

# COMPANY/NGO/GOVERNMENT/REGISTERED ASSOCIATIONS ACCOUNT APPLICATION FORM



**Centenary Bank**

A member of Centenary Group

Please read carefully and complete in capital letters. A member of staff will be happy to assist you when needed

## 1. ACCOUNT TYPE

**Account Class**     Current     Savings     SME Savings     Other \_\_\_\_\_  
**Currency**         MWK         USD         ZAR         INR         GBP         EUR

## 2. ENTITY TYPE AND REQUIRED DOCUMENTS

<input type="checkbox"/> <b>Company/NGO</b>	<input type="checkbox"/> <b>Government &amp; Parastatals</b>	<input type="checkbox"/> <b>Registered Organizations</b>
<input type="checkbox"/> Registration certificate	<input type="checkbox"/> Statute or constitution extract (MDAs)	<input type="checkbox"/> Certificate of registration (if any)
<input type="checkbox"/> Incorporation certificate	<input type="checkbox"/> Incorporation certificate (if applicable)	<input type="checkbox"/> Entity constitution or bylaws
<input type="checkbox"/> MEMARTS/constitution/financing agreement/founding doc	<input type="checkbox"/> Ministry of Finance authorization letter	<input type="checkbox"/> Tax return/audited financial statements/income verification
<input type="checkbox"/> Board resolution to open account/letter	<input type="checkbox"/> Board resolution to open account	<input type="checkbox"/> Business place/visitation form (no sketch map)
<input type="checkbox"/> Business place/visitation form (no sketch map)	<input type="checkbox"/> Audited financial statements/income verification form	<input type="checkbox"/> List of trustees plus IDs and utility bills
<input type="checkbox"/> Tax return/audited financial statements	<input type="checkbox"/> Business place/visitation form (no sketch map)	<input type="checkbox"/> List of authorised signatories, their IDs and utility Bills
<input type="checkbox"/> List of Directors	<input type="checkbox"/> List of signatories, their IDs and utility bills	<input type="checkbox"/> Resolution/letter to open account
<input type="checkbox"/> Authorised signatories		
<input type="checkbox"/> Management team's IDs and Utility bills		

## 3. ENTITY INFORMATION

**Legal Personality**     Private Entity     Public Entity     Govt Entity     Diplomatic Office     Other \_\_\_\_\_

**Registered Name** \_\_\_\_\_

**Trading Name** \_\_\_\_\_

**Registration No.** \_\_\_\_\_ **Registration Date** \_\_\_\_\_

**Incorporation No.** \_\_\_\_\_ **Incorporation Date** \_\_\_\_\_

**Place of Registration** \_\_\_\_\_

**Place of Incorporation** \_\_\_\_\_

**Authorized Capital** \_\_\_\_\_ **TPIN** \_\_\_\_\_

**Registered Office Address** \_\_\_\_\_

**Operating Physical Address** \_\_\_\_\_

**Postal Address** \_\_\_\_\_

**Business Telephone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Business Website** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Nature of Business** \_\_\_\_\_

**Source of Income** \_\_\_\_\_ **Annual Turnover** \_\_\_\_\_

Industry	Domestic	<input type="checkbox"/>	Legal Advertising & Consultancy	<input type="checkbox"/>
	Mining and Real Estate	<input type="checkbox"/>	Agriculture, Forestry, Fishing and Hunting	<input type="checkbox"/>
	Financial Institution	<input type="checkbox"/>	Transport, Storage & Communications	<input type="checkbox"/>
	Construction	<input type="checkbox"/>	Community, Social & Personal Services	<input type="checkbox"/>
	Restaurant & Hotels	<input type="checkbox"/>	Wholesale and Retail Trade	<input type="checkbox"/>
	Manufacturing	<input type="checkbox"/>	Electricity, Gas, Water & Energy	<input type="checkbox"/>
	Other (Specify)	<input type="checkbox"/>		

#### 4. PERSONAL DETAILS OF ASSOCIATED PARTIES

First Party		Second Party	
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Other	Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Other
Surname	_____	Surname	_____
First Name	_____	First Name	_____
Maiden Name	_____	Maiden Name	_____
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth	_____	Date of Birth	_____
Nationality	_____	Nationality	_____
Residential Status	<input type="checkbox"/> Resident <input type="checkbox"/> Non Resident	Residential Status	<input type="checkbox"/> Resident <input type="checkbox"/> Non Resident
Country of Residence	_____	Country of Residence	_____
Permit No.	_____	Permit No.	_____
Permit Expiry Date	_____	Permit Expiry Date	_____
Identity	<input type="checkbox"/> National ID <input type="checkbox"/> Passport <input type="checkbox"/> UNHCR ID <input type="checkbox"/> Other	Identity	<input type="checkbox"/> National ID <input type="checkbox"/> Passport <input type="checkbox"/> UNHCR ID <input type="checkbox"/> Other
ID Number	_____	ID Number	_____
ID Expiry Date	_____	ID Expiry Date	_____
Next of Kin	_____	Next of Kin	_____
Contact Details	_____	Contact Details	_____

#### 5. ASSOCIATED PARTY EMPLOYMENT DETAILS

Employer's Name	_____	Employer's Name	_____
Postal Address	_____	Postal Address	_____
Occupation	_____	Occupation	_____
Designation	_____	Designation	_____
Monthly Income	_____	Monthly Income	_____
Source of Income (Unemployed)	_____	Source of Income (Unemployed)	_____

#### 6. ASSOCIATED PARTY CONTACT DETAILS

Physical Address	_____	Physical Address	_____
Postal Address	_____	Postal Address	_____
Email Address	_____	Email Address	_____
Tel/Mobile No.	_____	Tel/Mobile No.	_____

## 7. OTHER BANK ACCOUNTS HELD

BANK NAME	ACCOUNT NUMBER	BANK NAME	ACCOUNT NUMBER

## 8. PRODUCT AND SERVICES

Products and services applied for

1	<b>Banking Services</b>	<input type="checkbox"/> Internet Banking	<input type="checkbox"/> Mobile Banking	<input type="checkbox"/> Chequebook
2	<b>Funeral Benefit Product*</b>	<input type="checkbox"/> Single Benefit	<input type="checkbox"/> Family Benefit	<input type="checkbox"/> Extended Benefit

\*Funeral Benefit is for SME savings account application only. Please list Beneficiaries below and refer to key fact statement for premiums.

BENEFICIARY NAME	DATE OF BIRTH	RELATIONSHIP	COVER AMOUNT	PREMIUM
1				
2				
3				
4				
5				

## 9. TERMS AND CONDITIONS

### 1. Deposits

- The bank will accept deposits (cash, cheques or credit transfers) into your account that shall only be available when cleared or payable to the name of the account
- Your account shall be debited with the amount of any cheque deposit proceeds that are unpaid or any proceeds deposited or credited to the account that are not entitled to you regardless of whether the account has funds or not.

### 2. Instructions

- The bank shall make payments from your account under your instructions subject to availability of sufficient funds in the account provided such instructions are served to the bank duly signed according to the signing arrangement held on account file
- The bank may not process any duly signed and served instruction based on any element of doubt about the authenticity of the instruction.
- The customer indemnifies the bank from any losses that may be incurred from processing instructions served through other channels other than hardcopies and further indemnifies the bank for processing hardcopy instructions that transpires to be fraudulent provided that the bank exercised its duty of care

### 3. Charges, Fees and Commissions

- The bank shall collect applicable fees, charges and commissions when due for products sold or services rendered according to published tariff schedule as updated from time to time
- The bank shall collect interest fees for overdrawn balances whether arranged or unarranged according to the published interest rates as updated from time to time. Punitive rates and penalty fees shall apply on unarranged overdrafts
- The customer shall reimburse the bank any costs, fees, charges or commissions expended for purposes of recovering any amounts in possession of the customer but belonging to the bank

### 4. Account Statements

- Upon request, the bank shall provide the customer with statement of accounts held at the Customer's cost.
- The customer undertakes to promptly inform the bank by phone followed by written communication of any errors, irregularities including fraudulent transactions noted on account statements and the bank reserves the right not to refund the customer of any losses incurred therefrom if breach of duty of care on the part of the bank is not proven. Notwithstanding, the customer undertakes to support the bank in investigating the issues where necessary.

### 5. Overdrafts

- Any overdrawn balance including interest and penalties whether arranged or unarranged and proven by a certificate served to the customer by the responsible Bank Manager is payable on demand.
- The bank reserves the right to set off any overdrawn balance against any available balance in any of the accounts held by the customer within the bank.

### 6. Notices and Advises

- All advises, reminders, petitions and notices shall be deemed as served once posted or transmitted to the customers last known address be it a physical address, email or other digital platforms. To this effect the customer undertakes to promptly advise the bank of any changes in contact particulars or personal information provided to the bank during account opening.

### 7. Account Closure

- A customer's account shall automatically attain inactive status and dormancy status on expiry of 3 and 12 months respectively and shall be compulsorily closed after 730 days from inactive date and proceeds of the account shall be placed within the bank.
- Voluntary closure of the account shall be done upon receipt of written instruction from the customer. The bank reserves the right to compulsorily close any account if deemed appropriate to do so and without any prior notice to the customer.

### 8. Chequebooks

- Current account holders undertake to keep their chequebooks safely and securely. The bank shall not be liable for customer financial losses arising from loss of chequebooks or use of the customer's chequebook by a third party in cases where the bank was not informed in writing of the lost chequebook and before the financial loss materialized.

### 9. Funeral Cover

- Funeral cover is available to SME Savings account holders only by selecting the product and completing details of the beneficiaries in the account application form
- Customers must refer to the SME savings account key fact statement for eligibility of members, premium calculations and further policy requirements.

### 10. Disclosure of Information

- Disclosure of customer information for discretionary use may be done to the banks affiliates, division and Agents or institutions of authority unless such disclosure is prohibited by

- law or contravenes the banks fiduciary duty
- b. Information collected during account opening may be validated with third parties to confirm correctness of information provided

**11. Contractual Capacity**

- a. The customer undertakes to advise the bank any changes in the customer's legal capacity to enter or maintain a contract
- b. The account opened is not transferrable to another person or entity

**12. Other Services/Products**

- a. On request, the customer may be availed Flex Online, ATM card and mobile banking services to provide customers with self-service channels. The customer undertakes to follow the banks security procedures at all times to avoid unauthorized access to the platforms login information. Use of the self-service channels does not guarantee uninterrupted service.

**13. Termination of Agreement**

- a. The bank shall cease to provide any services to the customer if the customer ceases to be the bank's customer or otherwise ceases to utilize its services for any reason or if the bank

reasonably believes that the service is not of value to a customer who has not used it for a period of at least 3 months.

- b. The bank may also terminate services at any time and without prior notice where the customer uses the services for fraudulent purposes or commits gross negligence in the operation of the services.

**14. General**

- a. This agreement may be amended to include a development in, or the introduction of, new products and services and new ways in which the customer can use the services, or to reflect a change in the law including any code of practice ( or the way in which they are applied) or to correct a mistake
- b. The bank shall inform the customer of any change by sending an email, separate written notice or by advertising on its broadcast
- c. The bank shall give at least one month's notice for any amendment to this agreement

**15. Governing Law**

The customer and bank relationship is governed by the laws of Malawi. The terms and conditions are governed by the policies and procedures of the bank.

**10. DECLARATION**

The information which I/We have provided in this form is accurate and is valid at the date of opening the account. I have also fully read and understood the terms and conditions for operating a Centenary Bank account as contained herein, and agree to be bound by all terms and condition as applicable to the banking services applied for by me. I therefore request that you open an account and provide your services to me in line with the above information

**SIGNATURE** \_\_\_\_\_

**11. FOR BANK USE ONLY**

Branch	_____	Account Number	_____
Application Approved by	_____	Signature	_____
Account Opened by	_____	Signature	_____
Authorized by	_____	Signature	_____
Account Opening Date	_____		