



COMPANY, PUBLIC INSTITUTIONS AND NGOs ACCOUNT OPENING FORM

BRANCH _____

I/We wish to open the following account(s) with NCBA RWANDA PLC as per following details

Account Name _____

Institution Name (Company Name) _____ Tax no/VAT no _____

Trading Name _____ TIN No. _____

Account No (Advised by bank staff): _____

A. ACCOUNT SPECIFICATION TICK (✓) where applicable

Type of account to be opened _____

Savings account: ☐ RWF Amount: _____

Current account: ☐ RWF ☐ USD ☐ EURO ☐ GBP ☐ KES

Fixed Term Deposit: ☐ RWF ☐ USD ☐ EURO ☐ GBP ☐ KES Amount: _____ Period: _____

*Fixed deposits" interest rates applied may change according to market conditions. For additional Terms and Conditions, Please refer to product brochure.

I/We authorized NCBA RWANDA PLC to debit my current/savings account for relevant bank charges for the selected accounts:

B. COMPANY/ ORGANISATION:

Physical location: _____ Company Postal Address: _____

Telephone No: _____ Mobile Number: _____

Building name: _____ E-mail: _____

Country: _____ Province: _____ District: _____

Sector: _____ Cell: _____ Village: _____

Street No.: _____

Date of incorporation/ Registration _____ Registration Number: _____

Name of Parent Company (If any) _____ Address: _____

C. TYPE OF BUSINESS TICK (✓) where applicable

☐ Sole Trader ☐ Partnership ☐ Limited Company ☐ Limited Liability Partnership (LLP)

☐ Community Interest Company (CIC) ☐ Cooperative

Industry Sector/ Description of business activity _____

Estimated capital invested in figures (RWF) _____

Estimated annual turnover in figures (RWF) _____ Number of Employees: _____

D. OTHER ACCOUNTS HELD CURRENTLY WITH NCBA OR OTHER BANKS

Bank Name: _____ Branch: _____ Account Number: _____

Bank Name: _____ Branch: _____ Account Number: _____

E. DIRECTOR IDENTIFICATION 1

Name: _____

Email: _____

Gender: ☐ Male ☐ Female Date Appointed: _____ dd/mm/yyyy

ID / Passport No.: _____ Place of issue: _____

Issue Date: _____ dd/mm/yyyy Expiry Date: _____ dd/mm/yyyy

Place of Birth: _____ dd/mm/yyyy Date of Birth: _____ dd/mm/yyyy

☐ Resident ☐ Non - Resident

Nationality: _____ Postal Address: _____ Mobile Number: _____

Country: _____ Province: _____ District: _____

Sector: _____ Cell: _____ Village: _____

Applicant
Photo

EDUCATION (Tick the highest education applicable)

☐ PHD ☐ Masters ☐ Bachelor's Degree ☐ Diploma
☐ O' level ☐ A' Level ☐ Primary School ☐ Below Primary

SOCIAL ECONOMIC CATEGORY (for Rwandans Only)

- ☐ 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 a large scale Business/ Working with an International Organization/ Employed in the Manufacturing sector or Public Servant

E. DIRECTOR IDENTIFICATION 2

Name: _____

Email: _____

Gender: ☐ Male ☐ Female Date Appointed: _____ dd/mm/yyyy

ID / Passport No.: _____ Place of issue: _____

Issue Date: _____ dd/mm/yyyy Expiry Date: _____ dd/mm/yyyy

Place of Birth: _____ dd/mm/yyyy Date of Birth: _____ dd/mm/yyyy

☐ Resident ☐ Non - Resident

Nationality: _____ Postal Address: _____ Mobile Number: _____

Country: _____ Province: _____ District: _____

Sector: _____ Cell: _____ Village: _____

Applicant
Photo

EDUCATION (Tick the highest education applicable)

☐ PHD ☐ Masters ☐ Bachelor's Degree ☐ Diploma
☐ O' level ☐ A' Level ☐ Primary School ☐ Below Primary

SOCIAL ECONOMIC CATEGORY (for Rwandans only)

- ☐ 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 a large scale Business/ Working with an International Organization/ Employed in the Manufacturing sector or Public Servant

E. DIRECTOR IDENTIFICATION 3

Name: _____

Email: _____

Gender: ☐ Male ☐ Female Date Appointed: _____ dd/mm/yyyy

ID / Passport No.: _____ Place of issue: _____

Issue Date: _____ dd/mm/yyyy Expiry Date: _____ dd/mm/yyyy

Place of Birth: _____ dd/mm/yyyy Date of Birth: _____ dd/mm/yyyy

☐ Resident ☐ Non - Resident

Nationality: _____ Postal Address: _____ Mobile Number: _____

Country: _____ Province: _____ District: _____

Sector: _____ Cell: _____ Village: _____

Applicant
Photo

EDUCATION (Tick the highest education applicable)

- ☐ PHD ☐ Masters ☐ Bachelor's Degree ☐ Diploma
- ☐ O' level ☐ A' Level ☐ Primary School ☐ Below Primary

SOCIAL ECONOMIC CATEGORY (for Rwandans Only)

- ☐ 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 a large scale Business/ Working with an International Organization/ Employed in the Manufacturing sector or Public Servant

E. DIRECTOR IDENTIFICATION 4

Name: _____

Email: _____

Gender: ☐ Male ☐ Female Date Appointed: _____ dd/mm/yyyy

ID / Passport No.: _____ Place of issue: _____

Issue Date: _____ dd/mm/yyyy Expiry Date: _____ dd/mm/yyyy

Place of Birth: _____ dd/mm/yyyy Date of Birth: _____ dd/mm/yyyy

☐ Resident ☐ Non - Resident

Nationality: _____ Postal Address: _____ Mobile Number: _____

Country: _____ Province: _____ District: _____

Sector: _____ Cell: _____ Village: _____

Applicant
Photo

SOCIAL ECONOMIC CATEGORY (for Rwandans only)

- ☐ 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 a large scale Business/ Working with an International Organization/ Employed in the Manufacturing sector or Public Servant

F . SHAREHOLDER IDENTIFICATION 1

Name of Shareholder: _____

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 . SHAREHOLDER IDENTIFICATION 2

Name of Shareholder: _____

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 . SHAREHOLDER IDENTIFICATION 3

Name of Shareholder: _____

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 . SHAREHOLDER IDENTIFICATION 4

Name of Shareholder: _____

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: _____

G. FIRST SIGNATORY

Name: _____

ID/ Passport No / Foreign ID No.:

Position in the Company/ Organization: _____

Nationality: _____ ☐ Resident ☐ Non - Resident

G. SECOND SIGNATORY

Name: _____

ID/ Passport No / Foreign ID No.:

Position in the Company/ Organization: _____

Nationality: _____ ☐ Resident ☐ Non - Resident

G. THIRD SIGNATORY

Name: _____

ID/ Passport No / Foreign ID No.:

Position in the Company/ Organization: _____

Nationality: _____ ☐ Resident ☐ Non - Resident

H. ACCOUNT SPECIFICATION TICK (✓) where applicable

Type of account to be opened _____

Current account ☐ RWF ☐ USD ☐ EURO ☐ GBP ☐ KES

Fixed Term Deposit ☐ RWF ☐ USD ☐ EURO ☐ GBP ☐ KES Amount _____ Period _____

I / We authorize NCBA Bank Rwanda PLC to debit my current/savings account for relevant bank charges for the selected accounts:
Account mandate

SIGNING INSTRUCTION TICK (✓) where applicable

☐ Singly ☐ Jointly ☐ Any ☐ Other (Specify) _____

Other signing instructions:

I. ACCOUNT FACILITIES TICK (✓) where applicable

I/We hereby apply for: ☐ Cheque Book ☐ Mobile Banking ☐ Online Banking

SERVICES TO ACCESS THROUGH MOBILE AND ONLINE BANKING Tick (✓) Where applicable

☐ Funds Transfer ☐ Salary Transfers ☐ eTax Payments ☐ Cheque book request ☐ SMS Alerts

☐ View Statement ☐ Airtime Purchase ☐ Electricity Purchase ☐ Meter No. _____ ☐ All

Account Number(s) to be registered for Mobile Banking

Mobile Number(s) to be used for Mobile Banking _____

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			
Signatory Name	Account No.	Currency	Signatory profile
Profile of the signatory: Operator, verifier, Approval, Operator/ Verifier, Verifier/Approval, All Email(s) to be used			
Email (s) to be used:			
C. Ceiling On Transactions:			

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 consequential costs and fines will be debited from my account without advice from the bank.

Signature of 1st Signatory:

Name: _____

Date: _____

Signature of 2nd Signatory:

Name: _____

Date: _____

Signature of 3rd Signatory:

Name: _____

Date: _____

Signature of 4th Signatory:

Name: _____

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 _____
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

- Copy of Business license, Certificate of Incorporation or Business Permit (original sighted)
- Tax identification Number and RDB Registration Certificate
- Memorandum of Association
- Letter signed by all partners appointing CBA as the banker and notification of signatories and signing powers
- 1 Photocopy of ID card or passport or other valid identification for each signatory
- 2 Passport photographs of each signatory
- Full identification of each signatory
- Acceptance of Terms and Conditions

B. CORPORATION

- Copy of certificate of incorporation (original sighted)
- Memorandum and Articles of Association
- Board resolution appointing bank as the banker notification of signatories and signing power
- 1 Photocopy of ID card, passport or any other valid identification for each signatory
- 2 Passport photographs of each signatory
- Full identification of each signatory
- Acceptance of Terms and Conditions

C. NGO

- Government registration certified copy (Original sighted)
- Appointment letter of signatories (Power of Attorney)
- Board resolution appointing bank as the banker notification of signatories and signing power
- 1 Photocopy of ID card, passport or any other valid identification for each signatory
- 2 Passport photographs of each signatory
- Full identification of each signatory
- Acceptance of Terms and Conditions

D. PUBLIC BODIES

- Ministry registration or equivalent document
- Appointment letter of signatories (Power of Attorney)
- Board resolution appointing bank as the banker notification of signatories and signing power

- 1 Photocopy of ID card, passport or any other valid identification for each signatory
- 2 Passport photographs of each signatory
- Full identification of each signatory
- Acceptance of Terms and Conditions

E. DISTRICT COUNCIL

- Letter of appointment of district officials
- Board resolution appointing bank as the banker notification of signatories and signing power
- 1 Photocopy of ID card, passport or any other valid identification for each signatory
- 2 Passport photographs of each signatory
- Full identification of each signatory
- Acceptance of Terms and Condition

F. PUBLIC HOSPITALS AND SCHOOLS

- Letter of appointment of governing officials
- Board resolution appointing bank as the banker notification of signatories and signing power
- 1 Photocopy of ID card, passport or any other valid identification for each signatory
- 2 Passport photographs of each signatory
- Full identification of each signatory
- Acceptance of Terms and Conditions

G. FRIENDLY GROUPS, MUTUAL FUND, CHORUS GROUPS

- MOU creating the club
- Appointing letter of the governing body to open an account
- A reference letter if available
- Full identification of signatories as individual
- 1 Photocopy of ID card, passport or any other valid identification for each signatory
- 2 Passport photographs of each signatory
- Full identification of each signatory
- Acceptance of Terms and Conditions

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 different 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 Compliance Act (FATCA)

