

COMPANY ONS AND GEORM
CONSTITUTION OF ENTRY OF THE COUNTY OF THE COUNTY

BRANCH																
I/We wish to open the fo	llowing acc	ount(s) w	ith NCBA RW	/ANDA PL	.C as	per foll	lowing d	detail	S							
Account Name																_
Institution Name (Company Name)																
Trading Name										ΓΙΝ Νο.						
Account No (Advised by	bank staff)	:														
A. ACCOUNT SPECIFICA	ATION TICK	(√) whei	re applicable													
Type of account to be of	pened															_
Savings account:	RWF		А	mount: _												_
Current account:	RWF	USD	EURO	GBP		KES										
Fixed Term Deposit:	RWF	USD	EURO	GBP		KES	Amour	nt:			Per	iod:_				_
*Fixed deposits" interest to product brochure.	rates appli	ed may c	hange accord	ding to m	arket	conditi	ions. For	r add	itional	Terms	and C	ondi	itions,	Plea	se refe	r
I/We authorized NCBA F	RWANDA PI	LC to de	bit my curren	t/savings	acco	unt for	relevan	t ban	ık char	ges for	the se	elect	ed ac	count	is:	
B. COMPANY/ ORGANI	SATION:															
Physical location:					_ Co	mpan	y Postal	Add	ress <u>:</u>							_
Telephone No:					M	obile N	lumber:									
Building name:			E-mail	:												_
Country:			Provin	Province:					District:							
Sector:			Cell: _	Cell: Village:										_		
Street No.:																_
Date of incorporation/R	egistration_						Registro	ation	Numb	er:						_
Name of Parent Compar	ny (If any) _						Address	s:								_
C. TYPE OF BUSINESS T	ICK (√) whe	ere applic	cable													
Sole Trader	Par	tnership	Lim	nited Com	npany		Limit	ed Li	ability	Partne	rship (	(LLP)	)			
Community Interest	Company	(CIC)	Со	operative												
Industry Sector/ Descript	ion of busin	ness activ	ity													_
Estimated capital investe	ed in figures	(RWF) _														
Estimated annual turnov	er in figures	s (RWF)						_ Nu	ımber	of Empl	oyees	:				_
D. OTHER ACCOUNTS H	HELD CURR	ENTLY W	ITH NCBA O	R OTHER	BAN	KS										
Bank Name:			Brar	nch:						Accou	nt Nui	mbe	r:			_
Bank Name:	Brar	Branch:				Account Number:				_						

# **E. DIRECTOR IDENTIFICATION 1**

	ne:								_	
Ema	il:								_	
Gen	der: I	Male	Femo	ale	Do	ate Ap	ppointed:	dd/mm/yyyy	_	A 15
ID/	ID / Passport No.:			PI	lace o	f issue:		_	Applicant Photo	
Issue	Date: _		do	l/mm/yyyy	E>	xpiry [	Date:	dd/mm/yyyy	_	
Plac	e of Birth:		do	l/mm/yyyy	Do	ate of	Birth:	dd/mm/yyyy	_	
	Resident		Non -	Resident						
Nati	onality:			Postal	Address:			Mobile Number	:	
Cou	ntry:			Provin	nce:			District:		
Sect	or:			Cell:				Village:		
EDII	CATION (	Tick +	he highest e	ducation a	unnlicable)					
	PHD	TICK U	Masters		elor's Degree		Diploma			
	O' level		A' Level		ry School		Below Primary			
	O level		A Level	FIIIIU	ry School		below Filliary			
SOC	IAL ECON	NOMIC	CCATEGOR	Y ( for Rwa	ındans Only)					
	Do not o	wn a l	nouse and re	eceives Gov	vernment subsi	idies.				
	Have a h	ouse/	Able to rent	t a house/ E	Employed part	-time.				
	Have a J	ob/ Fo	armer Selling	g Produce/	Small and Med	dium	business owner			
		£ I								
	Dublic Sc			siness/ Wor	king with an In	nterna		ation/ Employed in th	e Manufacti	uring sector or
	Public Se			siness/ Wor	king with an In	nterna			e Manufacti	uring sector or
E. DI		ervant			king with an In	nterna			e Manufacti	uring sector or
E. DI	RECTOR	ervant	-		king with an In	nterna			e Manufactı	uring sector or
	RECTOR	ervant	-		king with an In	nterna			e Manufacti	uring sector or
Nam	RECTOR ne:	ervant	-	2					e Manufacti	
Nam Ema Gend	RECTOR ne:	IDEN1  Male	Femo	2	Do	ate Ap	itional Organizo	ation/ Employed in th	e Manufacti	Applicant Photo
Nam Ema Gend	rector il:	IDENT Male	<b>Femo</b>	2 ale	D(	ate Ap	ntional Organizo	ation/ Employed in th		Applicant
Nam Ema Gene ID /	rector il: der:	IDENT Male	Femo	2 ale	D( PI Ex	ate Ap lace o xpiry [	ppointed:	ation/ Employed in th		Applicant
Nam Ema Gene ID /	RECTOR  ne: il:  der: Passport N  e Date:	IDENT Male	Femo	2 ale	D( PI Ex	ate Ap lace o xpiry [	ppointed:	dd/mm/yyyy		Applicant
Nam Ema Gene ID / Issue Plac	RECTOR  ne: il:  der: Passport I  e Date: e of Birth: Resident	IDENT Male No.:	Femo	2	Do Pl Ex	ate Ap lace o xpiry [ ate of	ppointed:	dd/mm/yyyy  dd/mm/yyyy		Applicant Photo
Nam Ema Geno ID / Issue Place Nation	RECTOR  ne: il: der: Passport I  e Date: e of Birth: Resident onality:	IDENT Male No.:	Femo	2   /mm/yyyy   /mm/yyyy   Resident	Do Pl Ex Do	ate Ap lace o xpiry [ ate of	ppointed: f issue:  Date:	dd/mm/yyyy  dd/mm/yyyy  dd/mm/yyyy  Mobile Number		Applicant Photo
Nam Ema Geno ID / Issue Place Nation	RECTOR  ne: il: der: Passport I  e Date: e of Birth: Resident onality: ntry:	IDENT Male No.:	Femo	2   /mm/yyyy   /mm/yyyy  Resident   Postal   Provin	Do Pl Ex Do I Address:	ate Ap lace o xpiry [ ate of	ppointed: f issue: Date:	dd/mm/yyyy  dd/mm/yyyy  dd/mm/yyyy  Mobile Number		Applicant Photo
Nam Ema Geno ID / Issue Plac Nati Cour	RECTOR  ne:  il:  der:  Passport I  Passport I  Resident  onality:  ntry:  or:	IDENT Male No.:	Femo	2  I/mm/yyyy  I/mm/yyyy  Resident  Postal  Provin  Cell:	Do Pl Ex Do I Address:	ate Ap lace o xpiry [ ate of	ppointed: f issue: Date:	dd/mm/yyyy  dd/mm/yyyy  dd/mm/yyyy  District:		Applicant Photo
Nam Ema Geno ID / Issue Plac Nati Cour	RECTOR  ne:  il:  der:  Passport I  Passport I  Resident  onality:  ntry:  or:	IDENT Male No.:	Femo	2    J/mm/yyyy   J/mm/yyyy   Resident   Postal   Provin   Cell:	Do Pl Ex Do I Address:	ate Ap lace o xpiry [ ate of	ppointed: f issue: Date:	dd/mm/yyyy  dd/mm/yyyy  dd/mm/yyyy  District:		Applicant Photo

	Do not own a house and receives Government subsidies.											
	Have a house/ Able to rent a house/ Employed part-time.											
	Have a Job/ Farmer Selling Produce/ Small and Medium business owner											
	Owner of Public S			iness/ Wo	orking with ar	n Interno	ational Orgar	nization,	/ Employed in the I	Manufact	uring sector or	
E. DI	RECTOR	R IDENT	TIFICATION	3								
Nam	ne:											
Ema	il:											
Gen	der:	Male	Fema	le		Date A	ppointed:	dd,	/mm/yyyy		Applicant	
ID/	Passport	No <u>.:</u>				Place o	of issue:				Photo	
Issue	e Date: _		dd	/mm/yyy	У	Expiry	Date:	dd,	/mm/yyyy			
Plac	e of Birth	1:	dd	/mm/yyy	У	Date o	f Birth:	dd,	/mm/yyyy			
	Resident	:	Non -	Resident								
Nati	onality:_			Post	al Address: _				Mobile Number:			
Cou	ntry:			Prov	ince:				District:			
Sect	or:			Cell:					Village:			
EDII	CATION	(Tick t	ha highast a	ducation	applicable)							
	PHD	(TICK C					Diploma					
	O' level		Masters		nelor's Degree	=	Diploma  Below Prima					
	O level		A' Level	FIIII	ary School		below Fillio	ury				
SOC	IAL ECO	NOMIC	CCATEGOR	Y ( for Rw	andans Only	r)						
	Do not	own a f	nouse and re	ceives G	overnment su	bsidies.						
	Have a	house/	Able to rent	a house/	Employed p	art-time	÷.					
	Have a	Job/ Fo	armer Selling	g Produce	/ Small and N	Medium	business own	ner				
	Owner	of a lar	ge scale Bus	iness/ Wo	orking with ar	n Interno	ational Orgar	nization,	/ Employed in the N	Manufact	uring sector or	
	Public S	ervant										
E. DI	IRECTOR	IDENT	TIFICATION	4								
Nam	ne:											
Ema	il:											
Gen	der:	Male	Fema	le		Date A	ppointed:	dd,	/mm/yyyy		A 1* 1	
ID/	Passport	No <u>.:</u>				Place o	of issue:				Applicant Photo	
Issue	e Date: _		dd	/mm/yyy	У	Expiry	Date:	dd,	/mm/yyyy			
Plac	e of Birth	1:	dd	/mm/yyy	У	Date o	f Birth:	dd,	/mm/yyyy			
	Resident	:	Non -	Resident								
Nati	onality:_			Post	al Address: _				Mobile Number:			
Cou	ntry:			Prov	ince:				District:			

**SOCIAL ECONOMIC CATEGORY ( for Rwandans only)** 

Sector: \_\_\_

\_\_ Village: \_\_\_

\_\_ Cell: \_\_\_

Do not own	a house and receives Governr	nent subsidies.									
Have a house/ Able to rent a house/ Employed part-time.											
Have a Job/	Have a Job/ Farmer Selling Produce/ Small and Medium business owner										
Owner of a Public Servo		with an International Organization/ E	Employed in the Manufacturing sector or								
F . SHAREHOLDE	R IDENTIFICATION 1										
Name of Shareho	older:										
Shareholder Type	x:	No. of Shares:	Share%:								
ID/ Passport		No Place of Issue:	Reg No.:								
Issue Date:	dd/mm/yyyy	Expiry Date:	dd/mm/yyyy								
Date of Birth:	dd/mm/yyyy	Place of Birth:									
Postal Address:		Town:	Country:								
F . SHAREHOLDE	R IDENTIFICATION 2										
Name of Shareho	older:										
Shareholder Type	::	No. of Shares:	Share%:								
ID/ Passport		No Place of Issue:	Reg No.:								
Issue Date:	dd/mm/yyyy	Expiry Date:	dd/mm/yyyy								
Date of Birth:	dd/mm/yyyy	Place of Birth:									
Postal Address:		Town:	Country:								
F . SHAREHOLDE	ER IDENTIFICATION 3										
Name of Shareho	older:										
Shareholder Type	:	No. of Shares:	Share%:								
ID/ Passport		No Place of Issue:	Reg No.:								
Issue Date:	dd/mm/yyyy	Expiry Date:	dd/mm/yyyy								
Date of Birth:	dd/mm/yyyy	Place of Birth:									
Postal Address: _		Town:	Country:								
F . SHAREHOLDE	ER IDENTIFICATION 4										
Name of Shareho	older:										
Shareholder Type	x:	No. of Shares:	Share%:								
ID/ Passport		No Place of Issue:	Reg No.:								
Issue Date:	dd/mm/yyyy	Expiry Date:	dd/mm/yyyy								
Date of Birth:	dd/mm/yyyy	Place of Birth:									

**SOCIAL ECONOMIC CATEGORY ( for Rwandans only)** 

\_\_\_\_\_ Country: \_\_\_

Postal Address: \_\_\_\_\_ Town: \_\_\_

G. FIRST SIGNATORY	,								
Name:									
ID/ Passport No / For	eign ID No.:								
Position in the Compo	any/ Organiza	ition:							
Nationality:						Resident	Non - Res	ident	
G. SECOND SIGNATO	DRY								
Name:									
ID/ Passport No / For	eign ID No.:								
Position in the Compo	any/ Organiza	ition:							
Nationality:						Resident	Non - Res	ident	
G. THIRD SIGNATOR	Υ								
Name:									
ID/ Passport No / For	eign ID No.:								
Position in the Compo	any/ Organiza	ition:							
Nationality:						Resident	Non - Res	ident	
H. ACCOUNT SPECIF		K (∿) whe	re applicable	•					
Type of account to be	e opened								
Current account	RWF	USD	EURO	GBP	KES				
Fixed Term Deposit	RWF	USD	EURO	GBP	KES	Amount _		Period	
I / We authorize NCB	A Bank Rwan	da PLC to	debit my cui	rrent/sav	rings acco	unt for releva	nt bank charg	es for the selected	d accounts:
Account mandate									
SIGNING INSTRUCTION	ON TICK (√) w	here appl	icable						
	ntly An		ther (Specify	)					
Other signing instruct		,	(۵,۵۵۵)	<i>'</i>					
I. ACCOUNT FACILIT		vhere app	licable						
I/We hereby apply fo	r: Chequ	e Book	Mobile Bar	nking	Online	e Banking			
SERVICES TO ACCES	S THROUGH	MOBILE A	ND ONLINE	BANKIN	G Tick (√)	Where applie	cable		
Funds Transfer	Salary	Transfers	eTax	Paymer	nts	Cheque bool	k request	SMS Alerts	
View Statement		Purchase		ricity Pu		Meter No		51 15 / 110115	All
view statement	Airtime	uiciase	Elect	incity Pul	iciiuse	Meret INO	•		All
Account Number(s) to	be registered	d for Mobi	le Banking						
Mobile Number(s) to	be used for M	obile Bank	ing						

### **ONLINE BANKING REGISTRATION**

I/We hereby authorize the user mentioned below, being one of the joint account holders and or signatories to access the account (s) cited below through the Online Banking facility:

Please link the account(s) mentioned below to my Online Banking profile				
	Account No.	Currency	Signatory profile	
r, verifier, Approval, Operat	or/ Verifier, Verifier/Approval, All Email(s) to be t	used		
	·	Account No.	, , , , , , , , , , , , , , , , , , , ,	

### **CEILING ON TRANSACTIONS**

I/We agree to retain the bank limit on transaction amounts transmitted via e-banking.

I/We choose to set a ceiling amount above the bank limit\* (on transaction amounts transmitted via e-banking)

\*Please provide separate transactional instructions to the bank for higher ceiling amounts.

## J. DECLARATION BY THE CUSTOMER

I/We confirm that the above information is true to the best of my/our knowledge; and I/We hereby acknowledge receipt of a copy of the bank's General Terms and Conditions and I/We agree to abide by the Terms and Conditions therein. Where the National Bank of Rwanda has forbidden banks to transact business with myself or any other signatory to the account, all condsequential costs and fines will be debited from my account without advice from the bank.

Signature of 1st Signatory:	Signature of 2 <sup>nd</sup> Signatory:
Name:	Name:
Date:	Date:
Signature of 3 <sup>rd</sup> Signatory:	Signature of 4 <sup>th</sup> Signatory:
Name:	Name:
Date:	Date:

### FOR OFFICIAL USE ONLY

The designated bank officer will review the checklist for completeness and advise on your account status.

Completed by Interviewing Officer	Approved by Branch Manager or Designated Officer
Economic sector code	Comment
Economic sub - sector code	
NAICS Code	Institutional Code
NAICS Description	Public Sector Code
NAICS Description	Fublic Sector Code
Name	Name
Signature and Date	Signature and Date

NOTE: All companies with special licenses must provide a valid regulator license All signatories must complete and submit the signature mandate.

### A. PARTNERSHIP 1 Photocopy of ID card, passport or any other valid Copy of Business license, Certificate of Incorporation or identification for each signatory Business Permit (original sighted) Tax identification Number and RDB Registration 2 Passport photographs of each signatory Certificate Full identification of each signatory Memorandum of Association Acceptance of Terms and Conditions Letter signed by all partners appointing CBA as the E. DISTRICT COUNCIL banker and notification of signatories and signing powers Letter of appointment of district officials 1 Photocopy of ID card or passport or other valid identification for each signatory Board resolution appointing bank as the banker 2 Passport photographs of each signatory notification of signatories and signing power Full identification of each signatory 1 Photocopy of ID card, passport or any other valid Acceptance of Terms and Conditions identification for each signatory 2 Passport photographs of each signatory **B. CORPORATION** Full identification of each signatory Copy of certificate of incorporation (original sighted) Acceptance of Terms and Condition Memorandum and Articles of Association Board resolution appointing bank as the banker F. PUBLIC HOSPITALS AND SCHOOLS notification of signatories and signing power Letter of appointment of governing officials 1 Photocopy of ID card, passport or any other valid Board resolution appointing bank as the banker identification for each signatory notification of signatories and signing power 2 Passport photographs of each signatory 1 Photocopy of ID card, passport or any other valid Full identification of each signatory identification for each signatory Acceptance of Terms and Conditions 2 Passport photographs of each signatory C. NGO Full identification of each signatory Government registration certified copy (Original sighted) Acceptance of Terms and Conditions Appointment letter of signatories (Power of Attorney) Board resolution appointing bank as the banker G. FRIENDLY GROUPS, MUTUAL FUND, CHORUS GROUPS notification of signatories and signing power MOU creating the club 1 Photocopy of ID card, passport or any other valid Appointing letter of the governing body to open an identification for each signatory account 2 Passport photographs of each signatory A reference letter if available Full identification of each signatory Full identification of signatories as individual Acceptance of Terms and Conditions 1 Photocopy of ID card, passport or any other valid **D. PUBLIC BODIES** identification for each signatory Ministry registration or equivalent document 2 Passport photographs of each signatory Appointment letter of signatories (Power of Attorney) Full identification of each signatory Board resolution appointing bank as the banker Acceptance of Terms and Conditions

notification of signatories and signing power

# H. COOPERATIVES, UNIONS AND FEDERATIONS Articles of association Board resolution to open an account Registration document from Rwanda Cooperative Agency Temporary authorization from District-only when registration certificate is not yet out 1 Photocopy of ID card, passport or other valid identification for each signatory Full identification of each signatory Acceptance of Terms and Conditions

### **GLOSSARY**

- 1. NAICS- (North American Industry Classification System) is an industry classification system that groups establishments into industries based on the similarity of their production processes. It is a comprehensive system covering all economic activities.
- 2. SOCIAL ECONOMIC CATEGORY: These refers to Ubudehe Categories- home grown development programme whereby citizens are placed into di erent strata according to their socio-economic capacity. The households are put in categories based on their social-economic status, and their property in terms of land and other belongings and what the families' breadwinners do to earn a living.
- 3. Public Sector Classification: the public sector consists of both central and local governments and all publicly controlled or publicly funded agencies, enterprises, and other entities that deliver public programs, goods, or services. E.g. Ministries, Districts, RSSB, Hospitals, etc.
- 4. Economic Sector Code: high level of classifications of economic activities Agriculture, forestry and fishing, Mining and quarrying, manufacturing, Electricity, gas, steam and air conditioning supply, construction etc. Transportation and storage
- 5. Economic Sector Sub code; classifications of economic activities at lowest level (e.g. under manufacturing there are sub sectors such as Manufacture of dairy products; Manufacture of grain mill products, starches and starch products; Manufacture of other food products, Manufacture of prepared animal feeds; Manufacture of beverages etc.
- 6. Economic\_Sub\_Sector\_Code\_ISIC: An International standard classification of economic activities (including both merchandise and services) arranged so that entities can be classified according to the activity they carry out. Based on 4 broad level: Primary, secondary and tertiary.
- 7. Politically Exposed Person (PEP): Someone who has been entrusted with a prominent Public function.
- 8. Credit Reference Bureau (CRB)
- 9. Foreign Account Tax Complience Act (FATCA)