



KayVee
Microfinance Bank Limited

RC:1442304

Arena Shopping Complex, EU 15, Shop 10 & 11, Oshodi, Lagos

Email: info@kavveemb.com.ng

Website: www.kavveemb.com.ng

Tel: 08157950282

ACCOUNT OPENING FORM — CORPORATE

Documentation Required for Opening Corporate Account

1. Corporate / SMEs form duly completed.
2. Specimen signature card duly completed and signed by each signatory to the account.
3. Two passport-size photographs of each signatory to the account.
4. Copy of evidence of identification e.g., International passport, Driver's license, National ID Card, Voter's Card etc. (Original to be sighted)
5. Address verification document e.g. PHCN Bill, LAWMA Bill etc.
6. Copy of CAC Certificate of Registration.
7. Board Resolution
8. Copy of MEMART (Certified true copy)
9. Form Co7 (Particulars of Directors)
10. Form Co2 (Allotment of Shares)
11. Reference Letter

This form should be completed in CAPITAL LETTERS. Characters and marks should be similar in style to the following

ACCOUNT NUMBER

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1. Account(s) TYPE REQUIRED (Please tick appropriate)

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

Limited Liability Company ☐ Partnership ☐ Sole Proprietorship ☐ Schools ☐ Others ☐

Current Account ☐ Fixed Deposit Account ☐ Domiciliary Account ☐

2. COMPANY DETAILS (Please tick appropriate)

Company Name

Certificate of Incorporation No

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Date of Incorporate

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Nature of Business

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TIN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Registered Business Address

Email Address

Phone Number

Operating Business Address

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Website (If Any)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. ANNUAL TURNOVER (Please tick appropriate)

(a) Below N5M ☐ N 5M – below N20M ☐ N20M – below N50M ☐ N50M – below N500M ☐ N500M – Below N5B ☐ Above N5B ☐

(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.....

4. ACCOUNT SERVICE(S) REQUIRED (Please tick appropriate)

SMS Alert ☐ Email Alert ☐ Cheque Book ☐ E Statement ☐

(Charges Apply)

E-Statement Frequency (Please tick appropriate): Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually ☐

5. ELECTRONIC BANKING PREFERENCES (Please tick appropriately)

☐ Internet Banking ☐ Mobile Banking Preferred User ID (Option 1) Preferred User ID (Option 1)

Charges: Enrolment for these services is FREE E-mail Alert also comes FREE. Access charges and other applicable charges maybe levied for funds transfer and specific transactions.

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6. SPECIALIZED PRODUCT REQUEST

POS Services ☐

7. AUTHORITY TO DEBIT ACCOUNT FOR SEARCH FEE

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

Thank you.

Your faithfully,

Authorized Signature

Date

Authorized Signature

Date

8. ACCOUNT OPENING MANDATE

☐ Sole Signatory ☐ Either to Sign ☐ Both to sign ☐ Other _____
(Please specify)

Affix
Passport
Photograph
Here

Affix
Passport
Photograph
Here

Affix
Passport
Photograph
Here

Surname:

Other Names:

ID Type:

ID No:

Tel No 1:

BVN:

DOB:

Surname:

Other Names:

ID Type:

ID No:

Tel No 1:

BVN:

DOB:

Surname:

Other Names:

ID Type:

ID No:

Tel No 1:

BVN:

DOB

By signing this document, you have agreed to the general, electronic banking and General Data Protection Regulation (GDP), terms and conditions for Account Opening contained on our website: www.kayvee.com.ng.

Declaration:

I/we hereby apply for the Opening of an Account or Accounts with KayVee Microfinance Bank. I/we understand that the information given herein, and the documents presented are the basis for opening such account(s) and hereby warrant that such information is correct.

I/we further undertake to indemnify KayVee Microfinance Bank for any loss suffered as a result of any such information or error in the information provided to the Bank.

I/we further confirm that all my / our dealings in respect of this account shall not be contrary to any subsisting law or regulation in force whether in Nigeria or any other country.

Dated _____ day of _____ year _____

Surname _____ Other Name _____ Signature & Date _____

Surname _____ Other Name _____ Signature & Date _____

Account Opening Authorized by:

Approved by:

Name & Signature Customer Service Officer

Name & Signature Branch Service Manager



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Microfinance Bank Limited

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CAUTION

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

Reference Letter

For Current Account Only

Form:

Referee Name

Business/Occupation

Address

Date

To

The Manager

KayVee Micro Finance Bank Ltd.

Branch

Dear Sir/Madam

Re: Mr/Mrs/Miss

This is to confirm that I/We have known the above named person(s) for (period) and would like to comment on their stability for the purpose of maintaining a current account with your selves as follow:

Other comments

I maintain a current account with

Name of Bank

Branch Address

Account Number

Thank you.

Referee's Signature

Date



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