



## CORPORATE ACCOUNT OPENING FORM

# CORPORATE ACCOUNT OPENING FORM



The form should be completed in CAPITAL LETTERS.

## ACCOUNT INFORMATION

Date  D  D  M  M  Y  Y

Branch

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

Category of Business:  Limited Liability Company  Sole Proprietorship  MDA's  Schools   
 (Tick as appropriate)

Partnership  Others (please specify)

USD	GBP	EUR	Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Account Type** (Tick as appropriate)  NOVA SME Plus  NOVA Grow Box  DOM Account  Current Account

Do you have an existing account with us? Yes  No  If Yes, state account number

Branch  Customer Classification  MSME  Commercial  Corporate  Public Sector

RC NUMBER

**Proof of Address and Reference**  Utility Bill  Residence Permit  Reference (s)

**Currency/Account Transaction Charges** Account Maintenance Fee  Yes  No (If NO, Please Select an option)  Minimum Balance  Credit Turnover Bands (Terms and conditions apply)

Tax Identification Number

CRM No/Borrower's Code (Where Applicable)

Special Control Unit Against Money Laundering (SCUML) Reg. No.

## Average Annual Turnover

Less than N24m  N24m - N120m  N120m-N600m  N600m-N4.8b  Above N4.8b

Is your company quoted on any Stock Exchange?  Yes  No If YES, indicate which Stock Exchange and the Stock Symbol

## Documentation Required

### COMPANY DETAILS

Company /Business Name	
Certificate of Incorporation/ Registration Number	Date of Incorporation/ Registration
Jurisdiction of Incorporation/ Registration	Type/Nature of Business
Operating Business Address/Mailing Address	Registering Address
Corporate Email Address Note: (Instruction will only be honored via corporate email address after executing an indemnity)	
Phone Number(s)	

**Source of Funds** (Please state your source of funds)

**Source of Wealth** (Please state your source of wealth)

**Social Media Handle** LinkedIn  Instagram

Facebook  X  Others (Specify)

**ACCOUNT SERVICES (please select)**

**Transactional Alert Preferences**  Email alert (free)  SMS Alert (fee applied) **Statement Preferences**  Email alert  Collection at Branch

**Statement Frequency**  Monthly  Quarterly  Semi-Annually  Annually **Cheque Book Requisition (Fee applied)**  Crossed Cheque  50 Leaves

Cheque Confirmation: Will you like to pre-confirm your cheques? Yes  No

**Cards**  Verve  Verve Prepaid  Credit Card  Mastercard Debit Others (Specify) \_\_\_\_\_

**Cheque Confirmation**

Threshold: (if the answer to the above is YES, please specify the threshold from N150,000) \_\_\_\_\_

NOVA Mobile Banking  Internet Banking (Corporate)  POS

**ACCOUNT SIGNATORY DETAILS**
**SIGNATORY 1**

**Title** Mr.  Mrs.  Others (Specify) \_\_\_\_\_ **Gender** Male  Female

Surname \_\_\_\_\_

First Name \_\_\_\_\_ Other Name \_\_\_\_\_

Date of Birth 

D	D	M	M	Y	Y
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 Place of Birth \_\_\_\_\_

Mother's Maiden Name	Nationality
Religion (optional)	State of Origin
L.G.A	Occupation
Status/Job Title	CERPAC/Resident Permit No.(for Non-Nigerians)
Type of Identification	Identification No
Bank Verification Number (BVN)	NIN

**PEP Declaration**

(Politically Exposed Persons (PEPs) are individuals who are or have been entrusted with prominent public position in Nigeria or any other foreign jurisdiction. Some examples of PEPs are Heads of State or Government, Governors, Local Government Chairman, Senior Politicians, Senior Government Officials etc.)

Do you have any affiliation/or a relationship with a political officer holder? Yes  No

If yes, state the relationship \_\_\_\_\_

Do you hold any political position presently or held any in the past? Yes  No

If yes, state the position \_\_\_\_\_

Residential Address		
State	City/Town	L.G.A
Nearest Bus Stop/Landmark		
Phone Number 1		Phone Number 2
Email Address		
Signature	Date: _____ Class of Signatory (A,B,C, etc) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Mandate Authorization/ Combination Rule (please tick as appropriate)		Sole Signatory <input type="checkbox"/> Either to Sign <input type="checkbox"/> Both to Sign <input type="checkbox"/>  Mandate Instruction _____
Passport Photograph		

**SIGNATORY 2**

**Title** Mr.  Mrs.  Others (Specify) \_\_\_\_\_ **Gender** Male  Female

Surname	
First Name	Other Name
Date of Birth <input type="text" value="D D M M Y Y"/>	Place of Birth <input type="text"/>
Mother's Maiden Name	Nationality
Religion (optional)	State of Origin
L.G.A	Occupation
Status/Job Title	CERPAC/Resident Permit No.(for Non-Nigerians)
Type of Identification	Identification No
Bank Verification Number (BVN)	NIN

**PEP Declaration**

(Politically Exposed Persons (PEPs) are individuals who are or have been entrusted with prominent public position in Nigeria or any other foreign jurisdiction. Some examples of PEPs are Heads of State or Government, Governors, Local Government Chairman, Senior Politicians, Senior Government Officials etc.)

Do you have any political affiliation/or a relationship with a public offender? Yes  No

Do you have any political affiliation/or a relationship with a public offender?

If yes, state the relationship \_\_\_\_\_

Do you have any affiliation/or a relationship with a political officer holder? Yes  No

If yes, state the position \_\_\_\_\_

Residential Address		
State <input type="text"/>	City/Town <input type="text"/>	L.G.A <input type="text"/>
Nearest Bus Stop/Landmark		
Phone Number 1 <input type="text"/>	Phone Number 2 <input type="text"/>	
Email Address <input type="text"/>		
Signature <input type="text"/>	Date: _____ Class of Signatory (A,B,C, etc) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Mandate Authorization/ Combination Rule</b> (please tick as appropriate)		Sole Signatory <input type="checkbox"/> Either to Sign <input type="checkbox"/> Both to Sign <input type="checkbox"/>
Mandate Instruction _____		
Passport Photograph <input type="text"/>		

**Account Mandate(s)**

**Category of Account** (Please tick appropriately)

Current Account  Investment Account  Domiciliary Account **NGN**  **USD**  **EUR**  **GSP**  **YEN**

Account Name \_\_\_\_\_

Account Number

**Mandate Authorisation /Combination Rule (Please tick appropriately)**

Sole Signatory  Either to Sign  Both to Sign  Others (Please Signify) \_\_\_\_\_

Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Tel No 1

Tel No 2

Email \_\_\_\_\_

Designation \_\_\_\_\_ Category

**SPECIMEN SIGNATURE**
**Passport Photograph**

Print your First, Middle & last Name at the back of passport

Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Tel No 1

Tel No 2

Email \_\_\_\_\_

Designation \_\_\_\_\_ Category

**SPECIMEN SIGNATURE**
**Passport Photograph**

Print your First, Middle & last Name at the back of passport

Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Tel No 1

Tel No 2

Email \_\_\_\_\_

Designation \_\_\_\_\_ Category

**SPECIMEN SIGNATURE**
**Passport Photograph**

Print your First, Middle & last Name at the back of passport

Surname \_\_\_\_\_

Other Names \_\_\_\_\_

Tel No 1

Tel No 2

Email \_\_\_\_\_

Designation \_\_\_\_\_ Category

**SPECIMEN SIGNATURE**
**Passport Photograph**

Print your First, Middle & last Name at the back of passport

**DETAILS OF THE DIRECTORS/EXECUTIVES/TRUSTEES/PROMOTEES/EXECUTORS/ADMINISTRATORS/PRINCIPALS OFFICERS**
**Director 1**

Title Mr.  Mrs.  Others (Specify) \_\_\_\_\_

Gender Male  Female

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Other Name \_\_\_\_\_

Date of Birth  D  D  M  M  Y  Y

Place of Birth \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Nationality \_\_\_\_\_

Religion (optional) \_\_\_\_\_

State of Origin \_\_\_\_\_

L.G.A \_\_\_\_\_

Occupation \_\_\_\_\_

Type of Identification \_\_\_\_\_

CERPAC/Resident Permit No.(for Non-Nigerians)

Bank Verification Number (BVN)		Identification No	
Residential Address			
Residential Address			
State	City/Town	L.G.A	
Nearest Bus Stop/Landmark			
Phone Number 1		Phone Number 2	
Email Address			

#### PEP Declaration

(Politically Exposed Persons (PEPs) are individuals who are or have been entrusted with prominent public position in Nigeria or any other foreign jurisdiction. Some examples of PEPs are Heads of State or Government, Governors, Local Government Chairman, Senior Politicians, Senior Government Officials etc.)

Do you have any affiliation/or a relationship with a political office holder? Yes  No

If yes, state the relationship \_\_\_\_\_

Do you hold any political position presently or held any in the past? Yes  No

If yes, state the position \_\_\_\_\_

#### Director 2

Title Mr.  Mrs.  Others (Specify) \_\_\_\_\_ Gender Male  Female

Surname	
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First Name	Other Name
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Date of Birth <span style="border: 1px solid black; padding: 2px;">D D M M Y Y</span>	Place of Birth _____
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Mother's Maiden Name		Nationality
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Religion (optional)		State of Origin
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L.G.A		Occupation
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Type of Identification		CERPAC/Resident Permit No.(for Non-Nigerians)
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Bank Verification Number (BVN)		Identification No
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Residential Address	
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State	City/Town	L.G.A
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Nearest Bus Stop/Landmark	
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Phone Number 1	Phone Number 2
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Email Address	
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#### PEP Declaration

(Politically Exposed Persons (PEPs) are individuals who are or have been entrusted with prominent public position in Nigeria or any other foreign jurisdiction. Some examples of PEPs are Heads of State or Government, Governors, Local Government Chairman, Senior Politicians, Senior Government Officials etc.)

Do you have any affiliation/or a relationship with a political office holder? Yes  No

If yes, state the relationship \_\_\_\_\_

Do you hold any political position presently or held any in the past? Yes  No

If yes, state the position \_\_\_\_\_

## SENIOR MANAGEMENT

Please provide details of your Senior Management as applicable, such as- Managing Director/Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, etc.

S/N	Full Name (First, Middle &Last Name)	Designation	ID Type	ID Number
1				
2				
3				

## Shareholder/Beneficial Ownership Information

In line with regulations, NOVA Bank is required to obtain the details and identity of the Ultimate Beneficial Owners (UBOs) of Entities & Organizations. A UBO is an individual who ultimately owns or control 5% or more of a Company or Group of Companies, or on whose behalf a transaction or activity is being conducted including decision makers exercising control over a company or organization.

Designation	Individual A	Individual B	Individual C	Individual D
First Name				
Middle Name				
Last Name				
BVN				
PEP Status/Relationship				
Company Name				
ID Document No.				
Residential Address and Country				
Nature of Control (e.g Shareholder/Trustee etc)				
% Shareholding				

## General Terms & Conditions

- I/We hereby authorize Nova Bank Limited to open an account in my/our name and authorize all cheques or other money orders presented with respect to the account, provided that they are issued in accordance with our mandate card, subject to the availability of sufficient funds in the account.
- I/We hereby agree that we shall bear full liability and/or consequences with respect to the issuance of any cheque without sufficient funds in our account.
- I/We hereby state that any request made to the Bank by way of an application for a credit facility(ies) shall be signed by our authorized signatories.
- I/We hereby agree that Nova Bank Limited is entitled, at any time and without notice to us, to combine or consolidate all or any of our accounts or related accounts and set off any sum therein for the purpose of satisfying any of our liabilities to the Bank.
- I/We hereby agree that Nova Bank Limited shall bear no liability for any funds handed to a staff member of the Bank outside the Bank's premises or outside banking hours, except as agreed by the Bank in writing, and the Bank shall be fully indemnified against any loss, claim, damage, or action that may arise therefrom.
- I/We hereby agree that the Nova Bank Limited may close our account(s) if there is a suspicious inflow into our account for security reasons or if there is any fraud related to the account.
- I/We hereby authorize and grant consent to Nova Bank Limited to carry out the necessary checks on our company at the various bureaus and reference agencies and to also share our information with such agencies. The Bank is discharged from any liability or damages made against it by virtue of us granting this consent.
- I/We authorize Nova Bank Limited to debit our account with the applicable charges for legal searches conducted on our account at the Corporate Affairs Commission or any other relevant agency/authority.
- I/We agree that we shall not release cash, issue cheques in favour of any Nova Bank Limited staff, or transfer money into his/her account, and in the event of such, Nova Bank Limited is fully indemnified against all loss, claims, actions, damages, or requests which may result.
- I/We agree that Nova Bank Limited shall not be liable if any person other than myself/ourselves provides our usernames, passwords, and/or login details which are known only to me/us, for any of the Bank's products, and if it reasonably appears that the information provided originated from me/us, for any transactions carried out.
- I/We agree that Nova Bank Limited may debit the account with the usual banking charges, interests, and fees as may be determined from time to time.
- I/We hereby indemnify Nova Bank Limited against any loss, damages, or claims that may arise on the account due to any falsehood, inaccuracy of any statement or information, or misrepresentation made to the Bank.
- I/We hereby authorize the Nova Bank Limited to debit our account for any malicious or frivolous claims, suits, or garnishee/Mareva orders brought against the Bank in relation to our account, that require the Bank to seek legal representation.
- I/We hereby grant NOVA Bank Limited the consent/authority to create an account on my/our behalf and process my/our data in line with Nova Bank Privacy Policy (<https://www.novabank.ng/privacy-policy/>) and the Nigeria Data Protection Act (NDPA). I/we am/are also aware that I/we can withdraw my/our consent at any time.
- I/We would like to receive updates, offers, promotional materials, and marketing communications from Nova Bank Limited by email, text messages, or phone calls.

## Declaration

### INFORMATION CONFIRMATION

Full Names (Surname First)

I/We hereby apply for the opening of an account or accounts with NOVA Bank. I/We understand that the information given herein, and the document presented are the basis for opening such account(s) and hereby warrant that such information is correct.

I/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.

By signing this document, you have agreed to the general electronic banking and general data protection regulation (NDPR & GDPR) terms and conditions for account opening contained on our website: <https://www.novabank.ng/>

D	D	M	M	Y	Y
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Signature

D	D	M	M	Y	Y
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Director

D	D	M	M	Y	Y
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Company Secretary/Director

### MANUALLY INITIATED FUNDS TRANSFER (MIFT) AGREEMENT FORM

Manually initiated funds transfers include instructions, received externally from clients or customers, that are initiated via paper mail, text messages, phone, messenger, electronic mail, file transfers and other similar "manual" origination means, unaccompanied by cheque.

You may choose to transact your business with the Bank through any of the channels listed below subject to the conditions

Please indicate preferred alternate means of communication with the Bank

Electronic mail

Paper mail

Text Messages

Others (please specify) \_\_\_\_\_

We/I \_\_\_\_\_ agree that all such instructions are binding on us/me subject to the Banks confirmation of such transaction via either Recorded voice call to my registered email address.

We/I \_\_\_\_\_ of \_\_\_\_\_ hereinafter called "\_\_\_\_\_ " hereby irrevocably undertake to indemnify NOVA Commercial Bank against any liability, loss, damage, injury, claim, distress, action or proceedings which may be incurred, sustained, paid or made against NOVA Commercial Bank occasioned or in consequence of the execution of any instruction in line with the above.

Signature

Signature

**DECLARATION OF ULTIMATE BENEFICIAL OWNERS (UBOs)**

If YES, kindly fill the UBO form and if NO, please sign here \_\_\_\_\_  
 Signature

**FOR BANK USE ONLY**
**KYC- DESCRIPTION TO THE ADDRESS**

(Please indicate road/street leading to the address, type & colour of the property, the existence of the person/business)

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**Account opening Authorization by:**

Staff ID:

Surname \_\_\_\_\_

Other Name \_\_\_\_\_

<input type="checkbox"/>						
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Signature

**Deferred/Waiver of Documents (if any) Authorized By**

Staff ID:

Surname \_\_\_\_\_

Other Name \_\_\_\_\_

<input type="checkbox"/>						
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Signature

**Account opening approved by:**

Staff ID:

Surname \_\_\_\_\_

Other Name \_\_\_\_\_

<input type="checkbox"/>						
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Signature

**Deferred/Waiver of Documents (if any) Authorized By**

Staff ID:

Surname \_\_\_\_\_

Other Name \_\_\_\_\_

<input type="checkbox"/>						
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Signature



**REFERENCE FORM**

Account Number (For Bank Use Only) \_\_\_\_\_

 Date 

D	D	M	M	Y	Y
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Caution: It is dangerous to introduce any individual not well known to you.

 Referee's Bank Verification Number (BVN)/ National Identification Number (NIN) \_\_\_\_\_  
 (Optional)

Name of Referee \_\_\_\_\_

Address \_\_\_\_\_

**To: NOVA Bank**
**Dear Sir,**

Name of Applicant \_\_\_\_\_

The above named individual/company wishes to open a current account with you. He/She/They is/are well known to me/us and I/We consider him/her/them suitable to maintain this account with you.

Referee's Bank \_\_\_\_\_ Branch \_\_\_\_\_

Referee's Account Number \_\_\_\_\_

Referee's Account Name \_\_\_\_\_

 Referee's Signature  Date 

D	D	M	M	Y	Y
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**REFERENCE FORM**

Account Number (For Bank Use Only) \_\_\_\_\_

 Date 

D	D	M	M	Y	Y
---	---	---	---	---	---

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**Dear Sir,**

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Referee's Bank \_\_\_\_\_ Branch \_\_\_\_\_

Referee's Account Number \_\_\_\_\_

Referee's Account Name \_\_\_\_\_

 Referee's Signature  Date 

D	D	M	M	Y	Y
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