

SPA 001



Guaranty Trust Bank (SL) Ltd

ACCOUNT OPENING  
DOCUMENTATION  
**SOLE**  
**PROPRIETORSHIP/PARTNERSHIP**



## GUIDE TO OPENING YOUR ACCOUNT

1. Complete all relevant portions of the Account opening application form.
2. Complete the enclosed signature mandate.
3. Supply the under listed documents along with completed application package.
  - a. Of Certificate of Registration (Form B)
  - b. Of Certificate of Registration (Form C)
  - c. Of Licence for current year
  - d. Application form for business Registration (Form BR-A)
  - e. One passport photograph of each signatory to the Account
  - f. Identification document for signatories to the Account, e.g. driving licence, passport, staff identify card/National ID Card.
  - g. Partnership deed (for partnership)
  - h. Document of proof of address in the form of a recent utility bill (telephone, water, light or letter from your Landlord to confirm residential status of the business.



ACCOUNT OPENING APPLICATION FORM

Guaranty Trust Bank (SL) Ltd

**CUSTOMER INFORMATION**

Name of Business/Partnership \_\_\_\_\_

Certificate of Registration No. \_\_\_\_\_ Date of Registration \_\_\_\_\_

Business Address \_\_\_\_\_

Nature of Business \_\_\_\_\_ Tel No. \_\_\_\_\_

Estimated Annual Turnover (Le) \_\_\_\_\_

Name(s) of Sole Proprietor/Partners: \_\_\_\_\_

1. Name \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

(For large partnership, please continue on separate paper)

**COMMUNICATION INFORMATION**

Correspondence Address \_\_\_\_\_

Telephone \_\_\_\_\_ Telex \_\_\_\_\_ Telefax \_\_\_\_\_

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

**REFERENCE INFORMATION**

Account held with other banks

**Bank 1**

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

Address \_\_\_\_\_

Account No. \_\_\_\_\_

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Bank 2

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

Address: \_\_\_\_\_

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Account No. \_\_\_\_\_

**Declaration:**

I/We apply for the opening of an account or account with Guaranty Trust Bank (SL) Limited. I/We understand that the information given herein is the basis for opening such accounts(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)

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

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

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

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

**SOLE PROPRIETORSHIP/PARTNERSHIP ACCOUNT MANDATE****TO: GUARANTY TRUST BANK (SL) LTD**

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**NAME OF ACCOUNT**

I/We the undersigned being the sole proprietorship/the present individual partners in the above mentioned firm, which has been duly registered under the Registration of Business Name Act hereby, request and authorize you:

1. To open a current account in my own firm name.
2. To honor all cheques, bills of exchange, promissory notes, deposit receipts and other orders, drawn or endorsed and all bills accepted on behalf of the firm and to charge the amount of all such orders of accepted bill to the debit of the accounts (s) whether the account be credit or overdrawn or shall become overdrawn in consequence of such debit without prejudice to your right to refuse to allow any overdraft or increase of overdraft and I/We shall be jointly and severally responsible for the repayment of any such overdraft
3. To deal with any property, securities, valuables or documents of title which may be deposited with the Bank by the firm whether for safe keeping of otherwise when instructions to such effect is given to the Bank in writing and signed by me/any of the partners or by any other signatories specified below.
4. To honor any contract entered into with the Bank for the purpose and /or sale of foreign exchange and to deposit other securities with the Bank as security for such contract.
5. I/We agree that advances to the firm by way of overdraft discount, loan mortgage or otherwise credits generally and the issue of guarantees by you from time to time may be arranged by myself or by any other signatory(ies) specified below provided that any document relating thereto, any mortgage pledge or other security documents of title relating thereto to secure any such advances and any obligations and any undertakings by myself or by any other signatory(ies) specified below.
6. I/We agree that the Bank may, at any time without notice, notwithstanding any settlement of account of other matter whatsoever combine or consolidate all or any of the hen existing accounts (s) opened in the name of the firm 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 firm whatsoever, whether such liabilities be present or future, actual or contingent, primary or collateral an several or joint.

7. I/We agree that in the absence of any directions to the contrary, any account(s) subsequently opened shall be operated and dealt with upon the terms set out above insofar as the name may be applicable.
8. I/We agree that this authority shall remain in force until written notice of revocation shall have been received by the Bank notwithstanding any change in the constitution or name of the firm provided always, however that the authority under paragraph 5 above may not be revoked except with the Bank's prior written consent and subject to such terms and conditions as the Bank shall determine to impose.

**PERSONS AUTHORISED TO OPERATE THE ACCOUNT**

	<b>NAME</b>	<b>CATEGORY</b>	<b>SIGNATURE</b>
1.	Name		
	Mr/Mrs/Miss		
2.	Name		
	Mr/Mrs/Miss		
3.	Name		
	Mr/Mrs/Miss		
4.	Name		
	Mr/Mrs/Miss		
Authorised combination (where applicable)			

\_\_\_\_\_  
 Signature of Sole Proprietor/Senior Partner

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

Address: \_\_\_\_\_



# SIGNATURE MANDATE (SOLE PROPRIETORSHIP/PARTNERSHIP)

Guaranty Trust Bank (SL) Ltd

ACCOUNT NO.

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Date Account Opened \_\_\_\_\_

Account Name \_\_\_\_\_  
(In Block Letters)

Permanent Business Address \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Tel Nos Office \_\_\_\_\_ Mobile \_\_\_\_\_

## SIGNATURE MANDATE

Title (Mr, Mrs, etc)	Name	Photograph
Signature		
Title (Mr, Mrs, etc)	Name	Photograph
Signature		
Title (Mr, Mrs, etc)	Name	Photograph
Signature		
Authorised Combination Mandate		

References: (A) Name \_\_\_\_\_ (B) Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_



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Guaranty Trust Bank (SL) Ltd

**FOR BANK USE ONLY**  
DOCUMENTS OBTAINED

	YES	DERERRED	WAIVED
COMPLETED SIGNATURE CARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLICATION FORM FOR BUSINESS REGISTRATION (FORM BR-A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF CERTIFICATE OF REGISTRATION (FORM B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF CERTIFICATE OF REGISTRATION (FORM C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF LICENCE FOR THE CURRENT YEAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PASSPORT PHOTOGRAPH OF EACH PARTNER/SIGNATORY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTATION CHECKED BY:

CSO \_\_\_\_\_  
 NAME INITIAL DATE

DEFFERRAL/WAIVER OF DOCUMENTS AUTHORISED BY:

\_\_\_\_\_  
 NAME INITIAL DATE

ACCOUNT OPENING AUTHORISED BY:

\_\_\_\_\_  
 NAME INITIAL DATE