

# INDIVIDUAL ACCOUNT OPENING FORM



Guaranty Trust Bank plc  
RC 152321

SURNAME: \_\_\_\_\_

OTHER NAMES: \_\_\_\_\_  
FIRST NAME MIDDLE NAME

TITLE  
(Please specify)

RESIDENTIAL ADDRESS: \_\_\_\_\_  
(NOT P.O.BOX)

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

OFFICE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ HOME: \_\_\_\_\_

DATE OF BIRTH:       NATIONALITY: \_\_\_\_\_  
Day Month Year

LOCAL GOVT. AREA : \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

FOREIGNERS:  
RESIDENTIAL PERMIT NO. \_\_\_\_\_ TAX IDENTIFICATION NO: \_\_\_\_\_

EDUCATIONAL LEVEL: \_\_\_\_\_ CERTIFICATION DATE: \_\_\_\_\_  
DD MM YYYY

E-MAIL: \_\_\_\_\_

PLEASE TICK IF UNEMPLOYED

DATE OF EMPLOYMENT : \_\_\_\_\_ BUSINESS/  
BUSINESS/ OCCUPATION: \_\_\_\_\_  
DD MM YYYY

OCCUPATION ADDRESS: \_\_\_\_\_

EMPLOYER'S NAME: \_\_\_\_\_

PREVIOUS EMPLOYER'S NAME: \_\_\_\_\_  
SURNAME OTHER NAMES

MOTHER'S MAIDEN NAME: \_\_\_\_\_

NAME OF FIRST CHILD: \_\_\_\_\_ CHILD'S DATE OF BIRTH: \_\_\_\_\_  
DD MM YYYY

TYPE OF ACCOUNT  
(Please mark the type of account(s) you want to open):  
CURRENT  SAVINGS  DEPOSIT   
(References required)

Please sign in black ink within the box

**SIGNATURE (For mandate purposes):**  
\_\_\_\_\_  
USUAL SIGNATURE

PASSPORT PHOTOGRAPH

## NEXT OF KIN

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

## DECLARATION:

I hereby apply for the opening of account(s) with Guaranty Trust Bank Plc. I understand that the information given herein and the documents supplied are the basis for opening such account(s) and therefore warrant that such information is correct.

I have read the terms and conditions governing the operations of the account(s) which are presented overleaf and agree to be bound by them.

\_\_\_\_\_  
Signature        
Day Month Year

A/C OPENED BY:

\_\_\_\_\_  
CC/CIS OFFICER\_\_\_\_\_  
SIGN & DATEDEFERRAL/WAIVER OF  
DOCUMENTS:\_\_\_\_\_  
NAME\_\_\_\_\_  
SIGN & DATE

APPROVAL:

\_\_\_\_\_  
(HEAD CIS)\_\_\_\_\_  
SIGN & DATE**Guaranty Trust Bank plc****I HEREBY REQUEST AND AUTHORISE YOU TO:**

Open the account(s) marked overleaf in my name and at any time subsequently to open such further accounts as I may direct and in consideration, I agree:

- a) to assume full responsibility for the genuineness, correctness and validity of all endorsements appearing on all cheques, orders, bills, notes, negotiable instruments, receipts and other documents relating to the account.
- b) to be bound by the Bank's rules for the conduct of an account(s), receipt of which I hereby acknowledge.
- c) to free the Bank from any responsibility or liability for any loss or damage to funds deposited with the Bank due to any future Government order, law, levy, tax, embargo, or such other causes beyond the Bank's control.
- d) that all funds standing to my credit are payable only in such local currency as maybe in circulation.
- e) to be bound by any notification of change in conditions governing the account(s) or information relating thereto directed to my last known address and any mail sent to my last known address shall be considered as duly delivered and received by me at the time it would be delivered.
- f) that the Bank will accept no responsibility or liability whatsoever for funds handed to members of staff outside banking hours or outside the Bank's premises.
- g) that the Bank's statement(s) on my account(s) shall be sent to the e-mail address indicated overleaf and from time to time such other information relevant to the account may be sent to the mobile telephone number indicated overleaf. Any disagreements with entries on my Bank Statement(s) shall be made by me in writing and delivered to the Bank within 15 days of the print date indicated thereon, failing which, the Bank shall consider the statement rendered to be correct.
- h) that interest will be paid on deposits in my savings account(s) at the Bank's ruling rates and subject to prevailing conditions.
- i) that cheques cannot be paid into my savings account and that funds can only be withdrawn from my savings account by me in person.
- j) that any change in my particulars indicated overleaf shall immediately be communicated to Guaranty Trust Bank Plc at the branch where the account was opened.
- k) not to use the account(s) as a medium to convert funds belonging to other persons.
- l) to honour all cheques or other orders which may be drawn on my current account provided such cheques or orders are signed by me and to debit such cheques or orders to the said account, whether such accounts 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.
- m) that if a cheque credited to my account(s) is returned dishonoured, you may notify me via my telephone number or mail.
- n) that my attention has been drawn to the necessity of safe guarding my cheque book and other Bank's instruments so that unauthorized persons are unable to gain access to them and to the fact that neglect of this precaution may be grounds for any consequential loss being charged to my account.
- o) that the Bank is under no obligation to honour any cheque(s) drawn on my current account unless there are sufficient funds to cover the value of the cheque(s) and I understand and agree that any such cheque(s) may be returned to me unpaid but if paid, I am obliged to repay the Bank on demand any outstanding sum on my account in addition to charges and interest accrued thereon.
- p) that any sum standing to the debit of my current account shall be liable to interest charges at the rate fixed by the Bank from time to time. The Bank is authorized to debit from the account the usual banking charges, interest, commissions, and any service charge set by the Management from time to time.
- q) 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 me combine or consolidate all or any of my accounts without any liabilities to you and set off or transfer any sum or sums standing to the 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 me towards the satisfaction of any of my liabilities to you or any other account or in any other respect whether such liabilities be actual or contingent, primary or collateral and several or joint.
- r) to comply with all rules and regulations issued by the Bank governing the use of electronic banking services which the Bank may from time to time offer and provide to me, in order to ensure banking convenience.

**DOCUMENTS REQUIRED TO OPEN YOUR ACCOUNT**

1. One passport photograph showing full face forward, indicating your full names and duly signed by you at the Bank.
2. Identification document for each signatory e.g. International Passport, National Drivers license, etc. Please bring along the original for sighting.
3. Copy of a utility bill issued within the last three months. Please bring along originals for sighting.
4. Two Reference forms duly completed by an individual or a corporate body maintaining a current account with a bank in Nigeria.

To:  
The Manager,  
Guaranty Trust Bank plc,



Guaranty Trust Bank plc  
RC 152321

Dear Sir,

[Empty box for name]

NAME

I/We wish to confirm that I/We have known the above named individual(s) for \_\_\_\_\_ years and would like to comment on their suitability for the purpose of a maintaining a current account with yourselves as follows:

I/We maintain a current account with:

Name of Bank: \_\_\_\_\_

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

My/Our Account No. is: \_\_\_\_\_

And my/our Phone No(s). Is/are: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

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

To:  
The Manager,  
Guaranty Trust Bank plc,



Guaranty Trust Bank plc  
RC 152321

Dear Sir,

[Empty box for name]

NAME

I/We wish to confirm that I/We have known the above named individual(s) for \_\_\_\_\_ years and would like to comment on their suitability for the purpose of a maintaining a current account with yourselves as follows:

I/We maintain a current account with:

Name of Bank: \_\_\_\_\_

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

My/Our Account No. is: \_\_\_\_\_

And my/our Phone No(s). Is/are: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

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