



ACCOUNT OPENING CHECK LIST – INDIVIDUAL

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

a. Category of account

Individual account ☐ Company account ☐

b. Type of account

Current account ☐ voluntary saving ☐ Children Saving ☐

c. The documents and provided information

Documents	Yes/No	information	Yes/No
1) Client ID		1) Client phone number	
2) Client's Passport Photos		2) Client ID	
3) Signatory's (ies) ID		3) Client's full addresses	
4) Signatory's photo passport		4) Client signature	
5) Company registration certificate if any;(RDB, RGB)		5) Account utilization information	
6) Application letter for account opening;		6) Signatories Names & addresses	
7) Notified Board resolution if any;		7) Signatories' phone numbers	
8) Company statute if any		8) Others	
9) CRB report (Check if there bounced checks)			
10) Group Members' IDs if any;			
11) Account Opening Key Fact Sheet			
12) Board Resolution for using pull and Push (Company)			
13) Letter from Signatories to use Push and Pull (Company)			
14) 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:

February 2022