

FIRST CITY MONUMENT BANK PLC
A MEMBER OF FIRST CITY GROUP

FCMB

RC: No. 48713

ACCOUNT OPENING DOCUMENTATION
CORPORATE ACCOUNT



REQUIREMENTS FOR OPENING CORPORATE ACCOUNT

1. Two(2) signature cards
2. Two(2) reference letters
3. Identification of each authorised signatory
(national I.D., international passport, driving licence)
4. Two (2) passport photographs of each of the
authorised signatories stating the name behind.
5. Copy of certificate of incorporation and registration
6. Certified true copy of memorandum
and articles of association
7. Certified true copy of form C.O.7 or C.A.C2-3(i.e. Particulars
of directors) and C.O.2 (i.e. Allotment of shares)
8. Certificate of commencement of business (Where Applicable)
9. Corporate resolution
10. Management profile
11. Copy of residence or work permit of all foreign signatories

APPLICATION FOR OPENING CORPORATE ACCOUNT

PERSONAL DETAILS

Name of Company _____

Incorporation/Registration Number _____

Date of Incorporation _____ DD/MM/YYYY

Country of Incorporation _____

Registered Office _____

Type of Business _____

Business Address (Not Postal) _____

Parent Company (if any) _____

Parent Company's Country of Incorporation _____

Telephone Number _____

Fax Number _____

E-mail Address _____

EQUITY STRUCTURE

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

OTHER BANK ACCOUNTS (SPECIFY BANK ADDRESS)

Bank Name/Address	Account Name	Number
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1. _____

2. _____

3. _____

APPLICATION FOR OPENING CORPORATE ACCOUNT

MANAGEMENT (NAME AND TITLE)

Name	Title	Nationality
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

REFERENCES (2) NAMES AND ADDRESSES

Name and address	Business/ Occupation	Banker(s) A/c No
1. _____	_____	_____
2. _____	_____	_____

AFFILIATED COMPANIES

- _____
- _____
- _____
- _____

OWNERSHIP

- _____
- _____
- _____
- _____

The Company's annual turnover is between (N# millions)

0-100 101-500 501-1000 1001-2000 2001 & above

I Certify that the above particulars are correct

Authorized Signature
(Signature over N20 stamp)

Authorized Signature
(Signature over N20 stamp)

Name

Name

Date / /

Date / /

(Affix Company Stamp)

(Affix Company Stamp)

LETTER OF REFERENCE

Date _____ / _____ / _____

The Manager,

First City Monument Bank Plc

Dear Sir,

Re: _____

I/we understand that the above-named Company/Institution/Body has applied to open a current account with your bank. I/we have known the said Company/Institution/Body for

(State Period) and I/we comment on their means and reputation as follows:

I/we also confirm that the application is a company/Institution/Body to which the usual banking facilities may/not be extended.

I/we maintain a current account with:

Name of Bank _____

Address _____

My/our Account Number is _____

Yours faithfully,

Signature _____ Date _____ / _____ / _____

Name of Referee _____

Address _____

PERSON PROVIDING IDENTIFICATION DETAILS

First Name _____

Middle Name _____

Last Name _____

Mother's Maiden Name _____

Date of Birth _____ / _____ / _____ DD/MM/YYYY

Street Address 1 _____

Street Address 2 _____

City _____

State _____

Zip _____

Country _____

Occupation _____

LETTER OF REFERENCE

Date _____ / _____ / _____

The Manager,

First City Monument Bank Plc

Dear Sir,

Re: _____

I/we understand that the above-named Company/Institution/Body has applied to open a current account with your bank. I/we have known the said Company/Institution/Body for

(State Period) and I/we comment on their means and reputation as follows:

I/we also confirm that the application is a company/Institution/Body to which the usual banking facilities may/not be extended.

I/we maintain a current account with:

Name of Bank _____

Address _____

My/our Account Number is _____

Yours faithfully,

Signature _____ Date _____ / _____ / _____

Name of Referee _____

Address _____

LETTER OF INDEMNITY

To:

First City Monument Bank Plc
Primrose Tower,
17a, Tinubu Street,
Lagos.

WHEREAS

1. _____ of _____
has/have approached First City Monument Bank Plc (the Bank) to open an account
2. The customer has authorized the Bank to conduct a search on its/their/her name at the corporate Affairs Commission, Abuja.
3. The Customer has agreed to indemnify the Bank pending receipt of the search report.

WE HEREBY AGREE AS FOLLOWS:

IN CONSIDERATION of the Bank allowing the customer to open and operate the account pending receipt of a satisfactory search report, We _____

HEREBY INDEMNIFY YOU AND KEEP YOU INDEMNIFY against all losses, damages, Liabilities, claim action, proceedings, costs and expenses in relation to or arising out of our request to operate the account or any transaction thereon and pay you, on demand, all payments, losses, costs and expenses offered or incurred by you in consequence thereof or arising therefrom.

Dated this _____ day of _____ 20_____

Authorized Signatory

Authorized Signatory



LETTER OF SET OFF

Address _____

Date / / _____

TO:
FIRST CITY MONUMENT BANK PLC
Primrose Tower
17a Tinubu Street,
P. O .Box 9117,
Lagos.

LETTER OF SET OFF

In consideration of your giving me/us financial and/or banking accommodation and other facilities/We agree that in addition to any other general Linen or similar right which you as bankers may be entitled by law you may at times and without notice to me /us combine or consolidate all or any of my/our accounts with and liabilities to you and set-off or transfer any sum or sums standing to the credit of any one or more of such accounts in or toward satisfaction of any of my/ our liabilities to you on any other account or in any other respect whether such liabilities be actual or contingent primary or collateral and several or joint.

Authorized Signatory

Authorized Signatory



AUTHORISATION

AUTHORITY TO DEBIT MY/ OUR ACCOUNT FOR CHEQUE BOOK

In consideration of FIRST CITY MONUMENT BANK PLC opening a current account on my / our behalf; I / we the authorized signatory / signatories of _____

hereby authorized FCMB to debit my / our account with the sum of ₦2,000.00 being the cost incurred in respect of cheque book for the above account.

Authorized Signatory

Authorized Signatory



AUTHORISATION

AUTHORITY TO DEBIT MY/ OUR ACCOUNT FOR SEARCH REPORT

In consideration of FIRST CITY MONUMENT BANK PLC opening a current account on my / our behalf; I / we the authorized signatory / signatories of _____

hereby authorized FCMB to debit my / our account with the sum of ₦3,500.00 being the cost incurred in conducting a search in respect of the above account.

Authorized Signatory

Authorized Signatory

CORPORATE RESOLUTION

I, as secretary of _____ a company incorporated In NIGERIA, do hereby certify to FIRST CITY MONUMENT BANK PLC, that a meeting of the Board of Directors of said company was duly convened and held at _____

on the _____ Day of _____ 20____ That at the said

meeting a quorum was present and voting through, and that the following resolution on motion duly made and seconded were unanimously adopted and are now in full force and effect:

1. That FIRST CITY MONUMENT BANK PLC (hereinafter referred to as 'the bank') be appointed as the banker of the company and that the officers and agents of this company be and hereby are, and each of them hereby is, authorized to deposit any of the funds of this company in the bank
2. That an account be opened in the name of the company with FCMB with the under listed person as signatories:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
3. That the bank is hereby authorized to debit the above account with usual banking charges, interests, commissions etc and we hereby acknowledge that any sum standing to the debit of the current account shall be liable to interest charges at a rate fixed by the bank from time to time.
4. That we hereby agree that in addition to any general linen to which you may be entitled as Bankers, you may at any time and without notice to us combine or consolidate all or any of the Company's account with 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 credits, be it cash, cheques, valuables, deposits, securities, negotiable instruments or other assets belonging to the company with you in or towards satisfaction of any of the company's liabilities to you or any other account or in any other aspect whether such liabilities be actual or contingent, primary or collateral or several or joint.

CORPORATE RESOLUTION

5. That you are hereby authorized to honor all cheque, bill, promissory notes, acceptance, receipt, releases, guarantees or indemnities and generally accept all instructions provided same are executed by the above named signatories.

6. That the Bank be promptly notified in writing by the Secretary or any other officer of this company of any change in these resolutions, such notice to be given to each office of the Bank in which any account of this company may be maintained and that until the bank has actually received such notice in writing the bank is authorized to act in pursuance of these resolutions, and shall be indemnified from loss suffered or liability incurred by it in continuing to act in pursuance of these resolutions, even through these resolutions may have been changed.

I FURTHER CERTIFY that there is no provision in the Memorandum and Articles of Association of the said company limiting the power of the Board of Directors to pass the foregoing resolutions, and that the same are commonly with the provision of the said Memorandum and articles of Association.

Director's name in full

Signature

(signature over ₦20 stamp)

Director or Secretary's name in full

Signature

(signature over ₦20 stamp)

FOR BANK USE ONLY

S/N	Documents Obtained	Yes	Deferred Period	Waived	N/A
1.	Signature Cards(2)				
2.	Reference Letters(2)				
3.	Identification of all signatories				
4.	2 passport photograph of each signatory				
5.	Copy of certificate of incorporation				
6.	CTC of memo and Articles of Association				
7.	CTC of from C.O.7 or C.A.C. 2-3 and C.O.2 or C.A.C. 2.5				
8.	Board Resolution				
9.	Company Management Profile				
10.	Evidence of Site Visitation				
11.	Copy of Residence or work Permit of all Foreign Signatories				
12.	KYC				
13.	Fax Indemnity				
14.	Letter of Set Off				

The Applicant(s) was/were met and interviewed by me. I recommend that a current account be opened and the bank's cheque book issued for his/her/tthier usage.

Dated this _____ day of _____ 20____

ACCOUNT OFFICER

Name _____ Signature _____

DOCUMENTATION CHECKED BY

Customer Care Officer _____

DEFERRAL/WAIVER DOCUMENT AUTHORIZED BY

Name _____ Signature _____ Date _____

APPROVAL

Unit Head/Branch Manger _____

Group Head _____

Legal Department _____