



# **CORPORATE** ACCOUNT OPENING FORM

## CORPORATE ACCOUNT OPENING FORM

THIS FORM SHOULD BE COMPLETED IN CAPITAL LETTERS

{FOR OFFICIAL USE ONLY}

ACCOUNT NAME:

ACCOUNT NUMBER:

ACCOUNT ID:

STAFF ID:

DATE:  /  /

### CATEGORY OF BUSINESS (Please Tick)

LLC ☐ Partnership ☐ Sole Proprietorship ☐ MDA's ☐ School ☐ Others ☐

### TYPE OF ACCOUNT (Please Tick)

Current Account ☐ Deposit Account ☐ Domiciliary Account ☐ Others ☐

THIS FORM SHOULD BE COMPLETED IN CAPITAL LETTERS

### 1. COMPANY DETAILS

Company/Business Name:

Certificate of Incorporation/ RC No:  Date of Incorporation:  /  /

Type/Nature of Business:  Industry/Sector:

Headquarters:

Local Govt.:  State:  Country:

Operating Business Address 1:

Local Govt.:  State:  Country:

Operating Business Address 2:

Local Govt.:  State:  Country:

Tax ID NO.:  website (if any)

Email:

Phone Number 1:  Phone Number 2:

### 2. ANNUAL TRURNOVER

(Tick where appropriate)

- (a) Less than N10 Million ☐ (b) N10 Million - Less than N50 Million ☐ (c) N50 Million - Less than N100 Million ☐
- (d) N100 Million - Less than N500 Million ☐ (e) N500 Million - Above ☐

### 3. ACCOUNT SIGNATORY DETAILS

#### 3.1 ACCOUNT SIGNATORY DETAILS

Title:  Surname:

First Name:

Other Names:

Date of Birth:  /  /  Gender: F ☐ M ☐ Nationality:

Means of Identification:

ID Issue Date:  /  /  ID Expiry Date:  /  /

|                              |                      |                   |                      |
|------------------------------|----------------------|-------------------|----------------------|
| Occupation:                  | <input type="text"/> | Status/Job Title: | <input type="text"/> |
| Residential Address:         | <input type="text"/> |                   |                      |
| House Number:                | <input type="text"/> | Street Name:      | <input type="text"/> |
| Nearest Bus stop & Landmark: | <input type="text"/> |                   |                      |
| LGA/County:                  | <input type="text"/> | State:            | <input type="text"/> |
| Email:                       | <input type="text"/> |                   |                      |
| Phone Number :               | <input type="text"/> | BVN               | <input type="text"/> |
| Signature:                   | <input type="text"/> | Date:             | <input type="text"/> |

### 3.2 ACCOUNT SIGNATORY DETAILS

|                              |                      |                                                               |                                   |
|------------------------------|----------------------|---------------------------------------------------------------|-----------------------------------|
| Title:                       | <input type="text"/> | Surname:                                                      | <input type="text"/>              |
| First Name:                  | <input type="text"/> |                                                               |                                   |
| Other Names:                 | <input type="text"/> |                                                               |                                   |
| Date of Birth:               | <input type="text"/> | Gender: F <input type="checkbox"/> M <input type="checkbox"/> | Nationality: <input type="text"/> |
| Means of Identification:     | <input type="text"/> |                                                               |                                   |
| ID Issue Date:               | <input type="text"/> | ID Expiry Date:                                               | <input type="text"/>              |
| Occupation:                  | <input type="text"/> | Status/Job Title:                                             | <input type="text"/>              |
| Residential Address:         | <input type="text"/> |                                                               |                                   |
| House Number:                | <input type="text"/> | Street Name:                                                  | <input type="text"/>              |
| Nearest Bus stop & Landmark: | <input type="text"/> |                                                               |                                   |
| LGA/County:                  | <input type="text"/> | State:                                                        | <input type="text"/>              |
| Email:                       | <input type="text"/> |                                                               |                                   |
| Phone Number :               | <input type="text"/> | BVN                                                           | <input type="text"/>              |
| Signature:                   | <input type="text"/> | Date:                                                         | <input type="text"/>              |

### 3.3 ACCOUNT SIGNATORY DETAILS

|                              |                      |                                                               |                                   |
|------------------------------|----------------------|---------------------------------------------------------------|-----------------------------------|
| Title:                       | <input type="text"/> | Surname:                                                      | <input type="text"/>              |
| First Name:                  | <input type="text"/> |                                                               |                                   |
| Other Names:                 | <input type="text"/> |                                                               |                                   |
| Date of Birth:               | <input type="text"/> | Gender: F <input type="checkbox"/> M <input type="checkbox"/> | Nationality: <input type="text"/> |
| Means of Identification:     | <input type="text"/> |                                                               |                                   |
| ID Issue Date:               | <input type="text"/> | ID Expiry Date:                                               | <input type="text"/>              |
| Occupation:                  | <input type="text"/> | Status/Job Title:                                             | <input type="text"/>              |
| Residential Address:         | <input type="text"/> |                                                               |                                   |
| House Number:                | <input type="text"/> | Street Name:                                                  | <input type="text"/>              |
| Nearest Bus stop & Landmark: | <input type="text"/> |                                                               |                                   |
| LGA/County:                  | <input type="text"/> | State:                                                        | <input type="text"/>              |
| Email:                       | <input type="text"/> |                                                               |                                   |
| Phone Number :               | <input type="text"/> | BVN                                                           | <input type="text"/>              |
| Signature:                   | <input type="text"/> | Date:                                                         | <input type="text"/>              |

**4. DETAILS OF THE DIRECTORS/EXECUTIVES/TRUSTEES/ADMINISTRATOR/ PRINCIPAL OFFICER**
**4.1 DETAILS OF THE DIRECTORS/EXECUTIVES/TRUSTEES/ADMINISTRATOR/ PRINCIPAL OFFICER**

|                              |                      |                                                               |                                   |
|------------------------------|----------------------|---------------------------------------------------------------|-----------------------------------|
| Title:                       | <input type="text"/> | Surname:                                                      | <input type="text"/>              |
| First Name:                  | <input type="text"/> |                                                               |                                   |
| Other Names:                 | <input type="text"/> |                                                               |                                   |
| Date of Birth:               | <input type="text"/> | Gender: F <input type="checkbox"/> M <input type="checkbox"/> | Nationality: <input type="text"/> |
| Means of Identification:     | <input type="text"/> |                                                               |                                   |
| ID Issue Date:               | <input type="text"/> | ID Expiry Date:                                               | <input type="text"/>              |
| Occupation:                  | <input type="text"/> | Status/Job Title:                                             | <input type="text"/>              |
| Residential Address:         | <input type="text"/> |                                                               |                                   |
| House Number:                | <input type="text"/> | Street Name:                                                  | <input type="text"/>              |
| Nearest Bus stop & Landmark: | <input type="text"/> |                                                               |                                   |
| LGA/County:                  | <input type="text"/> | State:                                                        | <input type="text"/>              |
| Email:                       | <input type="text"/> |                                                               |                                   |
| Phone Number :               | <input type="text"/> | BVN                                                           | <input type="text"/>              |
| Signature:                   | <input type="text"/> |                                                               | Date: <input type="text"/>        |

**4.2 DETAILS OF THE DIRECTORS/EXECUTIVES/TRUSTEES/ADMINISTRATOR/ PRINCIPAL OFFICER**

|                              |                      |                                                               |                                   |
|------------------------------|----------------------|---------------------------------------------------------------|-----------------------------------|
| Title:                       | <input type="text"/> | Surname:                                                      | <input type="text"/>              |
| First Name:                  | <input type="text"/> |                                                               |                                   |
| Other Names:                 | <input type="text"/> |                                                               |                                   |
| Date of Birth:               | <input type="text"/> | Gender: F <input type="checkbox"/> M <input type="checkbox"/> | Nationality: <input type="text"/> |
| Means of Identification:     | <input type="text"/> |                                                               |                                   |
| ID Issue Date:               | <input type="text"/> | ID Expiry Date:                                               | <input type="text"/>              |
| Occupation:                  | <input type="text"/> | Status/Job Title:                                             | <input type="text"/>              |
| Residential Address:         | <input type="text"/> |                                                               |                                   |
| House Number:                | <input type="text"/> | Street Name:                                                  | <input type="text"/>              |
| Nearest Bus stop & Landmark: | <input type="text"/> |                                                               |                                   |
| LGA/County:                  | <input type="text"/> | State:                                                        | <input type="text"/>              |
| Email:                       | <input type="text"/> |                                                               |                                   |
| Phone Number :               | <input type="text"/> | BVN                                                           | <input type="text"/>              |
| Signature:                   | <input type="text"/> |                                                               | Date: <input type="text"/>        |

**4.3 DETAILS OF THE DIRECTORS/EXECUTIVES/TRUSTEES/ADMINISTRATOR/ PRINCIPAL OFFICER**

|                              |                      |                                                               |                                   |
|------------------------------|----------------------|---------------------------------------------------------------|-----------------------------------|
| Title:                       | <input type="text"/> | Surname:                                                      | <input type="text"/>              |
| First Name:                  | <input type="text"/> |                                                               |                                   |
| Other Names:                 | <input type="text"/> |                                                               |                                   |
| Date of Birth:               | <input type="text"/> | Gender: F <input type="checkbox"/> M <input type="checkbox"/> | Nationality: <input type="text"/> |
| Means of Identification:     | <input type="text"/> |                                                               |                                   |
| ID Issue Date:               | <input type="text"/> | ID Expiry Date:                                               | <input type="text"/>              |
| Occupation:                  | <input type="text"/> | Status/Job Title:                                             | <input type="text"/>              |
| Residential Address:         | <input type="text"/> |                                                               |                                   |
| House Number:                | <input type="text"/> | Street Name:                                                  | <input type="text"/>              |
| Nearest Bus stop & Landmark: | <input type="text"/> |                                                               |                                   |
| LGA/County:                  | <input type="text"/> | State:                                                        | <input type="text"/>              |
| Email:                       | <input type="text"/> |                                                               |                                   |

Phone Number : 
 










 BVN 
 












Signature: \_\_\_\_\_

 Date: 
 


 / 
 


 / 
 






## 5. DETAILS OF A SOLE PROPRIETOR (Applicable ONLY to a 'One Man' Business)

### 5.1 PERSONAL DETAILS

Title:     Surname:

First Name:

Other Names:

Date of Birth: 
 


 / 
 


 / 
 





 Gender: F ☐ M ☐ Nationality:

Means of Identification:

ID Issue Date: 
 


 / 
 


 / 
 





 ID Expiry Date: 
 


 / 
 


 /

Occupation:

Status/Job Title:

BVN

### 5.2 CONTACT DETAILS

Residential Address:

House Number: 





 Street Name:

Nearest Bus stop & Landmark:

LGA/County:

State:

Email:

Phone Number :

### 5.3 DETAILS OF NEXT OF KIN

Title:     Surname:

First Name:

Other Names:

Relationship:

Nationality:

BVN

Means of Identification:

ID Issue Date: 
 


 / 
 


 / 
 





 ID Expiry Date: 
 


 / 
 


 /

Occupation:

Status/Job Title:

### 5.4 SIGNATURE OF THE SOLE PROPRIETOR

Signature: \_\_\_\_\_

 Date: 
 


 / 
 


 / 
 






## 6. ACCOUNT DETAILS

Bank Name:

Account Number:

Account Name:

**ACCOUNT OPENING MANDATE**

a. **Type of Account (Please Tick where necessary)**  
 Current Account ☐ Deposit Account ☐ Investment ☐ Domiciliary Account ☐ Other Box ☐

b. **Account Name:** \_\_\_\_\_

c. **Account Number:** \_\_\_\_\_

d. **Mandate Authorisation/Combination (please tick as appropriate)** Sole Signatory ☐ Either to Sign. ☐ Both to Sign ☐

e. **Signatories**

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Class of Signatory: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

BVN: \_\_\_\_\_

**Passport  
Photograph**

Signature & Date: \_\_\_\_\_

*{FOR COMPANY USE}*

Names: \_\_\_\_\_

Signature

*{FOR COMPANY USE}*

Names: \_\_\_\_\_

Signature

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Class of Signatory: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

BVN: \_\_\_\_\_

**Passport  
Photograph**

Signature & Date: \_\_\_\_\_

*{FOR COMPANY USE}*

Names: \_\_\_\_\_

Signature

*{FOR COMPANY USE}*

Names: \_\_\_\_\_

Signature

## TERMS AND CONDITIONS

I/We confirm and agree that my/our account(s) and all transactions between me/us (the customer, 'I' or 'me' or 'we') and AAA FINANCE AND INVESTMENT COMPANY LIMITED (The Firm), shall be governed by the conditions specified below and/or the terms of any specific agreement between us/me and The Firm or where not registered by either the conditions or such agreement, by customary finance house practice in Nigeria.

- The Firm will not establish or operate the requested account(s) unless and until it has received the required supporting documents for the account, a list of which have been provided to me/us and is included with this application form. Copies of application forms and other required documents from the client should be attached, to facilitate prompt verification of documents. The Firm will not be held responsible for delays in verification as a result of incomplete documentation, irregular signature or process delays by third-party.
- The Firm is hereby authorized to undertake all "Know Your Customer" (KYC) procedures specified by applicable law/regulation and/or The Firm policies including the confirmation of my/our details and legal status at the appropriate government registry. I/We hereby authorize you to debit my/our account without further notice to me/us for the cost attendant to such KYC procedures.
- The Firm's acceptable standard formats for mandates can be given to me/us, I/we can download it from The Firm's website or The Firm can forward it to my/our mailbox.
- The Firm, with respect to my/our mandate, acts as financial advisors and executors on my/our behalf. Any arising transactions will be executed based on my/our mandate and the current market rate on the date of execution. Rates however, are subjected to marginal daily changes therefore, The Firm do not guarantee a specific market price.
- My/Our Account mandate, advice and instructions can be done via written instruction, email and online portal. I/We understand that Transaction deadline for the receipt of mandate by The Firm is 45 minutes before the closure of each market day (i.e. before 4pm every working weekday). All mandates received after the stipulated deadline as stated herein, will be treated as having been received on the next business day following the actual date of receipt. Non-business days (weekend or public holidays) will be treated as received on the business day following the weekend or public holiday.
- The Firm is hereby authorized to undertake all "Know Your Customer" (KYC) procedures specified by applicable law/regulation and/or The Firm policies including the confirmation of my/our details and legal status at the appropriate government registry. I/We hereby authorize you to debit my/our account without further notice to me/us for the cost attendant to such KYC procedures.
- The Firm shall be entitled to retain and not repay any amount whatsoever that is owed to me/us or which it holds on my/our behalf and until all amount owed by me/us or to the related party to The Firm have been repaid or discharged in full and, for so long as such amounts so owed to me/us or held on my/our behalf towards the payment and discharge of the amounts owed by me/us or either of us or the related party to The Firm.
- I/We shall be responsible for all costs, expenses and liabilities arising from the purchase, retention and sale of investments made on my/our behalf by The Firm which includes but are not limited to all taxes, statutory fees, duties and levies.
- The Firm is hereby authorized, in the absence of any written instruction to the contrary, to place my/our funds in any appropriate investment (which for the purpose of this clause shall include but not limited to investments in Commercial paper whether guaranteed by The Firm or otherwise) or on deposit and to renew/reinvest at maturity any investment or deposit made in my/our name(s) on the same terms and condition that applied to such investment/deposit immediately prior to its maturity or on such other terms and conditions as The Firm may, in its absolute discretion, consider appropriate under the circumstances.
- The Firm may, unless otherwise instructed by Me/Us, retain on my/our behalf, on a safe custody basis, any investment instruments issued in respect of any investment made on My/Our behalf and unless otherwise specifically agreed, I/We will not have recourse to The Firm for the Value or worth of such investments.
- Where I/We maintain a credit account with The Firm in any foreign currency, the credit balance of such account may be held by The Firm with any bank or financial institution it considers first rate located in any country in which such foreign currency is legal tender. Such credit balance will accordingly be subject to all laws and applicable regulations in Nigeria and in the country in which such credit balance is held and The Firm shall not be held liable if the credit balance or any part thereof becomes unavailable as a result of any of the laws and regulation to which such credit balance is subject.
- Commission and charges shall be levied in accordance with the The Firm's standard scale of charges in force from time to time and copies of which are available on request. The Firm reserves the right to amend its rates of interest in accordance with its standard scale of charges and/or conditions from time to time.
- Where these conditions are signed by or on behalf of more than one person as the customer, all of such persons are bound by these terms and conditions.

### Overdrafts and Other Loans

- This agreement deals borrowing through an overdraft. Additional terms and conditions apply to borrowing by other means such as a loan. The form of borrowing and any security required will be agreed between The Firm and I/Us.
- The Firm may cancel any standing orders and direct debit from My/Our account if My/Our account becomes overdrawn.
- Unless The Firm agreed other terms with Me/Us in writing, overdrafts will always be repayable on demand.
- I/We will have to pay costs and fee incurred or charge d by The Firm in connection with the negotiation, preparation, investigation, administration, supervision or enforcement of My/Our borrowing. These will include expenses, fees (e.g. legal, security and valuation fees), stamp duty, taxes and other charge. These costs and fees will be debited from My/Our account.
- The reserve the right to decline a request from Me/Us to borrow.

### Set-Off

- If any accounts I/We hold with The Firm are in credit, The Firm may use them to repay any amount I/We owe them including but not limited to sums due on any other accounts I/We hold with The Firm either in the same name(s) or in the case of corporate accounts, its affiliates, subsidiary or sisters company's account (whether or not in the same name), even if the accounts are in different currencies.
- Where I/We have an account with The Firm in My/Our sole name, and that account has a credit balance, The Firm can set-off these monies against any money owing to them on the joint account even if the accounts are in different currencies.

### Service Charges

- The Firm will levy charges for the operation of the account in accordance with their standard tariff. The Firm reserve the right to levy any reasonable charges for additional service in relation to managing My/Our account in addition to those stated in standard tariff or for providing Me/Us with more frequent information regarding the operation of My/Our account.

### Additional Terms and Conditions for Fixed Term Deposits

- In other to open any of the fixed term products that The Firm offer, I/We will need to make a minimum deposit, which will be advised to Me/Us at the time that I/We wish to make the deposit.
- I/We will not be able to add further funds to My/Our initial deposit once the term and interest rate have been fixed.
- However further deposits can be used to open additional fixed term deposits. The rate applicable to the new deposit will be that available on the day that the new deposit is made.
- The Firm will pay net interest (interest with statutory tax deducted) on the maturity date of My/Our deposit if My/Our deposit is for a period of one year or less. If My/Our deposit is for a period greater than one year, interest will be paid annually on the anniversary of your deposit.
- Before My/Our deposit comes to an end (matures), The Firm need to know what I/We want to do when it does mature. I/We can:
  - Give The Firm a renewal instruction when I/We make M/Our initial deposit;
  - Contact The Firm in writing with My/Our instructions before close of business on the business day before My/Our deposit is due to mature; or
  - Set up an automatic rollover so that, until I/We tell The Firm otherwise, The Firm will renew My/Our deposit for the same term at the same interest rate that applies each time it matures.
- It is your responsibility to advise in good time of your instructions upon maturity of the deposit.
- The Firm will provide you with a confirmation of deposit amount, interest rate and maturity date when you placed the deposit.
- There is no cancellation period for the fixed term deposit.
- The Firm will only make changes to the terms and conditions applying to a fixed term deposit if it is necessary or appropriate to do so to meet legal, financial or regulatory requirements or set out our duties and responsibilities under them. The Firm will give Me/Us at least 30 days advance personal notice of a change of this kind, unless The Firm are required to make the change sooner due to those legal or regulatory requirements.

### Indemnity for Honoring Electronic Instructions

- I/We are fully aware that sell orders, purchase orders, fund transfer, payment instructions and other instructions on this account shall be written instruction signed according to my/our mandate. I/We hereby acknowledge that the use of facsimile (fax), telephone, e-mail, online portal, SMS messages etc. or other unsecured means of communication to convey instructions is associated with additional risks and fraud exposure.
- In consideration of The Firm agreeing to accept and act upon any instructions, communications and documents by facsimile (fax), telephone, e-mail, SMS messages, online portal etc. unaccompanied by my/our signed written instruction in hardcopies, I/We hereby irrevocably undertake to indemnify The Firm and hold it harmless from and against all costs (including without limitation, legal fees and expenses, claims, losses, liabilities, damages and proceedings) whatsoever that I/We may suffer or incur as a result of The Firm accepting upon such instructions, communication or documents. Furthermore, I/We hereby irrevocably release The Firm from all liability in the event that any telephone, e-mail, SMS messages, online portal, facsimile transmission or letter is not received, or is mutilated, altered, illegible or interrupted, duplicated, incomplete, unauthorized, or delayed for any reason.
- This indemnity shall be a continuing security for each and every fund transfer request received by The Firm from the My/Our account(s) during the subsistence of the relationship between The Firm and Me/Us or during the subsistence of the transaction in respect of such transfer received by The Firm as aforesaid.

### Disclaimer of Warranties

- I/We expressly understands and agrees that the use of The Firm's service is at his/her sole risk. The service is provided on an 'as is available' basis. The Firm expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to implied warranties of merchantability, fitness for a particular purpose and non-infringement.
- I/We understand that The Firm makes no warranty that (i) the service will meet customer's requirements, (ii) the service will be uninterrupted, timely secure, or error free, (iii) the result that may be obtained from the use of the service will be accurate and reliable, (iv) the quality of any products, services, information or other material purchased or obtained by the customer through the service will meet my/our expectations.
- I/We understand that The Firm make no warranty on any material downloaded or otherwise obtained through the use of the Service and is not responsible for any damage to customer's computer system or loss of data that results from the download of any such material. No advice or information whether oral or written obtained by Me/Us from The Firm, through u The Firm or from the Service will create any warranty not expressly stated in these terms.
- Service changes and discontinuation. The Firm reserves the right to change or discontinue, temporarily or permanently, the service at any time without notice in order to maintain the security and integrity of the service. The Firm may also suspend customer's access to the service at any time without notice. Customer agrees that The Firm will not be liable to the Me/Us or any third party for any modification or discontinuation of the service.

### Credit Bureau

I/We acknowledges that The Firm consults with various credit bureaus and reference agencies, and may be required to disclose My/Our information to these credit bureaus for the purpose of conducting checks on the Me/Us. I/We hereby irrevocably and unconditionally grants My/Our account(s)/transaction(s) with The Firm, to such credit bureaus and reference agencies whether based locally or abroad, including information on the Customer's Directors and other personnel, transactions and conduct on the Customer's account together with details of any non-payment or delayed payments as The Firm may deem necessary. The consent herein given discharges The Firm from all liabilities, claims and damages for such disclosure made by The Firm to any credit bureau pursuant to the consent herein granted.

I/WE CONFIRM THAT I/WE HAVE READ THE ABOVE TERMS AND CONDITIONS AND FULLY UNDERSTAND THE CONTENTS THEREIN

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

## DECLARATIONS

**I/WE HEREBY APPLY FOR THE OPENING OF MY ACCOUNT OR ACCOUNTS WITH AAA FINANCE AND INVESTMENT COMPANY LIMITED. I/WE UNDERSTAND THAT THE INFORMATION GIVEN HEREIN IS THE BASIS FOR OPENING SUCH ACCOUNT(S) AND HEREBY WARRANT THAT SUCH INFORMATION IS CORRECT**

**I/WE FURTHER UNDERTAKE TO INDEMNIFY THE FIRM FOR ANY LOSS SUFFERED AS A RESULT OF ANY FALSE INFORMATION OR ERROR IN THE INFORMATION PROVIDED TO THE FIRM**

**\*\*\* IN WITNESS WHERE OF, THE COMMON SEAL OF .....(NAME OF COMPANY) IS HEREBY AFFIXED THIS.....DAY OF .....20..... IN THE PRESENCE OF**

\_\_\_\_\_  
**DIRECTOR (Name, Signature & Date)**

\_\_\_\_\_  
**DIRECTOR (Name, Signature & Date)**

## SIGNED, SEALED & DELIEVERED BY WITHIN NAMED PERSON

**Name:** \_\_\_\_\_

**Status:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Company Seal