



ZENITH BANK (SL) LTD.

—● **CORPORATE ACCOUNTS** ●—

ACCOUNT OPENING REQUIREMENTS FOR CORPORATE ACCOUNT

1. Account opening form duly completed.
2. Specimen signature card duly completed by each signatory to the account
3. Two (2) independent and satisfactory references. Referees must be Corporate account holders and not officers of the company or related companies. Referees who maintain corporate account with Zenith Bank Plc must have done so for a minimum of six (6) months.
4. Two (2) recent clear passport size photograph of signatory to the account with name and signature on the reverse side.
5. Certificate of Incorporation (Original to be sighted).
6. Memorandum and Articles of Association (certified as a true copy by the Registrar of Companies and a Director of the company).
7. Certificate of exemption from using "Limited" after name (where applicable)
8. Residence permit (where applicable).
9. Identification of signatories - International passport, driver's licence, National ID Card or National Voter's Card. (Original to be sighted).
10. Board Resolution appointing Zenith Bank Sierra Leone Limited. as the company's bankers and including names of all signatories to the account, mandate and directors of the company in attendance. This must be executed under the company seal.
11. Initial Deposit.
12. Public utility Receipt i.e Tax Clearance Certificate (TCC), Electricity Bills, Water Bills, or Telephone Bills (Original to be sighted) which must bear the current address of company.
13. A duly completed signatory personal information form for each of the signatories to the account.
14. Duly executed Letter of Set-off.
15. Approval from the appropriate MDA or the Accountant General.

CORPORATE ACCOUNT

ACCOUNT TYPE (Please tick as appropriate)

CURRENT
ACCOUNT

TENOR
DEPOSIT
ACCOUNT

DOMICILIARY
ACCOUNT



ACCOUNT OPENING FORM - CORPORATE

(Please indicate the business category and type of account to open by ticking the applicable box below)

Category of Business:

Limited Liability Company Partnership Sole Proprietorship MDA's Schools Others _____

Please specify e.g Clubs, Societies, NGOs, Trustees, etc.

Account Type:

Current Account Fixed Deposit Account Domiciliary Account \$ (USD) € (EURO) £ (GBP)

This form should be completed in CAPITAL LETTERS. Characters and marks should be similar in style to the following: (A|B|C|✓)

BRANCH ACCOUNT No. (for official use only)

1. COMPANY DETAILS (Please complete in BLOCK LETTERS and tick where necessary)

Company / Business Name

Certificate of Incorporation / Registration Number

Date of Incorporation / Registration **D D M M Y Y Y Y** Jurisdiction of Incorporation / Registration

Type / Nature of Business

Sector / Industry

Operating Business Address 1.

Operating Business Address 2.

Registered Business Address (if different from above)

Email Address

Website (if any)

Phone Number (1) Phone Number (2)

Tax Identification Number (TIN) -

Purpose of Account

2. ANNUAL TURNOVER

(a) Below Le100M Le100M- below Le250M Le250M- below Le500M Le500M- below Le3B Le3BM- below Le10B Above Le10B

(b) Is Your Company Quoted on any Stock Exchange? Yes No

(c) If answer to question (b) is Yes, indicate the Stock Exchange and the Stock Symbol.....

3. ACCOUNT SERVICE(S) REQUIRED (Please tick applicable option below)

Debit Card Preference(s) (Fees apply): Master Card POS Others (Please specify)

Electronic Banking Preference(s): Zenith Mobile App Corporate - i - bank (internet banking)

Transaction Alert Preference(s): Email Alert (Free) SMS Alert (Free apply) Trade Alert

Statement Delivery Preference(s): E-mail Post Collection at branch Statement Frequency : Monthly Quarterly Bi-Annual Annual

Cheque Book Requisition: (Fees apply): 50 leaves 100 leaves

4. CHEQUE CONFIRMATION / THRESHOLD

Would you like to pre-confirm your cheques? Yes No

If Yes, please note that the minimum cheque confirmation amount allowed by the bank is Le10M in writing and before cheque presentation.

Please specify minimum amount to be confirmed: Le : 00

LIST OF DIRECTORS AND SIGNATORIES

(A) LIST OF DIRECTORS

S/N	NAME	EMAIL ADDRESS:	POSITION
1.			
2.			
3.			
4.			
5.			
6.			

(B) SIGNATORIES TO THE ACCOUNT

S/N	NAME	EMAIL ADDRESS:	SPECIMEN SIGNATURE
1.			
2.			
3.			
4.			
5.			

DECLARATION OF BENEFICIAL OWNERSHIP

Is there any beneficial owner(s) of the account? YES NO

If yes, complete the information in (C) below

(C) DISCLOSURE OF BENEFICIAL OWNER INFORMATION

Surname :	<input type="text"/>	First Name	<input type="text"/>																	
Other Names	<input type="text"/>	Title <small>(Mr, Mrs, Dr., Chief, etc)</small>	<input type="text"/>																	
Date of Birth	<table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	D	D	M	M	Y	Y	Y	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gender: F <input type="checkbox"/> M <input type="checkbox"/>	Relationship	<input type="text"/>
D	D	M	M	Y	Y	Y	Y													
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
Contact Details																				
Phone Number 1	<input type="text"/>	Phone Number 2	<input type="text"/>																	
E-mail Address	<input type="text"/>																			
House Number	<input type="text"/>	Street Name	<input type="text"/>																	
Nearest Bus Stop/Landmark	<input type="text"/>																			
City/Town	<input type="text"/>	District	<input type="text"/>																	

D. AUTHENTICATION FOR KYC WATCH-LIST COMPLIANCE

I. Is the applicant on the KYC Watch-List? YES NO

Name and Signature of CSO.....

Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6a ACCOUNT SIGNATORY'S DETAILS

Surname :

First Name

Other Names

Mother's maiden name

Date of Birth

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Gender: F M

Title:
(Mr., Mrs., Dr., Chief, etc.)

Nationality (for non-Sierra Leoneans)

Means of Identification (Driver's Licence, International Passport, National ID or Voter's Card)

ID Number

ID Issue Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 ID Expiry Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Occupation

Status / Job Title :

Residential Address:
House Number Street Name

Nearest Bus Stop/ Landmark

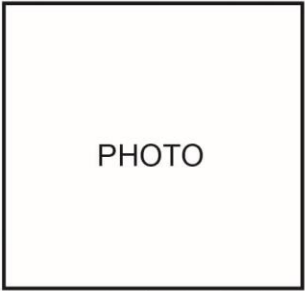
City/ Town District

Phone Number (1) Phone Number (2)

E-mail Address

Signature _____ Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



6b ACCOUNT SIGNATORY'S DETAILS

Surname :

First Name

Other Names

Mother's maiden name

Date of Birth

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Gender: F M

Title:
(Mr., Mrs., Dr., Chief, etc.)

Nationality (for non-Sierra Leoneans)

Means of Identification (Driver's Licence, International Passport, National ID or Voter's Card)

ID Number

ID Issue Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 ID Expiry Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Occupation

Status / Job Title :

Residential Address:
House Number Street Name

Nearest Bus Stop/ Landmark

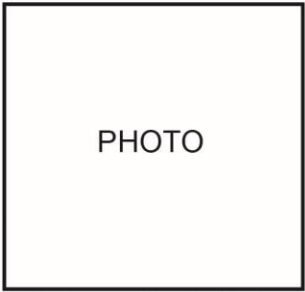
City/ Town District

Phone Number (1) Phone Number (2)

E-mail Address

Signature _____ Date

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Date_____

To: ZENITH BANK PLC

LETTER OF SET-OFF

In consideration of your providing us financial and/or banking accommodation and other facilities, we agree that in addition to any general lien or similar right which you as a bank be entitled by law, you may at any time and without notice to us combine or consolidate all or any of our accounts, affiliate, subsidiary or sister company's accounts (whether or not in the same name) with the liabilities to you and set-off or transfer any sums standing to the credit of any one or more of such accounts in or towards satisfaction of any of our liabilities to you on any account or in any other respect whether such liabilities be actual or contingent, primary or collateral and several or joint

Dated this _____ day of _____ 20 _____

The common seal of the company is hereunto affixed in the presence of:

Director

Director/Secretary

(Company Seal)



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: (If different from office Address)

- 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 ZENTIH BANK (SL) LTD.

11. DOMICILIARY ACCOUNT WITH OTHER BANKS (INCLUDING ZENITH BANK (SL) LTD.)

1.			
2.			
3.			
4.			

12.

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

13. COMPANY MANDATE



"CAUTION"

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

.....20.....

The Manager,

ZENITH BANK (SL) LIMITED

Dear Sir,

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 account(s) with:

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

The above information is provided in confidence.

Yours faithfully,

REFEREE'S ACCOUNT NAME

REFEREE'S ADDRESS

REFEREE'S PHONE NUMBER

Authorised Signatory

Authorised Signatory

"CAUTION"

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

.....20.....

The Manager,

ZENITH BANK (SL) LIMITED

Dear Sir,

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 account(s) with:

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

The above information is provided in confidence.

Yours faithfully,

REFEREE'S ACCOUNT NAME

REFEREE'S ADDRESS

REFEREE'S PHONE NUMBER

Authorised Signatory

Authorised Signatory



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

- | | | | |
|--------------------------|------------------------------|------------------------------|------------------------------|
| (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"/> | _____ |
| (d) Yearly | <input type="checkbox"/> | _____ |

(f) Others (Please Specify): _____

17. DISPOSAL OF FUNDS (Please tick where applicable)

- | | |
|---|--------------------------|
| (a) Exchange for Leones at Official Rate | |
| (b) Transfer to other Sierra Leone 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. Return will be rendered to Bank of Sierra Leone on all funds received and utilised.
- 3. Conversion of foreign currency to Leones will be at the ruling official rate.
- 4. There is a surcharge of 1% on all transfer/withdrawals, subject to a minimum of USD 25

WE HEREBY CONFIRM THAT THE ABOVE INFORMATION ARE TRUE AND AGREE TO ABIDE BY THE RULES GOVERNING FOREIGN 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, Signaturee & Date)

BRANCH HEAD
(Name, Signaturee & Date)

MD/CEO
(Name, Signaturee & Date)

7B. DETAILS OF A SOLE PROPRIETOR

I. PERSONAL INFORMATION

Surname:	<input type="text"/>	First Name	<input type="text"/>
Other Names	<input type="text"/>	Mother's maiden name	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender: F <input type="checkbox"/> M <input type="checkbox"/>	Title <input type="text"/> <small>(Mr, Mrs, Dr., Chief, etc)</small>
Place of Birth	<input type="text"/>	Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/> Others <input type="text"/>
Nationality <small>(for non-Sierra Leonean)</small>	<input type="text"/>	Residence Permit Number	<input type="text"/>
Permit Issue Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Permit Expiry Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Town/ City	<input type="text"/>	District	<input type="text"/>
Tax ID. No. (TIN)	<input type="text"/> - <input type="text"/>	Religion <small>(optional)</small>	<input type="text"/>
Purpose of Account	<input type="text"/>		

II. CONTACT DETAILS

Residential Address:

House Number	<input type="text"/>	Street Name	<input type="text"/>
Nearest Bus Stop/Landmark	<input type="text"/>		
City/ Town	<input type="text"/>	District	<input type="text"/>
Phone Number 1	<input type="text"/>	Phone Number 2	<input type="text"/>
E-mail Address	<input type="text"/>		

III. MEANS OF IDENTIFICATION

National ID Card <input type="checkbox"/>	National Driver's License <input type="checkbox"/>	International Passport <input type="checkbox"/>	NEC Voter's Card <input type="checkbox"/>	*Others <input type="text"/> <small>(Please specify)</small>
ID Number	<input type="text"/>			
ID Issue Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	ID Expiry Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

* People in peculiar circumstances: Artisans, Petty Traders, Students who may not have prescribed IDs

IV. DETAILS OF NEXT OF KIN

Surname :	<input type="text"/>	First Name	<input type="text"/>
Other Names	<input type="text"/>	Title	<input type="text"/> <small>(Mr, Mrs, Dr., Chief, etc)</small>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender: F <input type="checkbox"/> M <input type="checkbox"/>	Relationship <input type="text"/>
Phone Number 1	<input type="text"/>	Phone Number 2	<input type="text"/>
E-mail Address	<input type="text"/>		
House Number	<input type="text"/>	Street Name	<input type="text"/>
Nearest Bus Stop/Landmark	<input type="text"/>		
City/Town	<input type="text"/>	District	<input type="text"/>

8. ADDITIONAL DETAILS

Name of Parent/Affiliated Company	<input type="text"/>
Country of Incorporation of Parent/Affiliated Company	<input type="text"/>

9. DETAILS OF ACCOUNTS HELD WITH OTHER BANKS BY THE PROSPECTIVE COMPANY/PARTNERSHIP/SOLE PROPRIETOR

S/N	NAME AND ADDRESS OF BANK/BRANCH	ACCOUNT NAME	ACCOUNT NUMBER	STATUS: ACTIVE/DORMANT
1.				
2.				
3.				
4.				
5.				

10. AUTHORITY TO DEBIT FOR SEARCH FEE

We hereby authorize the Bank to debit our account with the applicable charges for the legal search conducted on our account at the Corporate Affairs Commission or the relevant agency/ authority.

Authorized Signature of the Customer/ Representative & Date

Authorized Signature of the Customer/ Representative & Date

11. DECLARATION

We hereby apply for the opening of a current with **ZENITH BANK (SL) LTD.** We understand that the information provided here in is the basis for opening the account and hereby certify that the information is correct.

We further undertake to indemnify the Bank for any loss suffered as a result of any false information or error in the information provided to the Bank. " In Witness whereof,

the common seal of.....
(Name of Company)

is hereby affixed this..... day of 20.....

 Director (Name and Signature)

 Director/Secretary(Name and Signature)



12. TERMS AND CONDITIONS

ZENITH BANK (SL) LTD. BANKING TERMS AND TERMS AND CONDITIONS

You should read these terms and conditions carefully. You will be bound by them once you sign an application form and so you should make sure that you read them. You should retain a copy of it for future reference.

I/We ("Customer") hereby confirm and agree to the following terms and conditions in relation to all banking and other financial transactions between me/us and Zenith Bank Plc ("the Bank"). I/We further agree that where the services to be provided by the Bank are not regulated by the terms and conditions contained herein, they shall be regulated by customary banking practices in Nigeria.

1. ACCOUNT OPENING

1.1 Opening of an account with us is subject to certain restrictions. For example, you must be at least 18 years of age to open a current account with us and we will require you to place a minimum deposit with us. Exemptions may however be created for special accounts for certain categories below 18 years.

1.2 We reserve the right to decline your account application or accept your money if you are unable to provide us with any of the information we require or for any other reason. We are not obliged to inform you of the reason why your application was declined and we will not enter into any correspondence in these circumstances.

2. E-BANKING SERVICES

2.1 Before you can be availed the bank's E-banking Services, you must have any one or a combination of the following:

- An account with the bank
- A pass code, access code, username, password or Token authenticators.
- A Personal Identification Number "PIN"
- An E-mail address
- GSM Number

2.2 We may issue you with Personal Identification Numbers (PINs) or other security information (for example details that allow you to access your accounts through our Internet Banking Service). You must not disclose your security information to anyone else and you must take reasonable steps to keep it secure. For example you should not choose obvious codes or passwords, write down the information in a way that is recognisable or let another person overhear or observe its use.

2.3 You understand that your Pass code, Access code/Password/Email is used to give instruction to the bank and accordingly undertake:

- That under no circumstance shall the Pass code, Access Code / Password be disclosed to anybody.
- Not to write the Pass code, Access Code / Password in an open place in order to avoid a third party coming across same.
- To instruct any person the bank to comply with any instruction given to the bank through the use of the service.
- Once the bank is instructed by means of the customer's Pass code.
- To immediately change your Pass code, Access code if becomes known or you suspect that it has become known to someone else.
- To exempt the bank from any form of liability whatsoever for complying with any of all instruction(s) given by means of your Pass code, Access code if by any means the Pass code, Access code becomes known to a third party.
- Where you notify the bank of your intention to change your Pass code, Access code arising from loss of memory of same, or that it has come to the notice of a third party, the bank shall, with your consent, delete same and thereafter allow you to enter a new Pass code or Access code PROVIDED that the bank shall not be responsible for any loss that occurs between the period of such loss of memory of the Pass code, Access code or knowledge of a third party and the time the report is lodged with the bank.
- Once your Pass code/Access code is given, it shall be sufficient confirmation of the authenticity of the instruction given.
- Where you are notified of any error, omission, interruption, defect, delay on operation, transmission, computer virus or line or system failure even if the bank or its representatives therefore are advised to the possibility of such damages, losses or hyperlink to other internet resources are at your risk.
- Once you are notified of any error, omission, interruption, defect, delay on operation, transmission, computer virus or line or system failure even if the bank or its representatives therefore are advised to the possibility of such damages, losses or hyperlink to other internet resources are at your risk.
- Once you are notified of any error, omission, interruption, defect, delay on operation, transmission, computer virus or line or system failure even if the bank or its representatives therefore are advised to the possibility of such damages, losses or hyperlink to other internet resources are at your risk.

2.4 Customer's responsibilities

- You undertake to be absolutely responsible for safe-guarding your username, access code, Pass code, PIN and password and under no circumstance shall you disclose any or any of the above information to any person.
- The bank is expressly exempted from any liability arising from unauthorized access to your account and/or data as contained in the bank's records via the service, which arises as a result of your inability and/or otherwise to safeguard your PIN Pass code, Access code, and/or password and/or failure to log out of the system completely by allowing on screen display to this account information.
- The bank is further relieved of any liability as regards breach of duty of secrecy arising out of your inability to scrupulously observe and implement the provisions of clause 2.3 above, and/or instances of "breach of duty by hackers and other unauthorized access to your account via the service.

2.5 Under no circumstance will the bank be liable for any damages, including without limitation direct or indirect, special, incidental or consequential damages, losses or expenses arising in connection with this service or use thereof or inability to use by any party, or in connection with any failure of performance, error, omission, interruption, defect, delay on operation, transmission, computer virus or line or system failure even if the bank or its representatives therefore are advised to the possibility of such damages, losses or hyperlink to other internet resources are at your risk.

2.6 Copyright in the cards and other proprietary information relating to the service including the screens displaying the pages and in the information and material therein and agreement is owned by the bank.

2.7 The bank shall not be responsible for any electronic virus or viruses that you may encounter in the course of making use of this service.

2.8 The bank makes no warranty that:

- The e-banking service will meet your requirements;
- The e-banking service will be uninterrupted, timely, secure, or error free;
- The results that may be obtained from the use of the service will be accurate or reliable;
- The quality of any products, services, information or other material purchased or obtained from the use of the service will be accurate or reliable;
- The quality of any products, services, information or other material purchased or obtained from the service will meet your expectations; and
- Any errors in the technology will be corrected.

3. LIABILITY FOR REFUNDS

3.1 Generally, if you tell us without undue delay and at least no later than 6 months after a payment is taken from your account, that a payment from your account was not authorised by you, we will carry out an investigation and, as soon as we are reasonably satisfied that you did not authorise the payment, we will refund the amount deducted and will return your account to the position it would have been in if the unauthorised payment had not taken place.

3.2 However, you will be liable for:

- All payments made from your account where you have acted fraudulently; and
 - All payments on your account(s) that take place before you inform us that a payment instrument (such as a cheque or any of your security information) has become known to someone else, if the payment was made because you deliberately, negligently or very carelessly failed to keep your payment instrument safe or your secret information secret. After you have informed us you will not have any further liability for unauthorized payments, unless Condition (a) applies.
- 3.3 We will not be liable to you for any losses you suffer or costs you incur because:
- We do not act on an instruction for any reason specified in this agreement;
 - The details contained in the instruction were not correct; or
 - We cannot carry out our responsibilities under this agreement as a result of anything that we cannot reasonably control. This may include, among other things, any machine, electronic device, hardware or software failing to work or being down for a period, industrial disputes and complete or partial closure of any payment system.

3.4 Unless Conditions 3.2 or 3.3 apply, or a different level of liability is imposed by law, we will be liable to you for any loss, injury or damage caused to you as a result of any failure or delay in carrying out your payment instruction, but we will not be liable to you in any circumstances for loss of business, loss of goodwill, loss of opportunity, loss of profit, or any loss to you that we could not reasonably have anticipated when you gave us an instruction under this agreement.

3.5 If we receive notice of a court order or a court judgment against you (or, if you have a joint account, any other account holder), we may refuse to allow withdrawals or transfers from your account until the legal process comes to an end. Any court order or court judgment will prevent us from using any right of set-off we may have (using money which we hold for you, or which is due to you, to pay

debts you owe us) or enforcing any other 'security interest' (a right over something which we can take if debts are not paid). You are responsible for an amount which represents a reasonable assessment of any losses, costs or expenses we have as a direct result of any dispute or legal action with yourself or someone else involving your account (including, without limitation, where we require legal advice because we are or may become concerned or involved in a dispute by reason of our relationship with you).

3.6 You undertake to ensure that your account is sufficiently funded before you issue your cheque in favour of a third party and that you shall take all necessary steps to confirm these cheques through your relationship manager to ensure the instruments are duly processed.

3.7 You are informed that issuance of Dued Cheques is not tolerated by the bank and the bank shall not hesitate to close your account where these dued cheques are issued consecutively or the occurrence of dued cheque becomes habitual on the account.

4. CLAIMS

4.1 If another person makes a claim for any of the funds in your account (for example, if someone takes legal action to recover funds they believe belong to them), or if we know or believe that there is a dispute involving someone else who owns or controls funds in the account, we may:

- Put a hold on your account and refuse to pay out any funds until we are satisfied that the dispute has ended
- Send the funds to the person who we have good reason to believe is legally entitled to them;
- Continue to rely on the current records we hold about you; apply for a court order; or take any other action we feel is necessary to protect us.

4.2 If we have acted reasonably, we will not be liable to you for taking any of the above steps.

5. JOINT ACCOUNTS

5.1 If you are opening an account with another person, we will ask for a specimen signature from all parties to the account.

5.2 Joint accounts are operated on the basis of the authority set out in a mandate which we will ask you to complete. Each of you can take or use everything in the joint account. All of you are together and individually responsible for any money owed to us on the joint account. We may demand repayment from all of you, any of you, and any combination of joint account holders for any money owing on the account. In legal terms this means that each joint account holder will have joint and several liability. This is generally true even if only one of you puts all the money into the joint account or if only one of you takes all the money out and spends it.

6. OVERDRAFTS AND OTHER LOANS

6.1 This agreement deals with borrowing through an overdraft. Additional terms and conditions apply to borrowing by other means such as a loan. The form of borrowing and any security required will be agreed between you and us.

6.2 We may cancel any standing orders and direct debits from your account if your account becomes overdrawn.

6.3 When borrowing is agreed, the interest rate and all other fees and charges payable will be shown in a letter to you that sets out the terms and conditions of the facility.

6.4 Unless we have agreed other terms with you in writing, overdrafts will always be repayable on demand.

6.5 You will have to pay all costs and fees incurred or charged by us in connection with the negotiation, preparation, investigation, administration, supervision or enforcement of your borrowing. These will include expenses, fees (e.g. legal, security and valuation fees), stamp duty, taxes and other charges. These costs and fees will be debited to your account.

6.6 We reserve the right to decline a request from you to borrow.

7. SET-OFF

7.1 If any accounts you hold with us are in credit, we may use them to repay any amounts you owe us including but not limited to sums due on any other accounts you hold with us either in the same name(s) or in the case of corporate accounts, its affiliate, subsidiary or sister company's accounts (whether or not in the same name), even if the accounts are in different currencies.

7.2 Where any of you also has an account with us in your sole name, and that account has a credit balance, we can set-off these monies against any money owing to us on the joint account even if the accounts are in different currencies.

8.0 BANK CHARGES

8.1 We will levy charges for the operation of the account in accordance with our Standard Tariff. We reserve the right to levy any reasonable charges for additional services in relation to managing your account in addition to those stated in the Standard Tariff or for providing you with more frequent information regarding the operation of your account.

8.2 We may take any charges or interest you owe us from any account you hold with us.

8.3 We may vary these charges from time to time in accordance with Condition 14.

9. STATEMENTS

9.1 We will make a statement available each month there are payments on the account and we will provide a statement on paper or any other durable medium at a frequency agreed with you. This will be sent to the last known recorded address that we hold and will contain details of all transactions through the account since the previous statement issued to you.

9.2 There may be a charge if more frequent statements are requested.

9.3 Even if the account has not been used for some time, we will continue to send out statements unless previous statements have been returned. Please check carefully all transactions on the statement(s) and advise us as soon as possible of any discrepancies without undue delay but in any event no later than 12 months after the date of any discrepant transaction. If we need to investigate a transaction on your account, you should co-operate with us and the police, if we need to involve them. We may disclose information about you or your account to the police or other third parties if we think it will help us prevent or recover losses.

9.4 Your statement balance will show credits when we receive them even if they include cheques and other items which are not "cleared" and we may refuse to allow you to draw against these items.

9.5 If you do not receive a statement on your account that you would normally expect to receive please let us know as soon as you can.

9.6 If you have a joint account, we will send a statement to each of you (to different addresses if you wish) unless you ask us not to.

10. ACCOUNT CLOSURE

10.1 This agreement will continue until you or we cancel or end it.

10.2 We reserve the right to close the account and to end this agreement if we, at our absolute discretion, consider that it has not been operated in a manner satisfactory to us, or if we believe that you have contravened any of these terms and conditions.

10.3 We may take action to close your account without notice and to end this agreement immediately in exceptional circumstances such as if we reasonably believe that:

- You are not eligible for an account;
- You have given us any false information at any time;
- You, or someone else, are using the account illegally or for criminal activity;
- It is inappropriate for a person authorized to give instructions on your account to operate it;
- Your behaviour means that it is inappropriate for us to maintain your account;
- You have not met our reasonable conditions and requests relating to identification and the provision of information about yourself and the activity (past, present or future) on any account or proposed account;
- By maintaining your account we might break a law, regulation, code or other duty which applies to us;
- By maintaining your account we may damage our reputation; or
- You are or have been in serious or persistent breach of these terms and conditions or any additional conditions which apply to an account.

10.4 We would normally give you one week's notice to close the account and to end this agreement unless there are circumstances (such as the above) that justify closure on a shorter notice.

10.5 We may choose not to close your account and to end this agreement until you have returned any unused cheques. You must repay any money you owe us.

10.6 When your account is closed it is your responsibility to cancel any direct payments to or from your account. Where someone attempts to make a payment into an account which has been closed, we will take reasonable steps to return the payment to the sender.

10.7 All parties to a joint account must request the closure of the account before we act on any instructions for the disposal of the funds in the account.

10.8 If you no longer require the account and wish to end this agreement, please tell us by writing to your domicile branch office or any of our branch offices and return any unused cheques to us.

10.9 Before any funds are returned to you, identification requirements may still need to be satisfied. Any funds returned will be remitted either to the account from which they were sent or to an account held in your name or by a manager's cheque in your name. No other third party remittances will be permitted.

11. DORMANT ACCOUNTS

11.1 We consider that an account is dormant if no activity (other than interest and charges) has taken place on it for a continuous period of 6 months. To reopen same you must submit fresh identification and Know Your Customer (KYC) documents.

11.2 When an account becomes dormant we may write to you to ascertain if the account is still required and to obtain written confirmation from you of your mailing address. If we receive no response from you, for security reasons, we may close the account and hold the funds in a suspense account pending instructions from you.

12. HANDLING OF PERSONAL INFORMATION

12.1 We will retain information about you after the closure of your account, if the banking relationship has terminated, or if your application is declined or abandoned, for as long as permitted by legal, regulatory, fraud prevention and legitimate business purposes.

12.2 Where you provide personal and financial information relating to others (e.g. dependants or joint account holders) for the purpose of opening or administering your account, you confirm that you have their consent or are otherwise entitled to provide this information to us and to us to use it in accordance with these terms and conditions.

12.3 If we are asked to respond to a banker's reference, we will make sure that we have your written permission before we give it.

12.4 We may share information with persons acting as our agents who have agreed to keep your personal information strictly confidential.

13. ADDITIONAL TERMS AND CONDITIONS FOR FIXED TERM DEPOSITS

13.1 In order to open any of the fixed term products that we offer, you will need to make a minimum deposit, which will be advised to you at the time that you wish to make the deposit.

13.2 You will not be able to add further funds to your initial deposit once the term and interest rate have been fixed.

13.3 However further deposits can be used to open additional fixed term deposits. The rate applicable to the new deposit will be that available on the day that the new deposit is made.

13.4 We will pay net interest (interest with tax deducted) on the maturity date of your deposit if your deposit is for a period of one year or less. If your deposit is for a period greater than one year, interest will be paid annually on the anniversary of your deposit.

13.5 Before your deposit comes to an end (matures), we need to know what you want to do when it does mature.

- You can:
- Give us renewal instructions when you make your initial deposit;
 - Contact us in writing with your instructions before close of business on the business day before your deposit is due to mature; or
 - Set up an automatic rollover so that, until you tell us otherwise, we will renew your deposit for the same term at the interest rate that applies each time it matures.

13.6 It is your responsibility to advise us in good time of your instructions upon maturity of the deposit.

13.7 No cheque book or statement will be issued on your fixed term account but you can contact us at any time if you would like details of your deposit. We will provide you with a confirmation of the deposit amount, interest rate and maturity date when you place the deposit.

13.8 There is no cancellation period for fixed term deposit.

13.9 We will only make changes to the terms and conditions applying to a fixed term deposit if it is necessary or appropriate to do so to meet legal, financial or regulatory requirements or to set out our duties and responsibilities under them. We will give you at least 30 days' advance personal notice of a change of this kind, unless we are required to make the change sooner due to those legal or regulatory requirements.

14. OTHER GENERAL TERMS

14.1 The agreement between you and us is in English and is governed by the laws of the Republic of Sierra Leone. The courts of Sierra Leone may deal with any claim, dispute or difference arising from this agreement.

14.2 No-one else apart from you will have any rights or be able to enforce these terms and conditions.

15. CHANGES TO TERMS AND CONDITIONS

15.1 We may, at our discretion, change these terms and conditions (including our charges and interest rates) and introduce changes to and charges for our services at any time. How much notice we will give will depend on the kind of change we are making.

15.2 Some of these conditions are based on expected regulatory requirements that have not been published or finalized yet. If any of these conditions turn out to be inconsistent with a regulatory requirement we will treat that condition as if it were consistent. We will make any changes to the conditions to reflect the requirement when they are next reprinted.

16. CONTACTS

16.1 We may contact you by post, telephone or e-mail (which in these terms and conditions includes the internet and any form of electronic message made by any type of electronic device) using the latest address, telephone number or electronic mail address you have given us.

16.2 You may telephone us during normal business hours to request information about your account. We reserve the right not to disclose any information until we are satisfied that you have been satisfactorily identified.

16.3 We may record or monitor telephone calls and monitor electronic communications (including email) between us so that we can check instructions and make sure that we are meeting our service standards.

16.4 The address that you provide to us or, in the case of a joint account, either of you gives us, when you open an account will be the one to which all communications will be sent.

16.5 You are responsible for advising us as soon as possible of any changes to your name, telephone number, usual residential address (and appropriate updated address verification) and email address and ensuring that all information held about you is up to date. You must do this by writing to your account domicile office.

16.6 If you do not inform us promptly of a change to your details, the security of your information could be put at risk as we will continue to send information to you at the last known address we have for you.

16.7 If you do not tell us about a change of address and, as a result, post is returned to us, we may restrict access to your account until we receive satisfactory proof of your new address.

ZENITH BANK (SL) LTD.
INDUSTRY CLASSIFICATION

Instruction: Please tick in the box as appropriate.

AGRICULTURE FORESTRY & FISHING

Coffee & Cocoa	Rice Production	Livestock Breeding	Poultry Farming	Other Agriculture	Forestry & Logging

MINING AND QUARRYING

Bauxite	Diamonds	Gold	Rutile	Quarrying	Iron Ore

Other Mining Activity

MANUFACTURING

Food, Drink & Tobacco	Textiles, Clothing & Footwear	Sawmilling & Wood Processing	Paper Pulp & Paper Products	Iron & Steel

Chemical & Fertilizers	Others Unclassified

CONSTRUCTION

Construction & Works	Building Construction	Electricity, Gass & Water	Electric Light & Power	Gass Manufacture & Distribution

Water Supply

COMMERCE AND FINANCE

Import Trade	Motor Vehicle Import & Distribution	Machinery & Heavy Equipment	Other Import Items	Export Trade	Cocoa & Coffee Export

Timber Export	Other Export Items	Coffee & Cocoa Marketing	Timber Marketing	Diamond Marketing	Other Financial Institutions

Hire Purchase Companies	Insurance and Corporations	Other Unclassified

TRANSPORT, STORAGE & COMMUNICATION

Rail & Road Transport	Ocean & Air	Storage & Wearhousing	Communications

SERVICES

Printing, Publishing & Allied Products	Business Services	Recreation Services	Personal Services	Other Services including Government Services

MISCELLANEOUS

Personal & Professional	Hotel & Tourism	Miscellaneous

GOVERNMENT

Central	District	Local	Others (not provided)

F. REQUIREMENT CHECKLIST

S/N	DOCUMENTS REQUIRED / OBTAINED	CHECKED	DEFERRED	WAIVED
1.	Account opening form duly completed			
2.	Specimen signature card duly completed			
3.	Copy of CAC Certificate of Incorporation			
4.	Board Resolution			
5.	Copy of Memorandum and Article of Association (Certified as true copy by the Registrar of Companies)			
6.	Partnership Deed (Where applicable)			
7.	Approval Letter (for Government Agency)			
8.	Act/Gazette (for Government Agency where applicable)			
9.	Two (2) Passport sized photographs of each signatory to the account with name written on the reverse side			
10.	Residence permit (for non-Sierra Leoneans)			
11.	Evidence of registration with appropriate MDA's (Where applicable) or approval from the Accountant General			
12.	Search Report			
13.	Power of Attorney (where applicable)			
14.	Proof of Company address (PUR)			
15.	Business Premises Visitation certificate (Visitation Report)			
16.	Proof of Identity of all signatories and Directors/Officers whose names appear on the account opening form/document (Preferred Identity card are International Passport, National Identity Card, National Driver's License and Valid Sierra Leonean NEC Voter's card)			
17.	Proof of Address of all signatories and Directors/Officers whose names appear on the account opening form/document Utility bill (Certified true copy is acceptable if original is held)			
18.	Two Completed Satisfactory Reference forms			
19.	Others (Please specify)			

CUSTOMER INTRODUCED BY _____
NAME & SIGNATURE

RELATIONSHIP OFFICER _____
NAME & SIGNATURE

WAIVER APPROVED BY _____
NAME & SIGNATURE

APPROVALS	NAME	SIGNATURE	DATE
Customer Service Officer			
Head of Operations			
Branch Head			
Senior Management			

