

CHECK LIST



No.	REQUIRED DOCUMENTS FOR A COMPANY ACCOUNT OPENING.	TICK	
		PROVIDED	MISSING
1	Letter requesting to open an account indicating signatories and mode of operation if it's a sole proprietorship,		
2	Notarized board/shareholders' resolution requesting to open an account indicating signatories and mode of operation if it is not a sole proprietorship,		
3	Full RDB registration certificate (indicating the Company shareholders)		
4	Copy of ID or Passport of signatories,(Valid VISA for non EAC) please note that first time customers have to present their original ID documents,		
5	1 passport photo per signatory ,		
6	Filled and signed A/C opening form,		
7	Filled and signed specimen card,		
8	Signed Key Facts Statements for Account,		
9	Signed Terms and Conditions,		
10	Fully filled KYC form		
STATUS		Complete	
		Incomplete	

REQUIRED DOCUMENTS FOR BUSINESS/CORPORATE ELECTRONIC BANKING			
1	Fully filled application form (Accounts-Users-User rights-User Telephone number-User email)		
2	Signed application form as per the mandate (Page 5-12)		
3	Application form stamped (page12)		
4	Users' ID copies		
STATUS		Complete	
		Incomplete	

REQUIRED DOCUMENTS FOR AN INDIVIDUAL ACCOUNT OPENING.			
1	Copy of ID or Passport of signatories,(Valid VISA for non EAC) please note that first time customers have to present their original ID documents,		
2	1 passport photo ,		
3	Filled and signed A/C opening form		
4	Filled and signed specimen card		
5	Signed Key Facts Statements for Account		
6	Signed Terms and Conditions		
STATUS		Complete	
		Incomplete	

Confirmed & Verified by

Signature

Names: