



ACCOUNT OPENING CHECK LIST – GROUP ACCOUNT

The client named with account number.....has fulfill the above mentioned information and documents for account opening:

Category of account: Group account

a. Type of account

Current account voluntary saving

b. The documents and provided information

Documents	Yes/No	information	Yes/No
1) Letter requesting to open Account		1) Client phone numbers	
2) List of Group Members		2) Client IDs	
3) ID Copies for the Members		3) Client's full addresses	
4) RCA Certificate (Cooperatives)		4) Client signatures	
5) Statute Copy (Cooperatives)		5) Account utilization information	
6) 2 Passport Pictures for each		6) Signatories Names & addresses	
7) Notified Board resolution (Cooperatives)		7) Signatories' phone numbers	
8) Notified Resolution (Groups/Itsinda)		Others	
9) Notified Resolution (Churches)			
10) Company registration certificate if any			
11) CRB report (Check if there are bounced Checks			
12) Group Members' IDs			
13) Account Opening Key Fact Sheet			
14) Board Resolution for using pull and Push(Company)			
15) Letter from Signatories to use Push and Pull(Company)			
16) Others.....			

I confirm that the documents are available and are in conformity with the data in core banking before account activation.

Supervisor name:

Date,

Branch:

Signature and stump: