Thousand Naira Only)
3. Fixed monthly charge of N5,000.00 (Five Thousand Naira Only) would be applied on monthly turnovers of N50,000,000.00 (Fifty Million Naira) and below
4. In addition to a fixed monthly charge of N5,000.00, N1/Mille CAM fee is applied on the excess of N50,000,000.00 (Fifty Million Naira) monthly turnover
5. Unlimited number of withdrawals
6. Only one account is allowed per customer

GTBUSINESS PLATINUM

1. No COT*
2. Minimum opening and minimum account balance is N50,000.00 (Fifty Thousand Naira Only)
3. Fixed monthly charge of N10,000.00 (Ten Thousand Naira Only) would be applied on monthly turnovers of N100,000,000.00 (One Hundred Million Naira) and below
4. In addition to a fixed monthly charge of N10,000.00, N1/Mille CAM fee is applied on the excess of N100,000,000.00 (One Hundred Million Naira) monthly turnover
5. Unlimited number of withdrawals
6. Only one account is allowed per customer

*Terms and Conditions apply

Account Service(s) Required (Please tick applicable option below)

Internet Banking Preference: Internet Banking *GAPS-Lite **GAPS
E-mail Statement Naira Debit Card Dollar Debit Card Dollar Credit Card
E-mail Alert SMS Alert (charges apply) Mobile Money Token (charges apply)

* Kindly note that your account will be debited with a fee at a cost of your Card(s) once the account is opened.
* Checked e-banking services are available when the account is opened (3rd party transfers on e-channel will require a token)

Statement Frequency: Monthly Quarterly Semi-Annually Annually

Cheque Book Requisition (Fees apply): Crossed Cheque 25 leaves 50 leaves 100 leaves 200 leaves

* GTBank Automated Payment System-Lite (GAPS-Lite) is a secure web-based service that provides a sole signatory with 24/7 online real-time access to the corporate account and other financial services, using secured connections over the internet.

** GTBank Automated Payment System (GAPS) is a secure web-based service that facilitates the processing of vendor, supplier or payroll payments in batches or single payment, using secured connections over the internet.

Cheque Confirmation

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

Cheque Confirmation Threshold: (If the answer to the above is yes, please note that the minimum confirmation threshold is currently N500,000.00)

If you would like to have a higher threshold for pre-confirmation, please specify the amount (N)

(In line with extant law and regulation)

Details of Account Signatory 1:

Title: Surname:
(Please specify)

First Name:

Other Name(s):

Marital Status: Single Married Others: Gender: Male Female
(please tick '✓' as appropriate) (please specify)

Date of Birth: Place of Birth:
day month year

Mother's Maiden Name:

Name of Next of Kin:

L.G.A. of Origin: State of Origin:
(Nigerians Only) (Nigerians Only)

Tax Identification No.:
(if available)

Means of Identification: Identification Number:

ID Issue Date: ID Expiry Date:
(Nigerian only) day month year day month year

Occupation: Status/Job Title:

Position/Office of the Signatory:

Nationality: Nigerian Others (Please specify) _____

Resident Permit No.: Social Security No.:
(for non-Nigerians)

Permit Issue Date: Permit Expiry Date:
(for non-Nigerians) day month year day month year

Bank Verification Number:

Do you have residency or citizenship of any other country? Yes No If yes, which country: _____

Residential Address

House/Plot Number: Street Name:

Nearest Bus Stop/Landmark:

City/Town: L.G.A.:

State:

Mailing Address:

(if different from the Residential Address)

Mobile Number: Phone Number:

E-mail Address:

I hereby attest that the above information is true and complete

Signature: _____ Date: day month year

Official use only

Verified By (Full name) _____

Signature: _____ Date: day month year

Account Held With Other Banks

| S/N | Name and Address of Bank/Branch | Account Name | Account Number | Status: Active/Dormant |
|-----|---------------------------------|--------------|----------------|------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Authority To Debit Account For Search Fee

Guaranty Trust Bank Ltd.

.....
.....

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 Corporate Affairs Commission or relevant agency/authority.

Thank you.

Yours faithfully,

Name and Authorised Signature of the Customer/Representative & Date

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Name and Authorised Signature of the Customer/Representative & Date

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Account Opening Mandate

a. Mandate Authorisation/Combination Rule (please tick as appropriate):

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

b. Signatories

i. Title:

(Please specify)

Surname:

First Name:

Other Name(s):

Class of Signatory
(please indicate class in the box provided)

please affix
passport photo

Signature: _____

Date:

 day month year

ii. Title:

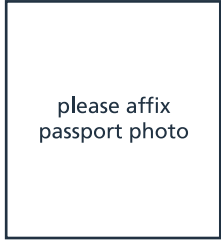
(Please specify)

Surname:

First Name:

Other Name(s):

Class of Signatory
(please indicate class in the box provided)



please affix
passport photo

Signature: _____

Date:
 day month year

iii. Title:

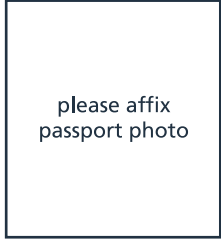
(Please specify)

Surname:

First Name:

Other Name(s):

Class of Signatory
(please indicate class in the box provided)



please affix
passport photo

Signature: _____

Date:
 day month year

ACCOUNT OPENING AGREEMENT

At a meeting of the Club/Society/Association held at _____ on _____ it was resolved that you

1. Open a Current Account in the name of our Club/Society/Association of

and at any time subsequent to open further account(s) as we direct.

2. Honour all cheques or other which may be drawn on the said account provided such cheques or orders are signed on behalf of the said Club/Society/Association and to debit such cheques or orders to the said account be for the time being in credit or overdrawn or may become overdrawn in consequence of such debit without prejudice to your right to refuse or allow any overdraft or increase of overdraft and in consideration, we agree:
 - a. To assume full responsibility for the genuineness or correctness and validity of all endorsements appearing on all cheques, orders, bills, notes, negotiate instruments, receipt and/or other documents deposited in our account.
 - b. To be responsible for the repayment of any overdraft with interest and to comply and be bound by the Bank's rules for the conduct of a current receipt of which we hereby acknowledge.
 - c. To free the bank from any responsibility for any loss of or damage to funds deposited with Bank due to any future Government order, law, levy, tax embargo, moratorium, exchange restriction and/or all other cause beyond the Bank's control.
 - d. That all funds standing to our credit are payable on demand only in such local currency as may be in circulation.
 - e. To be bound by any notification of change in conditions governing the account directed to our last known address and any notice or letter sent to our last known address shall be considered as duly delivered and received by us at the time it would be delivered in the ordinary course of post.
 - f. That if a cheque credited to current accounts is returned dishonoured, the same may be transmitted to us through our last known address either by bearer or by post.
 - g. And we note that the bank will accept no liability whatsoever for funds handed to members of its staff outside banking hours or outside the Bank's premises.
 - h. That our attention has been drawn to the necessity of safeguarding our cheque book so that unauthorised person are unable to gain access to it and to the fact that neglect of this precaution may be a ground for any consequential loss being charged to our account.
 - i. That the Bank is under no obligation to honour any cheque(s) drawn on this account unless there are sufficient funds in the account to cover the value of the said cheques and we understand and agree that any such cheques(s) may be returned to us unpaid but if paid we are obliged to repay the Bank on demand.
 - j. That any sum standing to debit of the current account shall be liable to interest charges at the current rate by the Bank from time to time. The Bank is authorised to debit from the account the usual banking charges, interest, commissions, and any service charge set by the Bank from time to time.
 - p. Foreign currency cash withdrawals from my/our accounts shall be subject to availability.
3. We agree to give you notice of any anomalies in the statement of account furnished to us by you within 90 (ninety) days of the date thereof; and we understand and agree that failure to give you such notice shall absolve you of all liabilities arising therefrom.
4. We agree to give you prompt notice in such manner as you may from time to time specify of instruction not to honour any cheques, bills of change, promissory notes, deposit receipts and other orders for the payment of money drawn, endorsed or accepted on our behalf, and indemnify you for loss arising from such non-payment.
5. We also agree in addition to any general lien or similar right to which the Bank may be entitled by law, the Bank may at any time without notice, notwithstanding any settlement of account of any matter whatsoever combine or consolidate all or any of the then existing account(s) opened in the name of the said Club/Society/Association or a related party and set-off, appropriate or transfer any such sum(s) standing to the credit of any such account(s) towards the satisfaction of any liabilities of the Club/Society/Association whatsoever, whether such liability be present or future, actual or contingent, primary or collateral and several or joint.

6. "Related Party" means an entity that is: a subsidiary or an affiliate of the Club/Society/Association; or an individual (person) that is a membership/principal officer of the said Club/Society/Association.
7. We agree that a copy each of the authorising Resolution, Constitution/Rules and Regulations and registration certificate be forwarded to the Bank by the Chairman/President together with specimen signature of officers empowered to sign.
8. We agree that in the event of failure on our part to furnish the Bank with the registration documentation as required by the Bank of us, the Bank may hold the signatories herein specified personally liable for the purpose of the account(s) generally.
9. We hereby affirm that we are aware that it is crime under the laws of the Federal Republic of Nigeria to issue cheques without sufficient funds in our account in the value of our cheques and we hereby undertake to bear all consequences and/or liabilities arising from our instructions to the Bank to pay on cheques drawn on our account where such account is not sufficiently funded with the value of our cheques.
10. Subject to the provisions of all laws, rules and/or regulations, the customer hereby agrees that the Bank or any of its subsidiaries and /or affiliates can share information related to their account(s) with any domestic or overseas regulators or tax authorities where necessary to establish their tax liability in any jurisdiction. Where required by any domestic or overseas regulators or tax authorities, the customer agrees that the Bank may withhold and pay out from their account(s) such amounts as may be required according to applicable laws, rules and regulations.

Credit Bureau

We acknowledges that the Bank consults with various credit bureaus and reference agencies, and may be required to disclose the Club/Society/Association information to these credit bureaus for the purpose of conducting checks on the Club/Society/Association. We hereby irrevocably and unconditionally grant our consent to the Bank and expressly authorizes such disclosure of any or 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 partners and other personnel, transactions and conduct on our account together with details of any non-payment or delayed payments 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.

Corporate Internet Banking - GAPS

User Roles & Functions

| Role Code | Users | Responsibilities |
|-----------|----------------------|--|
| ADMIN | System Administrator | <ul style="list-style-type: none">Responsible for user management and activity audit. |
| UPL | Uploader | <ul style="list-style-type: none">Initiates all transactions and file uploadReview reports and account information |
| REV | Reviewer | <ul style="list-style-type: none">1st level review and authorization |
| APP | Approver | <ul style="list-style-type: none">Must be authorized signatories of the bank account. Structure may be sequential (A → B → C) or non-sequential (Any to sign, either to sign, two to sign, e.t.c.) |
| VIEW | Viewer | <ul style="list-style-type: none">Review end of day activities and reports |

User Contact Information

Kindly provide the details for each user and select role below:

| First/Last Name | Role Code | Approval Limit | Email Address | Mobile Number |
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Token Request

* Note: All users will require tokens to sign in to GAPS

Kindly take this as an authority to issue _____ unit(s) of tokens for our users.

Token should be released to: _____
(A duly signed indemnity is required) (Name)

Mode of Identification: _____

To:
The Manager,
Guaranty Trust Bank Ltd.

Dear Sir,

Name of Organisation

I/We would wish to confirm that we have known the executive of the above-named firm for

I/We would like to comment about their suitability for maintaining a current account with yourselves as follows:

I/We maintain a current account with:

Name of Bank: _____

Address: _____

My/Our Account No. is:

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And my/our Phone No.(s) is/are: _____

Yours faithfully,

Signature

Date:

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year

Name: _____

Address: _____

Please note:

1. Referee must be a current account holder either in GTBank or any other bank.
2. Referee's account must not be less than six months old.
3. Salary Account holder(s) are not suitable referees

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

To:
The Manager,
Guaranty Trust Bank Ltd.

Dear Sir,

Name of Organisation

I/We would wish to confirm that we have known the executive of the above-named firm for

I/We would like to comment about their suitability for maintaining a current account with yourselves as follows:

I/We maintain a current account with:

Name of Bank: _____

Address: _____

My/Our Account No. is:

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And my/our Phone No.(s) is/are: _____

Yours faithfully,

Signature

Date:

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year

Name: _____

Address: _____

Please note:

1. Referee must be a current account holder either in GTBank or any other bank.
2. Referee's account must not be less than six months old.
3. Salary Account holder(s) are not suitable referees

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

FOR BANK USE ONLY

Customer Segmentation

Customer Classification Code: Description: _____

Economic Sector Code: Description: _____

Type of Depositor Code: Description: _____

Risk Classification

Low Risk Medium Risk High Risk

Authentication for Politically Exposed Persons

Is the customer a Politically Exposed Person? Yes No

If yes, please provide details: _____

Customer Address Verification/Call Memo (if applicable)

Address Visited: _____

Comment on Location - Landmarks: _____

Location - Colour of building: _____

Location - Description of building: _____

Full Name of Visiting Staff: _____ Signature: _____

day month year

Certification

I hereby confirm that the information contained herein is correct and a true representation of the Customer's profile

Full Name: _____ Signature: _____

day month year

Deferral/Waiver of Documents (if any) authorised by

Full Name: _____ Signature: _____

day month year

Documents Required

| | Checked | Deferred (Please specify deferral period) | Waived |
|--|--------------------------|--|--------------------------|
| 1) Account opening form duly completed | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 2) Specimen signature card duly completed | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 3) Copy of Certificate of Registration | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 4) Copy of Constitution, Rules and Regulations of the Association etc | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 5) Two (2) passport sized photographs of each Signatory to the account with name written on the reverse side | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 6) Introduction Letter (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 7) Status Report from Banker (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 8) Resident Permit or Work Permit (for non-Nigerians) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 9) Evidence of Registration with Special Control Unit on Money Laundering (SCUML) (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 10) Search Report | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 11) Power of Attorney (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 12) Letter of Indemnity (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 13) Proof of Company Address | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 14) Business Premises visitation certificate | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 15) Proof of identity of all Signatories and Directors/Officers whose name appear on the account opening form/document (Preferred Identity card are Int'l Passport, National Identity Card, National Driver's License, and Valid Nigerian INEC Voter's card) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 16) Proof of Address of all Signatories and Directors/Officers whose name appear on the account opening form/document Utility bill (Certified true copy is acceptable if original is not held) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 17) Two satisfactorily completed reference forms. | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 18) Copy of the audited Financial Statements (where applicable) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |
| 19) Others (please specify) | <input type="checkbox"/> | <input type="checkbox"/> _____ | <input type="checkbox"/> |

Account Opening Authorised

A/C Manager's Code:

A/C Opened by: Name: _____ Signature: _____ Date: _____
CIS

Approved by: Name: _____ Signature: _____ Date: _____
OPERATIONS HEAD