



*ZENITH BANK (SL) LIMITED*

MINISTRIES, PARASTATALS  
AND AGENCIES

**ZENITH BANK (SL) LIMITED**

(FOR BANK USE ONLY)

APPLICATION FOR THE OPENING OF MINISTRIES, PARASTATAL AND AGENCY CURRENT ACCOUNT

NAME OF ESTABLISHMENT .....

ACT / EDICT / GAZETIE NO / DATE ESTABLISHING THE ORGANISATION:

REGISTERED ADDRESS

MAILING ADDRESS

TELEPHONE NO:..... TELEX..... FAX.....

NATURE OF BUSINESS:

MANAGEMENT

	NAME	TITLE
1		
2		
3		
4		

ACCOUNTS WITH OTHER BANKS (INCLUDING ZENITH BANK (SL) LIMITED BRANCHES):

NAME AND ADDRESS OF BANK	ACCOUNT NAME AND NUMBER

PROPOSED INITIAL DEPOSIT:

We request the opening of a current account with ZENITHBANK (SL) LIMITED. We certify that the above particulars are correct.

\_\_\_\_\_  
Authorised Signature & Date

\_\_\_\_\_  
Authorised Signature & Date

\_\_\_\_\_  
Authorised Signature & Date

**PUBLIC SECTOR ACCOUNT**

S/N	DOCUMENTS OBTAINED	REQUEST DATE	DATE RECEIVED / COMPLETED	NIA
1.	Identification:			
	(a) National Driver Licence			
	(b) International Passport			
	(c) International Driving Licence			
2.	Verification of Signature			
3.	Signature Cards			
4.	Organisation Mandate			
5.	Gazette, Edict, Decree, Law, Act.			
6.	Board Resolution/Accountant General of the Federation/Approval			
7.	Passport Photographs			
8.	Visitation Report			
9.	Waive Documentation			
10.	What Document is Deferred?			
11.	Deferral Period			

Signature of Relationship Officer and Date-----

APPROVED BY	INITIAL	DATE
Account Officer		
Operations Manager		
Approval by Branch Head		

ACCOUNTS OPENED RECORD	INITIAL	DATE
Account No.		
File No.		
Signature Cards Distributed		
Cheque Books Delivered		
Documentation Filed		

Organisation Introduced by \_\_\_\_\_  
Name & Signature

## GOVERNMENT RESOLUTIONS

We, as Chairman/Chief Executive, Director of Finance, Legal Adviser/Secretary, Accountant General respectively of .....

(hereinafter referred to as the **ORGANISATION**) duly established and existing under the laws of the Federal Republic of Nigeria and having its office at... ..

hereby certify to **ZENITH BANK (SL) LIMITED** that a meeting of the Executive Management of the said ORGANISATION was duly called and held at its office in the City of

and State of .....on the .....day of .....

that at the said meeting, the required quorum was present and that the following resolutions or motions duly made and seconded were unanimously adopted and are now in full force and effect:

**DEPOSITS** 1. **RESOLVED**, that **ZENITH BANK (SL) LIMITED**

(hereinafter referred to as "the bank") be and hereby is designated as a depository of the organisation and that the officers and agents of the organisation, be and hereby are each of them hereby is, authorised to deposit any of the funds of the organisation in the Bank either at its head office or at any of its branches.

2. **RESOLVED**, that, until the further order of the Executive Management, any funds of the organisation deposited in the Bank be subject to withdrawal charge at any time upon cheques, notes, drafts, bills of exchange, acceptances, undertakings, or other instruments or orders for the payment of money when signed, drawn, accepted or endorsed on behalf of the organisation by \* (**SEE NOTE BELOW**):

- PAYMENTS** 3. **RESOLVED**, that the Bank is hereby authorised to pay any such instrument or make any such charge and also to receive the same from the payee or any other holder without inquiry as to the circumstances of issue or the disposition of the proceeds even if drawn to the individual order of any signing persons, or payable to the Bank or others for his account, or tendered in payment of his individual obligation, and whether against an account in the name of the organisation as such, and, at the option of the Bank, even if the account of the organisation shall not be in credit to the full amount of such instrument or charge.

**"CAUTION"**  
IT IS DANGEROUS TO INTRODUCE A PERSON  
WHO IS NOT WELL-KNOWN TO YOU

**ORGANISATION MANDATE**

.....20.....  
The Manager  
**ZENITH BANK (SL) LTD**

Name of Ministry/Parastatal/Agency: .....

Registered Office: .....

Mailing Address: .....

Date: .....

**Dear Sir,**

**Re:.....**  
**PROSPECTIVE ACCOUNT NAME**

We understand that the above - named Company has applied to open a Current Account with you.

We have known the above - named Company for .....(Period and we comment on their means and reputation as follows:

We also confirm that the applicant is an entity to whom the usual banking facilities may be extended

We maintain current(s) with;

NAME OF BANK	BANKER'S ADDRESS	ACCOUNT NUMBER
1.		
2.		

The above information is provided in confidence

Yours faithfully,

REF ERE E' S AC C O U NT N AM E: .....

REFER E E' S AD D RES S: .....

Authorised Signatory

Authorised Signatory

To: **ZENITH BANK (SL) LIMITED**

Gentlemen,

We the undersigned acting on behalf of the Company hereby request you to open a current account in the name of. ....

We understand that any sum standing to the credit of this current account shall bear interest as shall be negotiated with the bank. We further understand that any sum standing to the debit of the current account shall be liable to interest charges at a rate fixed by the Bank from time to time. You are authorised to debit the account with your usual banking charges, interest, commission, etc. We hereby certify that the following is a true copy of the resolution adopted by the Executive Management of .....

on ..... and that the resolutions have not been subsequently rescinded or modified, and that the organisation in general meeting has not imposed any restrictions and/or conditions on the exercise by the Management of any of its powers to borrow moneys or to invest the funds of the organisation or otherwise.

We agree that in addition to any general lien or similar right to which you as banks may be entitled to by law, you may at any time and without notice to us combine or consolidate all or any of the Company's accounts with the liabilities to you and set off transfer any sum or sums standing to the credit of anyone or more of such accounts or any other credits, be it cash, cheques, valuables, deposits, securities, negotiable instruments or other assets belonging to the organisation with you in or towards satisfaction of any of the organisation's liabilities to you or any other account or in any other respect, whether such liabilities be actual or contingent, primary or collateral or several or joint.

.....  
DIRECTOR OF FINANCE  
Signature/Date/Stamp

.....  
LEGAL ADVISER/SECRETARY  
Signature/Date/Stamp

.....  
CHAIRMAN/CHIEF EXECUTIVE  
Signature/Date/Stamp

.....  
ACCOUNTANT GENERAL  
Signature/Date/Stamp

.....  
**(ORGANISATION SEAL)**

**"CAUTION"**  
IT IS DANGEROUS TO INTRODUCE A PERSON  
WHO IS NOT WELL-KNOWN TO YOU

The Manager .....20.....  
**ZENITH BANK (SL) LTD**

**Dear Sir,**

**Re:.....**  
**PROSPECTIVE ACCOUNT NAME**

We understand that the above - named Company has applied to open a Current Account with you.

We have known the above - named Company for .....(Period and we comment on their means and reputation as follows:

We also confirm that the applicant is an entity to whom the usual banking facilities may be extended

We maintain current(s) with;

NAME OF BANK	BANKER'S ADDRESS	ACCOUNT NUMBER
1.		
2.		

The above information is provided in confidence

Yours faithfully,

REF E R E E' S A C C O U N T N A M E: .....

REF E R E E' S A D D R E S S: .....

.....  
Authorised Signatory

.....  
Authorised Signatory

NOTE: Insert in the spaces above, the titles only (not the names) of officers who are authorised as for example: "Chairman/Chief Executive, Director of Finance, Legal Adviser/Secretary, Accountant General ... " and in the spaces below the names only of other authorised persons.

Also, indicate clearly in what manner they are to sign, i.e., anyone, any two, jointly, etc., and any special combination of signers, as for example, "one of whom shall be an officer".

**SIGNATURE 4.** *RESOLVED*, that the following (USE NOTE ABOVE) are hereby authorised on behalf of the organisation .

.....  
.....  
.....  
.....  
.....  
.....

- (i) To borrow money and to obtain credit for the organisation from the Bank on any terms and conditions, to make and deliver notes, drafts, acceptances, instruments of guarantee, agreements and, any other obligations of the organisation therefore in form satisfactory to the Bank.
- (ii) To grant security interests in and/or assign and deliver, as security for money borrowed or credit obtained, stocks, bonds, instruments, bills, receivable, accounts, mortgages, merchandise, bills of lading, warehouse receipts and other documents, insurance policies, certificates, and any other property now or hereafter held by or belonging to the organisation, with full authority to assign or guarantee any of the same in the name of the organisation.
- (iii) To discount and to negotiate any bills of exchange or any other paper held by the organisation with full endorsement of the same in the name of the organisation.
- (iv) To withdraw from the Bank and give receipt for, or to authorise the Bank to deliver to bearer or to one or more designated persons, all or any documents and securities or other property held by it, whether held as collateral security or for safekeeping or for any other purpose.
- (v) To authorise and request the Bank to purchase or sell for account of the organisation stocks, bonds and other securities.
- (vi) To enter into contracts with the Bank on behalf of the organisation for the purchase and / or sale of foreign exchanges, either spot or forward to execute and deliver guarantees, indemnities, pledges and other agreements relating thereto, and to give any and all instructions to charge accounts of the organisation with the Bank in connection therewith.
- (vii) To execute and deliver all security and other agreements, financing statements and other papers required by the Bank in connection with any of the foregoing matters and affix thereto the seal of the organisation.

5. *RESOLVED*, that the secretary or any other officer of the organisation be, and hereby is authorised to certify to the Bank the names of the present officers of the organisation and other persons authorised to sign for it and the offices respectively held by them, together with

specimens of their signatures, and in case of any change of any holder of any such office or holders of any such offices, the fact of such change and the names of any new officers and the offices .respectively held by them, together with specimens of their signatures; and the Bank be and hereby is authorised to honour any instrument signed by any new officer or officers in respect of whom it has received any such certificate or certificates with the same force and effect as if the said officer or officers were named in the foregoing resolutions to the place of any person or persons with the same title or titles.

6. *RESOLVED*, that the Bank be promptly notified in writing by the Chairman/Chief Executive, Director of Finance, Legal Adviser/Secretary, Accountant General or any other officers of the. organisation of any change in these resolutions, such notice to be given to each office of the Bank in which any account of the organisation may be maintained, and that until it has actually received such notice in writing, it is authorised to act in pursuance of these resolutions, and that until it has actually so received such notice and sufficient time shall have elapsed thereafter to permit the Bank in due course and by such means as it may deem appropriate, to notify such of its departments, offices, branches and correspondents as the Bank may deem to be concerned thereby, it shall be indemnified and saved harmless from any loss suffered or liability incurred by it in continuing to act in pursuance of these resolutions, even though these resolutions may have been changed.
7. *RESOLVED*, that any and all withdrawals and borrowings of money and / or other transactions heretofore had on behalf of the organisation with the Bank are hereby ratified, confirmed and approved, and that the Bank may rely upon the authority conferred by this entire resolution until the receipt by it of a certified copy of a resolution of this Board revoking or modifying the same.

**The organisation understands and agrees:**

- (i) that the Bank is under no obligation to honour any cheque(s) drawn on our account unless there are sufficient funds in the account to cover the value of the said cheque(s). The organisation understands and agrees that any such cheque(s) may be returned to the organisation unpaid;
- (ii) that any disagreements with entries on the organisation's Bank Statements will be made by us within 15 days of the dispatch of the Bank Statement. Failing receipt by the Bank of a notice of disagreement of the entries within 15 days from the date of dispatch of the organisation's Bank Statement, it will be assumed by the Bank that the Statement as rendered is correct.
- (iii) that any sum standing to the credit of this account shall bear interest. The organisation further understands that any sum standing to the debit of the current account shall be liable to interest charges at a rate fixed by the Bank from time to time. The Bank is authorised to debit from the account the usual banking charges, interests, commissions, etc.

WE HEREBY represent and warrant that all relevant authorizations and permissions have been obtained to enable the organization operate this account and that there is no provision in the Edict, Law, Decree or Act establishing the organisation limiting the power of the Executive Management to pass the foregoing resolutions and that the same are in conformity with the provisions of the said Edict or Act establishing the organisation.

We FURTHER CERTIFY that the present officers of the organisation and the Offices respectively held by them are as follows:

NAME	TITLE

IN WITNESS WHEREOF, We have hereunto set our hands as Permanent Secretary/Director General & Legal Adviser/Secretary of the organisation

this .....day of .....

.....  
**DIRECTOR OF FINANCE**  
 Signature/Date/Stamp

.....  
**LEGAL ADVISER/SECRETARY**  
 Signature/Date/Stamp

.....  
**CHAIRMAN/CHIEF EXECUTIVE**  
 Signature/Date/Stamp

.....  
**ACCOUNTANT GENERAL**  
 Signature/Date/Stamp

**(ORGANISATION SEAL)**