

Sole Proprietorship Account



REQUIREMENTS FOR ACCOUNT OPENING – SOLE PROPRIETORSHIP

- 1.Fully Completed Account Form
- 2.Certificate of Registration (Current, Original or Certified True Copy)
- 3.Form A (Original to be sighted)
- 4.Letter of Introduction from a Customer of any Bank
- 5. Two Passport-Size Pictures
- 6.A form of Identification
(Passport, Voters Registration ID or Driver’s Licence)
- 7.Completion of one (1) Mandate Card
- 8. Resident Permit in the Case of an Expatriate
- 9. Initial Deposit

The bank will operate a cheque book monitoring system to generate

REFERENCE FORM

The Manager
Fidelity Bank Limited

CAUTION
IT IS NOT ADVISABLE TO
INTRODUCE ANY PERSON
NOT WELL KNOWN TO YOU

Name of Applicant(s)

I/we wish to confirm that the above named individual(s)
is/are suitable to maintain a current account with you.

The applicants sign(s) thus

and I/we witness the signature(s) as being correct.

I/we maintain a current account with

Name of Bank

Address

and My/Our Account Number is

Yours faithfully,

Signature

Date

DDMMYY

Name

Address

A/C No.

Approved by
Client Services Unit Branch Manager

Date Date Date
DD MM YY DD MM YY DD MM YY

Date of Submission of A/C Opening Forms
DD MM YY

Date Account Opened
DD MM YY

Primary Relationship Officer (Name & Contact No.)

Secondary Relationship Officer (Name & Contact No.)

CPU PROCESSING

Signatures & Pictures Scanned
Account Service Officer Date DD MM YY

Account Processing Completed
Head -Domestic Operations Date DD MM YY

THE MANAGER
FIDELITY BANK LIMITED

Date
Day Month Year

Dear Sir/Madam

APPLICATION TO OPEN A SOLE PROPRIETORSHIP ACCOUNT

1. (Name in full)

carrying on business in the name and style of

, which has been duly registered under the Registration of Business Names Act, hereby request and authorize FIDELITY BANK LIMITED to open an account in the name of the above firm and honour the signature of

for all purposes on behalf of the said firm whether in credit or debit as on behalf of the said firm and in consideration of you doing so I agree, covenant and declare as follows:

I hereby affirm that I am the sole proprietor of the business now conducted and/or to be conducted under the said style and I do hereby acknowledge that I am and shall continue to be personally and fully responsible for all business conducted by me or anyone else duly authorized by me to the same extent as if the said business had been operated and conducted under my own name. You are hereby authorized to debit such account whether it be in credit or overdrawn with all cheques or other orders purporting to be drawn thereon provided they are signed by me or my authorized attorney as indicated on your specimen signature card.

Your terms and conditions for the operation of these accounts are acceptable to me. I certify that the particulars of my company provided below

are correct as of
Day Month Year

Yours faithfully,

PARTICULARS OF ACCOUNT

Name of Enterprise					
Registration No.		Date Issued	DD	MM	YY
Name of Signatory		Date of Birth	DD	MM	YY
Registration Address					
P. O. Box Address					
Telephone No.		Mobile		Fax	
E-mail					
Identification No.					
(Passport/social Security/driving Licence/others)					
Nature of Business					
Initial Deposit for Opening Account ¢					

ACCOUNT WITH OTHER BANKS

Name of Bank and Address	Account Name and No.
1.	
2.	
3.	
4.	

P.T.O

For Bank Use Only

Documents Obtained	YES	DEFERRED	WAIVED
Certificate of Registration (Current, Original or Certified True Copy)			
Form a (Original to be Sighted)			
Letter of Introduction from a Customer of any Bank			
Resident Permit in the case of an Expatriate			
Completed Signature Card			
Two Recent Passport Photographs			
Proof of Business Address			
Identification			
Other Documentation Checked			
Deferred Documentation			
Deferral Approved by	(Head of Retail)		
Deferral Recommended by	(Branch Manager)		
Account Opening Date			

P.T.O

C. CHEQUES

- All cheques or other orders signed by you (or either or both of you if a joint account) will be honoured by the Bank and your account will be debited for such cheques whether such account be for the time being in credit or overdrawn or may become overdrawn in consequence of such debit.
- The Bank is under no obligation to honour any cheques drawn on your account unless there are sufficient funds in the account to cover the value of the said cheques and such cheques may be returned to you unpaid.
- You must ensure that your cheque book is kept in a safe place to prevent unauthorized persons from gaining access to same, and neglect of this precaution may be a ground for any consequential loss being charged to your account.
- If your cheque book gets lost, missing or stolen you must notify the Bank immediately. The Bank shall not be held liable for any unauthorized use of your cheque book where the loss or otherwise of same has not been notified to the Bank
- Your account will only be credited with the value of a cheque lodged with any of our branches after the requisite clearing period in accordance with the rule of clearing in force at the time of lodging the cheque.
- The Bank may exercise its discretion in allowing withdrawals against uncleared cheque(s). Where the cheques are returned unpaid thereafter the Bank shall have the right to hold on to the returned cheque and take any further action it deems appropriate to recover the value of the cheque from you.
- The Bank shall have the right whenever it deems appropriate to confirm the issuance of a cheque drawn on the current account failing which the cheque may be returned with "Drawer's Confirmation Required" endorsed thereon.

D. OVERDRAWN ACCOUNT

Overdrafts may be available to customers upon arrangement with the Bank. If you do not have such an arrangement and your account becomes overdrawn, We may charge you an extra fee and interest at our current rate for unauthorized borrowing. If your account does not have enough cleared funds to cover an amount you want to draw, we may return your cheque unpaid.

INTRODUCED BY

Name and Address	<input type="text"/>		
Business/Occupation	<input type="text"/>		
Bankers	<input type="text"/>	Signature	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YY"/>

Other Alternative Service Channels (Please Tick as Desired)

<input type="checkbox"/>	ATM	<input type="checkbox"/>	INTERNET BANKING (i - banking)	<input type="checkbox"/>	FIDELITY CARD
<input type="checkbox"/>	TELEPHONE BANKING				

Preferred Mode of Statement Rendition (Please Tick as Desired)

<input type="checkbox"/>	E-MAIL	<input type="checkbox"/>	POSTAGE	<input type="checkbox"/>	HOLD
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Other Currency Account Required (Please Tick as Desired)

<input type="checkbox"/>	LOCAL	<input type="checkbox"/>	FOREIGN	<input type="checkbox"/>	FOREX
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Currency Required if Foreign/Forex, indicate

<input type="checkbox"/>	DOLLAR	<input type="checkbox"/>	GBP	<input type="checkbox"/>	EURO
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Please complete the foreign agreement on the next page if you responded positively to the above two questions, if not please skip the next page .

Gentlemen,

FOREIGN ACCOUNT AGREEMENT

I/We, the undersigned hereby request you to establish in your books a Current account in (Currency) hereinafter called “the Account”) and to credit there to such amounts of such currency as may from time to time be received by you for the Account. In order to induce you to establish the account and to maintain it in your books, it is hereby agreed that:

Withdrawals from the Account shall be made only by the same mode of lodgement and in the currency of the Account or in Cedis at the request of the undersigned in writing. And stamp, transmission or other charges related to withdrawals from the Account will be paid by the undersigned upon demand or charged to the said Account.

You will be indemnified and have no responsibility for or liability to the undersigned for any diminution due to taxes or imports or depreciation in the value of funds credited to the Account [which funds may be deposited by you in your name and subject to your control with which depository(ies) as you may select] or for the unavailability of such funds due to restrictions on convertibility, requisitions, involuntary transfers, or other similar causes beyond your control.

You may at any time in your discretion discharge your entire liability with respect to the Account by mailing to the undersigned at the address set forth below, your draft in the currency of the Account without recourse to you as drawer, payable to the order of the undersigned in the amount of the credit balance in the Account less charges, together with such other documents, if any, as may be necessary in your sole discretion, to transfer to the undersigned such claim as you may have on such funds.

The operation of this account is subject to the Laws and Regulations at any time existing in the Republic of Ghana.

Authorised Signatory

Date

DD

MM

YY

Name in Full

For: [Name & Address of Company]:

TERMS AND CONDITIONS FOR FIDELITY BANK LIMITED

Please read this page carefully. It provides you with important information about your Fidelity Bank Current Account.

A. TERMS/SCOPE

The information on this page (and any further instructions and conditions that may be prescribed by the Bank from time to time) are the terms of the ageement between you and Fidelity Bank. When you sign the account application form you accept these terms as binding on you.

B. YOUR ACCOUNT

- You will assume full responsibility for the genuineness, correctness and validity of all endorsements appearing on all cheques, orders, bills, notes, negotiable instrument and receipts or others deposited in your account.
- The Bank will not be responsible for any loss or damage to funds deposited with the Bank due to any future Government order, law, levy, tax embargo, moratorium, exchange restriction or any other cause beyond our control.
- Your account may be debited for any service charge that is set by the Bank from time to time.
- All notices or letters will be sent to the address supplied by you and will be considered duly delivered and received at the time it is delivered or seven days after posting.
- The Bank will not be liable for funds handed over to members of its staff outside banking hours or outside the Bank's premises. Any anomaly in the entries on your Bank Statements must be brought to the attention of the Bank within 21 days of the date thereof and you agree that failure to give such notice absolves the Bank from all liabilities arising there from.
- The Bank may exercise its general lien or any similar right it is entitled to by law and without any notice to you whenever necessary, combine or consolidate all or any of your accounts with any liabilities to the Bank and set off or transfer any sum or sums standing to the credit of any one or more of such accounts or any other credit.