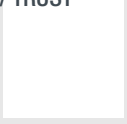


**ACCOUNT OPENING  
DOCUMENTATION**

- COMPANY
- PARTNERSHIP
- SOLE PROPRIETORSHIP
- CLUB / SOCIETY / ASSOCIATION / NGO  
/ DIPLOMATIC MISSION / TRUST
- PUBLIC SECTOR



# Checklist: Documents Required

## Company

1. One coloured Passport size Photograph of Directors / Signatories
2. Certified copies of ID / Valid Passport / Valid Alien ID of individual Directors/ Signatories
3. Copy of PIN of Individual Directors / Signatories
4. Work Permit for Non-Kenyans
5. Proof of Address: Utility Bill / Tenancy Agreement / DSTV Subscription (Certified true copy is acceptable if original is not held) / Customer Address Verification Form filled by the RM
6. Certified copy of Certificate of Incorporation or Certificate of Compliance (Foreign Companies)
7. Certified Memorandum & Articles of Association / or CR2 for accounts incorporated after 2016
8. Resolution of Board of Directors
9. Certified copy of PIN / VAT Certificate of Company
10. CR12 Form/Letter from Auditor/Co. Secretary certifying names of existing directors or certified copy of latest annual returns
11. Power of Attorney (Foreign Companies)

## Partnership

1. One coloured Passport size Photograph of all Authorised Signatories
2. Certified copies of ID or Passport of Authorised Signatories
3. Work Permit for Non-Kenyans
4. Copy of PIN Certificate (Individual Signatories)
5. Proof of Address: Utility Bill / Tenancy Agreement / DSTV Subscription (Certified true copy is acceptable if original is not held) / Customer Address Verification Form filled by the RM
6. Certified copy of Certificate of Registration of the Firm
7. Partnership Mandate / Deed

## Club / Society / Association / NGO / Diplomatic Missions / Trusts

1. One coloured Passport size Photograph of all members of Managing Committee / Authorised Signatories
2. Certified copies of ID or Passport of Members for Managing Committee / Authorised Signatories
3. Work Permit for Non-Kenyans
4. Copy of PIN Certificate for members of Managing Committee / Authorised Signatories
5. Proof of Address: Utility Bill / Tenancy Agreement / DSTV Subscription (Certified true copy is acceptable if original is not held) / Customer Address Verification Form filled by the RM
6. Certified copy of Rules / Constitution / By-Laws
7. Certified copy of Certificate of Registration
8. Certified copy of Trust Deed
9. List of Members of Managing Committee
10. Resolution of the Organisation
11. Letter from NGO Coordination Board for Opening the Account
12. Copy of PIN for the Organization or Exemption Certificate
13. Authorization letter signed and stamped by Ambassador (for Embassy)

## Sole Proprietorship

1. One coloured Passport size Photograph
2. Certified copies of ID or Passport
3. Work Permit for Non-Kenyans
4. Copy of PIN Certificate
5. Proof of Address: Utility Bill / Tenancy Agreement / DSTV Subscription (Certified true copy is acceptable if original is not held) / Customer Address Verification Form filled by the RM
6. Certified copy of Certificate of Registration
7. Valid practicing Certificate for Professionals

## Public Sector

1. Passport size photograph for each signatory
2. Certified copy of ID or Passport For Each Signatory
3. Work Permit for Non-Kenyans
4. Authorized copy of PIN Certificate for each Signatory
5. Proof of Address: Utility Bill / Tenancy Agreement / DSTV Subscription (Certified true copy is acceptable if original is not held) / Customer Address Verification Form filled by the RM
6. Resolution of Board of Directors
7. Authorization Letter from the Ministry / Permanent Secretary
8. Certified copy of the Gazette Notice / Act of Parliament

I/We request you to open the below specified account. I /We agree to provide any documents requested by you according to this type of account required and abide by the current rules of conduct thereof

Account Type  Current  Savings  Term Deposit  Others \_\_\_\_\_  
(Tick as appropriate)

Currency  KES  USD  EUR  GBP  ZAR  Others \_\_\_\_\_  
(Tick as appropriate)

This form should be completed in **CAPITAL LETTERS**

Full names of Authorised Signatories \_\_\_\_\_ Nationality \_\_\_\_\_  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_  
6. \_\_\_\_\_

**Entity Details**  Company  Partnership  Sole Proprietor  Club / Society / Association / NGO / Diplomatic Missions / Trusts  Public Sector

Organization Name: \_\_\_\_\_ Trading Name: \_\_\_\_\_

Exact Nature of Business / Purpose: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

**Mailing Address of Organization**

Postal address: \_\_\_\_\_ Post Code: \_\_\_\_\_ City: \_\_\_\_\_

**Physical Address**

Plot/Hse. No: \_\_\_\_\_ Street Location: \_\_\_\_\_ County: \_\_\_\_\_ Telephone (Office): \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Office Email: \_\_\_\_\_ Website: \_\_\_\_\_

Business Registration No: \_\_\_\_\_ PIN Certificate: \_\_\_\_\_ VAT No: \_\_\_\_\_

Expected Annual Turnover \_\_\_\_\_

**Referee (Optional):**

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

Director  Partner  Sole Proprietor  Officials  Authorised Signatory (But not a Director/Partner or Official)

Title \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Place of Birth \_\_\_\_\_ Identification Document:  National ID \_\_\_\_\_  
 Passport No \_\_\_\_\_

Gender:  Male  Female Mother's Maiden Name: \_\_\_\_\_

Kenyan Citizen  Yes  No  Dual Please Specify incase of other Nationality \_\_\_\_\_ Date of Birth

Passport No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ PIN No: \_\_\_\_\_ Work Permit No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Marital Status  Married  Single  Other \_\_\_\_\_ Next of Kin: \_\_\_\_\_

Registration with any taxation authority  Yes  No If Yes, list the countries along with the respective tax identification No. / Social Security No

Country \_\_\_\_\_ PIN / TIN / SSN \_\_\_\_\_

State the Percentage of Shareholding you have in the Company \_\_\_\_\_

**Contact Details**

P.O.Box: \_\_\_\_\_ City: \_\_\_\_\_ Post Code: \_\_\_\_\_ Plot / Hse No \_\_\_\_\_

Street /Location \_\_\_\_\_ County \_\_\_\_\_ Nearest Bus Stop / Landmark \_\_\_\_\_ How Long have you resided at this address? \_\_\_\_\_

Is it Owned or rented? \_\_\_\_\_ Telephone(office): \_\_\_\_\_ Mobile No.1 \_\_\_\_\_ Mobile No.2 \_\_\_\_\_

Email (Office) \_\_\_\_\_ Email (Personal) \_\_\_\_\_

Other Companies where you are a director \_\_\_\_\_

**Photo and Signature of Applicant**

**Monthly Income**

- A - 1 To Kes 100,000  D - Kes 300,001 To Kes 400,000  
 B- 100,001 To Kes 200,000  E - Kes 400,001 To Kes 500,000  
 C - Kes 200,001 To Kes 300,000  F - Over Kes. 500,000

Attach coloured  
passport size  
photograph here

Signature of Individual (Please sign only  
within the boundary of this box)

Title \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Place of Birth \_\_\_\_\_ Identification Document:  National ID \_\_\_\_\_  
 Passport No \_\_\_\_\_

Gender:  Male  Female Mother's Maiden Name: \_\_\_\_\_

Kenyan Citizen  Yes  No  Dual Please Specify incase of other Nationality \_\_\_\_\_ Date of Birth

Passport No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ PIN No: \_\_\_\_\_ Work Permit No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Marital Status  Married  Single  Other \_\_\_\_\_ Next of Kin: \_\_\_\_\_

Registration with any taxation authority  Yes  No If Yes, list the countries along with the respective tax identification No. / Social Security No

Country \_\_\_\_\_ PIN / TIN / SSN \_\_\_\_\_

State the Percentage of Shareholding you have in the Company \_\_\_\_\_

**Contact Details**

P.O.Box: \_\_\_\_\_ City: \_\_\_\_\_ Post Code: \_\_\_\_\_ Plot / Hse No \_\_\_\_\_

Street /Location \_\_\_\_\_ County \_\_\_\_\_ Nearest Bus Stop / Landmark \_\_\_\_\_ How Long have you resided at this address? \_\_\_\_\_

Is it Owned or rented? \_\_\_\_\_ Telephone(office): \_\_\_\_\_ Mobile No.1 \_\_\_\_\_ Mobile No.2 \_\_\_\_\_

Email (Office) \_\_\_\_\_ Email (Personal) \_\_\_\_\_

Other Companies where you are a director \_\_\_\_\_

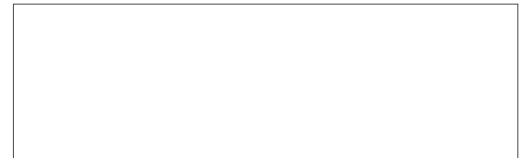
**Photo and Signature of Applicant**

Monthly Income

- A - 1 To Kes 100,000  D - Kes 300,001 To Kes 400,000  
 B- 100,001 To Kes 200,000  E - Kes 400,001 To Kes 500,000  
 C - Kes 200,001 To Kes 300,000  F - Over Kes. 500,000



*Signature of Individual (Please sign only within the boundary of this box)*



Title \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Place of Birth \_\_\_\_\_ Identification Document:  National ID \_\_\_\_\_  
 Passport No \_\_\_\_\_

Gender:  Male  Female Mother's Maiden Name: \_\_\_\_\_

Kenyan Citizen  Yes  No  Dual Please Specify incase of other Nationality \_\_\_\_\_ Date of Birth

Passport No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ PIN No: \_\_\_\_\_ Work Permit No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Marital Status  Married  Single  Other \_\_\_\_\_ Next of Kin: \_\_\_\_\_

Registration with any taxation authority  Yes  No If Yes, list the countries along with the respective tax identification No. / Social Security No

Country \_\_\_\_\_ PIN / TIN / SSN \_\_\_\_\_

State the Percentage of Shareholding you have in the Company \_\_\_\_\_

**Contact Details**

P.O.Box: \_\_\_\_\_ City: \_\_\_\_\_ Post Code: \_\_\_\_\_ Plot / Hse No \_\_\_\_\_

Street /Location \_\_\_\_\_ County \_\_\_\_\_ Nearest Bus Stop / Landmark \_\_\_\_\_ How Long have you resided at this address? \_\_\_\_\_

Is it Owned or rented? \_\_\_\_\_ Telephone(office): \_\_\_\_\_ Mobile No.1 \_\_\_\_\_ Mobile No.2 \_\_\_\_\_

Email (Office) \_\_\_\_\_ Email (Personal) \_\_\_\_\_

Other Companies where you are a director \_\_\_\_\_

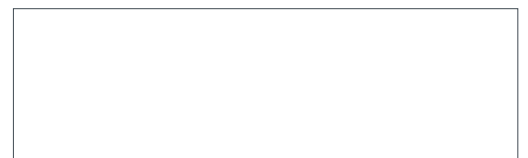
**Photo and Signature of Applicant**

Monthly Income

- A - 1 To Kes 100,000  D - Kes 300,001 To Kes 400,000  
 B- 100,001 To Kes 200,000  E - Kes 400,001 To Kes 500,000  
 C - Kes 200,001 To Kes 300,000  F - Over Kes. 500,000



*Signature of Individual (Please sign only within the boundary of this box)*



Title \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Place of Birth \_\_\_\_\_ Identification Document:  National ID \_\_\_\_\_  
 Passport No \_\_\_\_\_

Gender:  Male  Female Mother's Maiden Name: \_\_\_\_\_

Kenyan Citizen  Yes  No  Dual Please Specify incase of other Nationality \_\_\_\_\_ Date of Birth

Passport No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ PIN No: \_\_\_\_\_ Work Permit No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Marital Status  Married  Single  Other \_\_\_\_\_ Next of Kin: \_\_\_\_\_

Registration with any taxation authority  Yes  No If Yes, list the countries along with the respective tax identification No. / Social Security No

Country \_\_\_\_\_ PIN / TIN / SSN \_\_\_\_\_

State the Percentage of Shareholding you have in the Company \_\_\_\_\_

**Contact Details**

P.O.Box: \_\_\_\_\_ City: \_\_\_\_\_ Post Code: \_\_\_\_\_ Plot / Hse No \_\_\_\_\_

Street /Location \_\_\_\_\_ County \_\_\_\_\_ Nearest Bus Stop / Landmark \_\_\_\_\_ How Long have you resided at this address? \_\_\_\_\_

Is it Owned or rented? \_\_\_\_\_ Telephone(office): \_\_\_\_\_ Mobile No.1 \_\_\_\_\_ Mobile No.2 \_\_\_\_\_

Email (Office) \_\_\_\_\_ Email (Personal) \_\_\_\_\_

Other Companies where you are a director \_\_\_\_\_

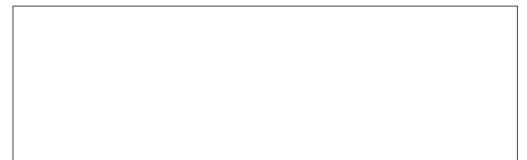
**Photo and Signature of Applicant**

Monthly Income

- A - 1 To Kes 100,000       D - Kes 300,001 To Kes 400,000  
 B- 100,001 To Kes 200,000       E - Kes 400,001 To Kes 500,000  
 C - Kes 200,001 To Kes 300,000       F - Over Kes. 500,000



*Signature of Individual (Please sign only within the boundary of this box)*



**Operating Mandate**

Mode of Operation  Solely  Jointly  All to sign  Either or Survivor

Special signing instructions (as specified in the Board Resolution) \_\_\_\_\_

**Cheque Book and Statement Details**

Cheque Book (specify No.)  50 Leaves  100 Leaves To be collected from: \_\_\_\_\_

Statement cycle details  Daily  Weekly  Monthly  Quarterly  No Statement

Statement Delivery:  E-Statement E-mail Address \_\_\_\_\_

Internet Banking

Yes

Mobile Banking

Yes  No

Credit Card

Yes  No

ATM Card

A/C Holder  Supplementary Card(s)



## Approval Information

A) Name \_\_\_\_\_ Signature & Date \_\_\_\_\_

B) Name \_\_\_\_\_ Signature & Date \_\_\_\_\_

C) Name \_\_\_\_\_ Signature & Date \_\_\_\_\_

D) Name \_\_\_\_\_ Signature & Date \_\_\_\_\_

## Foreign Exchange Transaction with the Bank – Dealing Mandate

The following personnel are authorised to conclude foreign exchange transaction over the phone with the Bank on behalf of our company:

Name(s)	Spot	Forward	
	Amount in USD millions	Amount in USD millions	Tenor in days

The transaction(s) concluded over the phone by the above person(s) will be confirmed in writing duly signed as per the account operation mandate provided to the Bank.

## EMAIL INDEMNITY (FOR INSTRUCTIONS ISSUED TO THE BANK THROUGH EMAIL)

I/We request the Bank to act on signed and scanned instructions transmitted via email address on the terms and conditions below:

In consideration of the agreement by the Bank to accept from time to time instructions by means of a scanned signed email message through the below email address, which instructions may be transmitted by only one authorized signatory, and notwithstanding the terms of the account mandate or any future mandate or other agreement or course of dealing between the Bank and the Customer, the Bank is requested and authorised, but is not obligated, to rely upon and act in accordance with any notice, demand or other communication which may from time to time be, or purported to be, given by the scanned and signed email transmission and which may be emailed by only one authorised signatory as per the existing mandate (as may be amended from time to time) (the "authorised person(s)"). If sent by email, it shall be specifically from either of the email addresses specified below, without inquiry on the Bank's part as to the authority or the identity of the Authorised Person (s) making or purporting to make or send such instructions, notice, demand or other communication (the "message") and regardless of the circumstances prevailing at the time of such notice, demand or other communication.

The emailed scanned instructions however must be signed in accordance to the specified signing mandate of the account.

The Customer undertakes to indemnify the Bank and to hold the Bank harmless against all losses, claims, actions, proceedings, demands, damages, costs and expenses incurred or sustained by the Bank of whatever nature and howsoever arising, out of or in connection with such messages, provided that the Bank has acted in good faith. The Bank shall not be liable for any distortion of information, malfunction of equipment, systems failure etc, that results in the delay, distortion of information and/or transmission of the wrong message to the Bank. The terms of this Indemnity shall remain in full force and effect unless and until the Bank receives and has reasonable time to act upon, notice of termination from the Customer in writing save that such termination will not release the Customer from any liability under this letter in respect of any act performed by the Bank in accordance with the terms of this letter prior to the expiry of such time.

The Customer undertakes that in the event that they change or update the existing mandate in their account they shall concurrently terminate this Indemnity and issue a fresh indemnity to the Bank with the updated mandate. Failure to do this, the existing Email Indemnity will be deemed valid. The Bank shall not be under any obligation to cause this Indemnity to be changed concurrently with the changes in account mandate unless expressly instructed by the Customer.

We, the Customer confirm that the failure to send to the Bank or the Bank's failure to receive the original of the scanned emailed shall not in any way affect the Bank's decision to act or to refrain from acting on the instructions. The emailed instructions as long as having been emailed from the advised email and having been signed in accordance to the account mandate will be valid.

Authorised Email Addresses

The Customer hereby warrants that the instructions emanating from the below email address (s) shall be deemed to be originating from the Customer:

e-mail address 1: \_\_\_\_\_

e-mail address 2: \_\_\_\_\_

Signed: Director \_\_\_\_\_ Director \_\_\_\_\_ Director \_\_\_\_\_  
(As per the specified signing mandate and Board Resolution)

## Memorandum of Acceptance & General Terms and Conditions

I/We have read and understood the conditions necessary to open and run an account with GTBank Kenya Limited and I/We oblige to comply. I/We agree that this account shall be opened solely at the discretion of GTBank Kenya and hereby agree to indemnify GTBank at my/our cost against any loss or claims arising out of the account being closed by GTBank Kenya upon issuance of a 14 day notice due to unsatisfactory performance. I/We accept that the operations of the account will be subject to the General Terms and Conditions by me/us and confirm that all the given information on this form is true and correct.

I/We authorize the Bank to disclose any information relating to my/our account to any Credit Reference Agency, any other institution or third party as for any lawful purpose.

I/We have selected the product that suits me/us best.

I/We have understood what is required of me/us and how to operate the account efficiently.

I/We have been briefed on how to keep safe my/our cheque Book /ATM Card / PIN mailer.

I/We have been taken through all the features, charges and fees pertaining to the products available.

I/We have received the copy of the tariff guide & KBA handbook.

I/We have read the terms and conditions found in the company website (www.gtbank.co.ke) and agree.

Executed this \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)

### Authorised Signatories / Directors

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

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

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

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

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

Witnessed by: \_\_\_\_\_ Signature \_\_\_\_\_

Date

Director / Company Secretary

Affix common seal

## Board Resolution and Acceptance of Declaration

To: Guaranty Trust Bank (Kenya) (the "Bank")

From: \_\_\_\_\_ ("the Client")

Date Of Resolution:

We, being the Company Secretary/Director(s)/Partner(s)/Member(s)/Trustee(s)/Legal representative(s) of the Client, hereby certify that the resolutions set out below are a true extract of the resolutions of the Board of Directors/Members/Trustees/Partners of the Client passed with effect from the date shown above.

Director Signature \_\_\_\_\_ Director/Company Secretary Signature \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_ Designation \_\_\_\_\_

### It was resolved that:

1. The Authorised Signatories as specified may from time to time in their absolute discretion, on behalf of and in the name of the Client:

- Open bank accounts of any type with the Bank
- Sign and deliver any Account Opening, Trade, Lending and/or Cash Management (including electronic client access services) documentation as required from time to time.
- Sign:

(i) instructions in writing or electronically for the payment of money, or the dealing of securities, to and from any account maintained by the Client with the Bank,

(ii) payment instruments in electronic form or in the form of cheques, drafts, money orders, cashier's order or other similar instruments,

(iii) confirmation of transactions and instructions in writing or electronically in respect of the settlement or performance of transactions, including, without limitation, notices exercising any option or other right of election under any Transaction,

(iv) bind the Client to the Account Terms, Standard Terms, Country Supplement, Service Application Forms/Terms, Master Terms and General Trade Terms, all forming part of the banking agreement, and cash management documentation (including electronic client access services) as amended from time to time.

d. Amend the list of Authorised Signatories.

e. Arrange with the Bank for advances to the Client by way of discount, loan, overdraft, or otherwise, and for the granting of credits and the issue of guarantees by the Bank from time to time and to sign on behalf of the Client any form of deposit and withdrawal, Memorandum of Deposit, Letter of Trust, Mortgage, or any other grant of security whatsoever relating to any securities or property or document of title relating thereto to secure any advances, obligations, undertakings, instructions, guarantees, indemnities and counter-indemnities, and any other documents which may be required by the Bank in connection with such facilities insofar as they are not by their nature required to be executed under the Common Seal of the Client.

f. Sign and deliver an ISDA Master Agreement, whether with or without a Credit Support Annex, or any other master agreements and other documents in relation to foreign exchange transactions, swaps, options and other derivatives transactions, securities dealing (including, without limitation, repurchase and securities lending transactions), money market transactions and collateral or margin arrangements relating to such transactions between the Bank and the Client, and enter into any Financial transaction of a type from time to time offered by the Bank ("Transactions"), whether orally, in writing or through an electronic messaging system and bind the Client to the terms agreed for each transaction.

2. The Authorised Signatories as listed may from time to time in their absolute discretion, delegate any of their authority or powers referred to in resolution 1 above to any one or more persons specified and revoke any such delegation.

3. Any step already taken by the Authorised Signatories as contemplated by resolutions 1 and 2 above is hereby ratified by the Client.

4. These resolutions will remain in force unless and until the Client delivers to the Bank a new resolution revoking, amending, or superseding these resolutions.

Company Seal



Customer No: \_\_\_\_\_ Account No: \_\_\_\_\_ RSM No: \_\_\_\_\_

Date

Account No: \_\_\_\_\_

Customer Type:  Walk-In  Marketed  Other \_\_\_\_\_  
(Tick as appropriate)

**Account Opened by:**

**Authorized by**

**Introduced/sourced by**

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

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

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

Date

Date

Date

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Industry Sector \_\_\_\_\_ Industry Code \_\_\_\_\_

**GAPS**

Signature Verification: \_\_\_\_\_  
SV Stamp / Name

Token ID Status:  New  Existing

Treated by \_\_\_\_\_  
(Name/Signature)

Approved by \_\_\_\_\_  
(Name/Signature)