

## BUSINESS BANKING

*First National Bank Ghana Business Banking Know Your Customer (KYC) Requirements:*

*Depending on the legal trading entity the following must be provided*

SOLE PROPRIETORSHIPS	LIMITED LIABILITY COMPANIES	NGO's ,CLUBs & ASSOCIATIONS	PARTNERSHIPS ,Co-Ops & TRUSTS	Municipal/ District Assembly Accounts (MDA's)	PUBLIC LISTED COMPANIES
<ul style="list-style-type: none"> <li>• Certificate of registration</li> <li>• Registration of Business Name-Sole Proprietorship  (Form A/B – as applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Certificate to Commence Business</li> <li>• Company registration information  (Form C/3/4 as applicable)</li> <li>• Company Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Provide founding documents or Constitution or Bilateral agreement</li> <li>• However registered NGO's Clubs &amp; Associations may provide their registration documents if already held</li> </ul>	<ul style="list-style-type: none"> <li>• Partnerships – provide partnership agreement or joint venture agreement and Certificate</li> <li>• Trust- provide document creating trust</li> <li>• Co-operatives- provide cooperative certificate of registration issued by registrar of co-operative society.</li> </ul>	<ul style="list-style-type: none"> <li>• Certified copy of Resolution or Relevant document authorising opening of the account</li> <li>• Authorisation from CAGD to Open account</li> </ul>	<ul style="list-style-type: none"> <li>• Provide document to verify that the company is listed on a relevant recognised Stock / Securities Exchange</li> <li>• Provide information on the company's listing status on a recognised Stock Exchange</li> </ul>

\*\*\*\* In addition to the above

- **Proof of residential and/or business operating address needs to be provided – refer to the verification options below**
- **Shareholding by ANOTHER LEGAL ENTITY 10% and above needs to be validated as per table above as well**
- **Each director/ partner etc and/ or shareholder (10% and above) and related parties to entity above in the individuals' personal capacity needs to fulfil KYC requirements as per below**

### IDENTIFICATION

- 1 colour passport sized photo
- A valid ID (any one of the following is acceptable)
  1. Passport
  2. Ghanaian National ID Card
  3. Drivers Licence
  4. Voters ID card (accompanied by a Birth certificate)

***PROOF OF RESIDENTIAL AND/OR BUSINESS ADDRESS*** (any one of the following documents is acceptable provided it is not more than 3 months old and must reflect residential address)

- I. Original copy of Utility Bill in applicants name e.g. Water, Electricity, Telephone Bill
- II. State /Local Government rates bill
- III. A bank statement from another financial institution containing current address (covering a period of 6 months)
- IV. If staying in a rented property, provide a tenancy agreement with a utility bill from Landlord/Lady confirming residential address.
- V. A declaration by employer confirming that the applicant is employed by them and that the applicant resides on the employers property or is in accommodation sourced by the employer e.g. Ghana Armed Forces, Ghana Police, Ministries, SSNTT, Ghana Health Service etc.
- VI. If the applicant is living in a third party's residence and no tenancy agreement exists, then the third party is required to fill in and sign a declaration giving his/her full names and ID document stating this is the case. The third party must in addition provide a verification document in (I) above in his/her own name showing the physical address
- VII. An introduction letter or statement (signed and stamped) from a professional who is a doctor, a lawyer or an accountant confirming the location of the residential address

*NB: For Foreign Nationals/Non-residents a declaration by employer confirming that the applicant is employed by them and that the applicant resides on the employers' property or is in accommodation sourced by the employer is acceptable*

***Note: should you not be able to meet any of the above requirements you can contact one of our branches to discuss other means of residential address verification***

**Additional Requirements:**

**Foreign Nationals or Non-residents:** Valid passport with a visa and Work/Residence Permit.

**Refugees and Asylum Seekers:** Government of Ghana UNHCR registration card; Reference from Ministry of Interior/appropriate government or international agency (where refugee no longer requires protection or assistance from government)

**Related Party/Parties – Natural Persons:** Birth Certificate (Minor); A valid foreign passport (non-Ghana Citizen/Resident) including the copy of the relevant permit or valid visa or Ghana endorsement or port of entry stamp if applicable. NB: The visa must be valid for a period of not less than 6 (six) months; Authority to Act i.e. Mandate, Court order, Resolution, Power of Attorney etc.

**Diplomats:** Letter of appointment from Ministry of Foreign Affairs and Regional Integration as proof the Embassy is registered with Ministry of Foreign Affairs and Regional Integration; Letter on Embassy letterhead, signed by relevant Head of Mission, instructing Bank to open account and to appoint signatories. The position and level of authority of the diplomat signing our documents is verified with reference to Ministry of Foreign Affairs and Regional Integration