



**Guaranty Trust Bank (Gambia) Ltd**



**ACCOUNT OPENING  
DOCUMENTATION  
SOLE  
PROPRIETORSHIP**



## HOW TO OPEN YOUR SOLE PROPRIETORSHIP CORPORATE CURRENT ACCOUNT

1. Complete all relevant portions of the Account Opening application form.
2. Complete the enclosed signature card.
3. Insert your company name on the two reference forms endorsed and get individuals or companies who currently maintain current accounts with any Bank in Nigeria to act as referees. Your account will be opened faster if the referees maintain accounts with any branch of Guaranty Trust Bank (Gambia) Ltd.
4. Supply the underlisted documents along with completed application package. Please bring along the original documents for sighting.
  - a. Photocopy of certificate of Incorporation of your company
  - b. Copy of certified of Memorandum and Articles of Association of your company
  - c. Copy of Form C07 (Particulars of Directors)
  - d. One passport photograph of each signatory to the Account (with full face forward)
  - e. Identification document for signatories to the Account, e.g. driving licence International Passport, staff Identity Card
  - f. Resident permit for foreign citizens
5. Mandate and resolution in the Package is to be signed by the Director and Secretary with the Company Seal

## ACCOUNT OPENING APPLICATION FORM

### CUSTOMER INFORMATION

Name of Account: \_\_\_\_\_

Certificate of Registration No: \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_ Tel No \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Estimated Annual Turnover (D): \_\_\_\_\_

Name(s) of Sole Proprietor/Partners: \_\_\_\_\_

1. Name: \_\_\_\_\_

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

2. Name: \_\_\_\_\_

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

(For large partnership, please complete on separate paper)

### COMMUNICATION INFORMATION

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

Telephone \_\_\_\_\_ Telex: \_\_\_\_\_ Telefax: \_\_\_\_\_

Should mail be sent or held for collection? Send ( ) Hold ( )

### REFERENCE INFORMATION

Accounts held with other Banks

Bank 1

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

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

\_\_\_\_\_ Account No: \_\_\_\_\_

Bank 2

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

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

\_\_\_\_\_ Account No: \_\_\_\_\_

### DECLARATION

I/WE apply for the opening of an account or accounts with Guaranty Trust Bank (Gambia) Ltd. I/We understand that the information given herein is the basis for opening such account(s) and therefore warrant such information is correct.

I/We agree to be bound by the terms and conditions governing the operation of the account(s)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## SOLE PROPRIETORSHIP/PARTNERSHIP ACCOUNT MANDATE

TO: Guaranty Trust Bank (Gambia) Ltd.

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### NAME OF ACCOUNT

I/We the undersigned being the sole proprietors/the present individual partners in the above mentioned firm which has been duly registered under the Registration of Business Name Acct hereby request and authorise you:

1. To open a current account in my/own firm name.
2. To honour all cheques, bills of exchange, promissory notes, deposit receipts, and other orders, drawn or enclosed and all bills accepted on behalf of the firm and to charge the amount of all such orders of accepted bill to the debit of the account(s) whether the account be in credit or overdrawn or shall become overdrawn in consequence of such debit without prejudice to your right to refuse to allow any overdraft or increase of overdraft and I/we shall be jointly and severally responsible for the repayment of any such overdraft and interest.
3. To deal with any property, securities, valuables or documents of title which may be deposited with the Bank by the firm whether for safe keeping or otherwise when instructions to such effect is given to the Bank in writing and signed by me/any of the partners or by any other signatories specified below.
4. To honour any contract entered into with the Bank for the purpose and/or sale of foreign exchange and to deposit other securities with the Bank as security for such contract, I/We further agree to:
  - (a). deliver to the Bank not later than 60 days after the payment of foreign currency or against the firm's import transaction and in any other case not later than 10 days after the arrival of eligible goods in Nigeria, the exchange control copy of the Customs Bill of Entry and other allied documents.
  - (b). indemnify the Bank against loss or damage incurred as a result of failure to provide the required Customs Bill of Entry and /or to comply with any Nigeria Customs or Exchange Control Regulation.
  - (c). the debiting of the firm's account or pay on demand to the Bank any difference in exchange rate due to fluctuation in rates between the time of instruction and the completion of the transaction.
5. I/we agree that advances to the firm by way of overdraft discount, loan mortgage or otherwise credits generally and the issue of guarantees by you from time to time may be arranged by myself or by any other signatory(ies) specified below provided that any document relating thereto, any mortgage pledge or other security documents of title relating thereto to secure any such advances and any obligations and any undertakings by myself or by any other signatory(ies) specified below.
6. I/We agree that the Bank may, at any time without notice, notwithstanding any settlement of account of other matter whatsoever combine or consolidate all or any of the then existing account(s) opened in the name of the firm and set off, appropriate or transfer any sum(s) standing to the credit of any of such accounts towards satisfaction of any liabilities of the firm whatsoever, whether such liabilities be present or future, actual or contingent, primary or collateral and several or joint.

7. I/We agree that in the absence of any directions to the contrary, any account(s) subsequently opened shall be operated and dealt with upon the terms set out above insofar as the same may be applicable.
8. I/We agree that this authority shall remain in force until written notice of revocation shall have been received by the Bank notwithstanding any change in the constitution or name of the firm, provided always, however that the authority under paragraph 5 above may not be revoked except with the Bank's prior written consent and subject to such terms and conditions as the Bank shall determine to impose.

**PERSONS AUTHORISED TO OPERATE THE ACCOUNT**

	<b>NAME</b>	<b>CATEGORY</b>	<b>SIGNATURE</b>
1.	Name		
	Title		
2.	Name		
	Title		
3.	Name		
	Title		
4.	Name		
	Title		
Authorised combination (where applicable)			

\_\_\_\_\_  
Signature of Sole Proprietor/Senior Partner

\_\_\_\_\_  
Specimen Rubber

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

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

Occupation: \_\_\_\_\_

The Manager

Guaranty Trust Bank (Gambia) Ltd

**Next-Of-Kin**

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

Relationship: \_\_\_\_\_

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

Telephone No(s): \_\_\_\_\_

Mobile: \_\_\_\_\_

Office: \_\_\_\_\_

House: \_\_\_\_\_

Remarks (if necessary) \_\_\_\_\_

\_\_\_\_\_

To:  
The Manager  
Guaranty Trust Bank (Gambia) Ltd

Dear Sir,

**NAME OF COMPANY**

I wish to confirm that we have known the proprietor/Partners of the above named firm for

---

I/We would like to comment about their suitability for maintaining a current account with yourselves as follows

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---

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 \_\_\_\_\_

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**“CAUTION”**  
IT IS VERY DANGEROUS TO INTRODUCE A PERSON WHO IS NOT WELL-KNOWN TO YOU

To:  
The Manager  
Guaranty Trust Bank (Gambia) Ltd

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My/our Account No. is \_\_\_\_\_

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

Yours faithfully,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Address \_\_\_\_\_

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**“CAUTION”**  
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## FOR BANK USE ONLY DOCUMENTS OBTAINED

	Yes	Deferred	Waived
COMPLETED SIGNATURE CARDS (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFERENCE FORMS (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEMO & ARTICLE OF ASSOCIATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF CERTIFICATE OF REGISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPY OF FORM C 07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PASSPORT PHOTO(S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHERS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTATION CHECKED

C.S.O. \_\_\_\_\_  
NAME
INITIAL
DATE

DEFERRAL/WAIVER OF DOCUMENTS AUTHORISED:

\_\_\_\_\_  
NAME
INITIAL
DATE

ACCOUNT OPENING AUTHORISED

\_\_\_\_\_  
NAME
INITIAL
DATE



Account No:

Guaranty Trust Bank (Gambia) Ltd

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Account Name:
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Address:
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Tel No: (Mobile)
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Tel No: (office/home)
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Title: (Mr, Mrs etc)		Class	Photograph
Name:			
Designation:			
Signature:			
Title: (Mr, Mrs etc)		Class	Photograph
Name:			
Designation:			
Authorised Combination: (For Joint Account Holders)	Specimen Company Stamp (if required)		

Title (Mr, Mrs etc)	Name	Photograph
Signature		
Title (Mr, Mrs etc)	Name	Photograph
Signature		