



ZENITH BANK PLC

.....
• APPLICATION FOR FOREIGN EXCHANGE •
.....
R E L A T E D A C C O U N T S

ACCOUNT OPENING REQUIREMENT FOR DOMICILIARY ACCOUNTS

1. Account opening form duly completed.
2. Two (2) specimen signature cards duly completed by each signatory to the account.
3. Two (2) recent clear passport-size photographs of each signatory to the account with their names and signature written on the reverse side.
5. Certificate of incorporation (Original to be sighted).
4. Certificate of exemption from using "Limited" after name (where applicable).
6. Form Co7 - Particulars of Director of the company certified by the Registrar of Companies (Original to be sighted).
7. Form C02 - Allotment shares of the company.
8. Residence Permit (where applicable).
9. Identification of signatories - International passport, driver's licence or National ID Card. (Original to be sighted).
10. Board Resolution appointing Zenith Bank Plc. As the Company's bankers and including names of all signatories to the account and directors of the company in attendance. This must be executed under company seal.
11. Mandatory Initial Deposit.
12. A duly completed Signatory Personal Information Form for each of the Signatories to the account.
13. Document/Evidence of foreign exchange earned.

CONDITIONS FOR CAPITAL IMPORTATION

14. A letter of intention to import capital addressed to the Bank stating the investor, amount to be imported and the purpose
15. A board resolution from the company authorising the importation of capital.
16. A copy of company's certificate of incorporation.
17. Foreign currency must be converted to Naira.
18. A certificate of Capital Imported would be issued when the above conditions are met.
For importation of Loan Capital we will require in addition to 14- 16 above
19. A copy of the executed loan agreement between the lender and the borrower.
20. A copy of the executed offer letter issued by the lender and accepted by the borrower.



APPLICATION FOR OPENING FOREIGN EXCHANGE RELATED ACCOUNTS

1. NAME OF (COMPANY / INDIVIDUAL): _____

2. REGISTRATION CERTIFICATE NO: _____ DATE OF INCORPORATION: _____

3. COUNTRY OF INCORPORATION: _____

4. PARENT COMPANY'S COUNTRY OF INCORPORATION: _____

5.	REGISTERED OFFICE ADDRESS:	BUSINESS ADDRESS:	MAILING CORRESPONDENCE ADDRESS: <i>(If different from Office Address)</i>

6. TELEPHONE NO. (s): _____ FAX NO: _____ E-MAIL: _____

7. RELATED COMPANIES: _____ 8. CURRENCY OF ACCOUNT: _____

9. SENIOR MANAGEMENT STAFF:

S/N	NAME	TITLE / POSITION	NATIONALITY
1.			
2.			
3.			
4.			

10. DO YOU HAVE EXISTING CURRENT ACCOUNT WITH ZENITH BANK PLC ?

11. ACCOUNT WITH OTHER BANKS (INCLUDING ZENITH BANK PLC)

S/N	NAME	ADDRESS	TYPE OF ACCOUNT
1.			
2.			
3.			
4.			

12.

S/N	NAME OF SIGNATORY	ADDRESS OF SIGNATORY	CATEGORY
1.			
2.			
3.			
4.			

13. COMPANIES MANDATE: _____

**ZENITH BANK PLC.**

14. TYPE OF FOREIGN EXCHANGE TRANSACTION. (PLEASE TICK WHERE APPLICABLE)

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| (a) Ordinary Domiciliary | <input type="checkbox"/> USD | <input type="checkbox"/> GBP | <input type="checkbox"/> EUR |
| (b) Export Domiciliary | <input type="checkbox"/> USD | <input type="checkbox"/> GBP | <input type="checkbox"/> EUR |
| (c) Capital Importation | <input type="checkbox"/> USD | <input type="checkbox"/> GBP | <input type="checkbox"/> EUR |
| (d) Cheque Clearing Only | <input type="checkbox"/> USD | <input type="checkbox"/> GBP | <input type="checkbox"/> EUR |
| (e) Others (Please specify): | _____ | | |

15. SOURCE OF FUNDS: (Name & Details of the Sender/Investor): _____

16. FREQUENCY AND AMOUNT OF INFLOWS (Please tick where applicable) _____

- | | | Amount |
|------------------------------|--------------------------|---------------|
| (a) Weekly | <input type="checkbox"/> | _____ |
| (b) Fortnightly | <input type="checkbox"/> | _____ |
| (c) Monthly | <input type="checkbox"/> | _____ |
| (d) Quarterly | <input type="checkbox"/> | _____ |
| (e) Yearly | <input type="checkbox"/> | _____ |
| (f) Others (Please specify): | _____ | |

17. DISPOSAL OF FUNDS (Please tick where applicable)

- | | |
|---|--------------------------|
| (a) Exchange for Naira at Official Rate | <input type="checkbox"/> |
| (b) Transfer to other Nigerian Domiciliary Accounts | <input type="checkbox"/> |
| (c) To Open Letters of Credit/Bills for Collection | <input type="checkbox"/> |
| (d) Cash withdrawals | <input type="checkbox"/> |
| (e) Transfer to other offshore account | <input type="checkbox"/> |
| (f) Others (Please specify): | _____ |



18. RULES GOVERNING FOREIGN EXCHANGE TRANSACTIONS:

1. Please note that funds will be used only for eligible transactions.
2. Returns will be rendered to Central Bank of Nigeria on all funds received and utilised.
3. Exchange for foreign currency cash, is subject to availability. Please note that withdrawals in foreign currency cash can only be in United State Dollars.
4. Conversion of foreign currency to Naira will be at the ruling official rate.
5. There is a surcharge of 1% on all transfer/withdrawals, subject to a minimum of USD30/GBP30

WE HEREBY CONFIRM THAT THE ABOVE INFORMATION ARE TRUE AND AGREE TO ABIDE BY THE RULES GOVERNING FOREIGN EXCHANGE TRANSACTIONS AS STATED IN 18 ABOVE.

 AUTHORISED SIGNATORY

 AUTHORISED SIGNATORY

 AUTHORISED SIGNATORY

FOR OFFICIAL USE ONLY

I/WE RECOMMEND THE ABOVE CUSTOMER FOR THE SPECIFIED TRANSACTIONS.

 ACCOUNT OFFICER
 (Name, Signature & Date)

 BRANCH HEAD
 (Name, Signature & Date)

 ZONAL HEAD
 (Name, Signature & Date)



ZENITH BANK PLC
MANDATE FOR DOMICILIARY ACCOUNT

NAME OF ACCOUNT _____ ACCOUNT NO. _____

POSTAL ADDRESS _____

CONTACT ADDRESS _____

TELEPHONE _____

<p>1. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 30px;"></td> <td style="width: 20%; height: 30px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Mobile Phone No.:</td> </tr> </table> <p>2. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 30px;"></td> <td style="width: 20%; height: 30px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Mobile Phone No.:</td> </tr> </table> <p>3. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 30px;"></td> <td style="width: 20%; height: 30px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Mobile Phone No.:</td> </tr> </table>			Mobile Phone No.:				Mobile Phone No.:				Mobile Phone No.:		<p>4. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 30px;"></td> <td style="width: 20%; height: 30px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Mobile Phone No.:</td> </tr> </table> <p>5. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 30px;"></td> <td style="width: 20%; height: 30px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Mobile Phone No.:</td> </tr> </table> <p>6. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 30px;"></td> <td style="width: 20%; height: 30px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Mobile Phone No.:</td> </tr> </table>			Mobile Phone No.:				Mobile Phone No.:				Mobile Phone No.:	
Mobile Phone No.:																									
Mobile Phone No.:																									
Mobile Phone No.:																									
Mobile Phone No.:																									
Mobile Phone No.:																									
Mobile Phone No.:																									
<p>MANDATE</p>	<p>COMPANY STAMP/SEAL SPECIMEN (If required for mandate)</p>																								

FOR BANK USE

REMARK _____

CSU OFFICER _____

RSM OFFICER _____

APPROVAL _____ DATE _____



ZENITH BANK PLC
MANDATE FOR DOMICILIARY ACCOUNT

NAME OF ACCOUNT _____ ACCOUNT NO. _____

POSTAL ADDRESS _____

CONTACT ADDRESS _____

TELEPHONE _____

<p>1. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 40px;"></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Mobile Phone No.:</td> </tr> </table> <p>2. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 40px;"></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Mobile Phone No.:</td> </tr> </table> <p>3. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 40px;"></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Mobile Phone No.:</td> </tr> </table>			Mobile Phone No.:				Mobile Phone No.:				Mobile Phone No.:		<p>4. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 40px;"></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Mobile Phone No.:</td> </tr> </table> <p>5. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 40px;"></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Mobile Phone No.:</td> </tr> </table> <p>6. NAME OF SIGNATORY.....</p> <p style="text-align: right;">CATEGORY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 40px;"></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;">Mobile Phone No.:</td> </tr> </table>			Mobile Phone No.:				Mobile Phone No.:				Mobile Phone No.:	
Mobile Phone No.:																									
Mobile Phone No.:																									
Mobile Phone No.:																									
Mobile Phone No.:																									
Mobile Phone No.:																									
Mobile Phone No.:																									
<p>MANDATE</p>	<p>COMPANY STAMP/SEAL SPECIMEN (If required for mandate)</p>																								

FOR BANK USE

REMARK _____

CSU OFFICER _____

RSM OFFICER _____

APPROVAL _____ DATE _____



SIGNATORY PERSONAL INFORMATION FORM

NAME: SURNAME FIRST NAME MIDDLE NAME

TITLE:

DATE OF BIRTH (OPTIONAL):

PLACE OF BIRTH:

SEX: MALE [] FEMALE []

MARITAL STATUS: MARRIED [] SINGLE [] WIDOWED []

SUFFIX:

NEXT OF KIN:

USUAL NAME:

MODE OF IDENTIFICATION: NUMBER:

COUNTRY OF ORIGIN:

STATE:

LOCAL GOVT. AREA:

RESIDENTIAL/CONTACT ADDRESS (ES):

MAILING ADDRESS:

E-MAIL ADDRESS:

BUSINESS PHONE:

HOME PHONE: FAX NO:

MOTHERS MAIDEN NAME (OPTIONAL):

ACCOUNT TITLE:

I hereby attest that the above information is true and complete.

BANK ONLY VERIFIED BY:

SIGNATURE / DATE