

CSA001



Guaranty Trust Bank (SL) Ltd

**ACCOUNT OPENING
DOCUMENTATION
CLUBS/SOCIETIES/ASSOCIATIONS**



Guaranty Trust Bank (SL) Ltd

GUIDE TO OPENING YOUR ACCOUNT

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

1. Completed signature card.
2. Copy of Certificate of Registration
3. A copy of each of Constitution, rules and Regulations of the Associations etc;
4. Two passport photographs each of the Chairman, Secretary and other signatories to the account.
5. Identification document for each signatory to the account.



CSA003

Guaranty Trust Bank (SL) Ltd

UNINCORPORATED SOCIETIES:/CLUBS/ASSOCIATIONS
CURRENT ACCOUNT MANDATE

TO: **Guaranty Trust Bank (SL) Limited**

AT a meeting of the Club/Society/Association held at

_____ On _____

It as resolved that you:

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

_____ and at any time subsequent to open further accounts(s) as we may direct.

2. Honour all cheques or other orders 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 whether such 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 to 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, negotiable instruments, receipts and / or other documents deposited in our account.
- (b) to be responsible for the repayment of an overdraft with interest and to comply and be bound by the Bank's rules for the conduct of a current account receipt of which we hereby acknowledge.
- (c) to free the bank from any responsibility for any loss of aor damage to funds deposited with Bank use to any future Government order, law, levy, tax, embargo, moratorium , ex-change restriction and / or all other causes 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) That if a cheque credited to our current account is returned dishonored, the same may be transmitted to us through our last known address either by bearer or by post.
 - (f) And we note that the Bank will accept no liability whatsoever for funds handed to member of its staff outside banking hours or outside the bank's premises.
 - (g) That our attention has been drawn to the necessity of safeguarding our cheque book so that unauthorized persons 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.
 - (h) 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 cheque(s) may be returned to us unpaid but if paid, we are obliged to repay the bank on demand.
3. We agree to give you notice of any anomalies in the statements 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 liability arising there from.
 4. We agree to give your prompt notice in such manner as you may from time to time specify instruction not to honour any cheques, bills of exchange, promissory notes, deposit receipts and other orders for the payment of money drawn, endorsed or accepted on our behalf; and indemnify you for any loss arising from such non-payment.
 5. 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 and without notice to us combine or consolidate all or any of my/our accounts without any liabilities to you and set off or transfer any sums standing to due credit of any one or more of such accounts or any other credit, be it cash cheques, valuables deposits, securities, negotiable instruments or other assets belonging to us with you in or towards satisfaction of any our liabilities be actual or contingent primary collateral and several or joint.
 6. We agree that a copy each of the authorizing Resolution Constitution/Rules and Regulation and registration certificate be forwarded to the Bank by the Chairman/President together with specimen signature of officers empowered to sign.



Guaranty Trust Bank (SL) Ltd

ACCOUNT OPENING APPLICATION FORM

CUSTOMER INFORMATION FORM

Name of
Society/Club/Association: _____

Registered Address

Telephone: _____ Email _____ Fax _____

COMMUNICATION INFORMATION

Correspondence
Address: _____

Should mail be sent or held for collection: Send () Hold ()

REFERENCE INFORMATION

Accounts Held with other Bank

Bank 1

Name: _____

Address: _____

Account No. _____

DECLARATION:

I/We apply for the opening of an Account or Accounts with Guaranty Trust Bank (SL) Limited. I/We understand that the information given herein is the basis for opening such account (s) and therefore warrant that such information is correct.

I/We agree to be bound by the terms and conditions governing the operation of the Account(s) as set out hereinafter

Signature

Date

Signature

Date

Signature

Date

Signature

Date



Guaranty Trust Bank (SL) Ltd

Full Name

(Usual Signature)

Mr/Mrs/Miss

Mr/Mrs/Miss

Mr/Mrs/Miss

Mr/Mrs/Miss

Mr/Mrs/Miss

Mr/Mrs/Miss

Mr/Mrs/Miss

Mr/Mrs/Miss

We certify that the above meeting was duly held on _____ and that the above signature are correct.

We enclose herewith a copy of the Constitution/Rules and Regulations of the

Date the _____ day of _____ 200 _____



Guaranty Trust Bank (SL) Ltd

ACCOUNT NO.

Account number input boxes: 5 boxes, 8 boxes, 2 boxes

SPECIMEN SIGNATURE (CLUBS/ASSOCIATIONS ACCOUNTS)

Date Account Opened _____

Account Name: _____ (In Block Letters)

Mailing Address: _____

Tel No.: _____ E-mail: _____

Table with 3 columns: Title, Name, Designation, Date of Birth, Signature, Photograph. Includes two identical rows for signature and photograph, and an 'Authorised Combination Mandate' row.

Title (Mr,Mrs, etc)	Name	Photograph
Designation		
Date of Birth	Month Day Year (Optional)	
Signature		
Title (Mr,Mrs, etc)	Name	Photograph
Designation		
Date of Birth	Month Day Year (Optional)	
Signature		
Title (Mr,Mrs, etc)	Name	Photograph
Designation		
Date of Birth	Month Day Year (Optional)	
Signature		
Authorised Combination Mandate		



FOR BANK USE ONLY
DOCUMENT OBTAINED

Guaranty Trust Bank (SL) Ltd

	YES	DEFERRED	WAIVED
COMPLETED SIGNATURE CARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF CERTIFICATE OF REGISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF CONSTITUTION OR RULES AND REGULATIONS OF THE ASSOCIATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PASSPORT SIZE PHOTOGRAPH OF EACH SIGNATORY TO THE ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IDENTIFICATION DOCUMENTS FOR EACH SIGNATORY IN THE FORM OF VALID PASSPORT/DRIVERS LICENCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C.I.S _____
 NAME INITIAL DATE

DEFERRAL/WAIVER OF DOCUMENTS AUTHORISED BY:

 NAME INITIAL DATE

ACCOUNTS OPENING AUTHORISED BY:

 NAME INITIAL DATE