



Guaranty Trust Bank (Gambia) Ltd



**ACCOUNT OPENING
DOCUMENTATION
CORPORATE**



HOW TO OPEN YOUR CORPORATE CURRENT ACCOUNT

1. Complete all relevant portions of the Account Opening application form.
2. Complete the enclosed signature card.
3. Insert your company name on the two reference forms endorsed and get individuals or companies who currently maintain current accounts with any Bank in Nigeria to act as referees. Your account will be opened faster if the referees maintain accounts with any branch of Guaranty Trust Bank (Gambia) Ltd
4. Supply the underlisted documents along with completed application package. Please bring along the original documents for sighting.
 - a. Photocopy of certificate of Incorporation of your company
 - b. Copy of certified of Memorandum and Articles of Association of your company
 - c. Copy of Form C07 (Particulars of Directors)
 - d. One passport photograph of each signatory to the Account (with full face forward)
 - e. Identification document for signatories to the Account, e.g. driving licence International Passport, staff Identity Card
 - f. Resident permit for foreign citizens
 - g. A copy each of 3 months Current Utility Bills. Originals to be sighted.
5. Mandate and resolution in the Package is to be signed by the Director and Secretary with the Company Seal

APPLICATION TO OPEN A CURRENT ACCOUNT

Company Name.....

.....

Certificate of Incorporation No.....Date of Incorporation.....

Business Address.....

.....

Registered Office (If different from above).....

.....

Nature of Business.....

Telephone Nos.....

Telefax Nos.....

E-mail Address.....

KEY CONTACT PERSON(S)

Name	Job Title	Mobile Line	Direct Line	E-mail

Correspondence address for bank mail (*where different from Business Address*)

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ACCOUNT WITH OTHER BANKS IN GAMBIA

Bank Name.....

Bank Address.....

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Account No.....

MANDATE AND RESOLUTIONS

Pursuant to this application, a meeting of the Board of Directors of the company was held and it was resolved and declared that a current account be opened with Guaranty Trust Bank (Gambia) Ltd ("the Bank") and the Bank is hereby authorised to honour the instructions of the persons whose signatures are contained in the specimen signature card delivered to the Bank.

The company shall give notice of any anomalies in statements furnished by the Bank within 90 days of the thereof the failure of which absolved the Bank from all liability thereof. It was further resolved that the Bank may combine or consolidate all or any or the company's accounts and set off or transfer any sums or asset standing to the credit of any or of one more of such accounts towards the satisfaction of the company's liabilities to the Bank.

The persons whose signatures appear below, one of whom is a Director of the Company, have been duly authorized to mandate the opening of the account. The information provided for the opening of this account is true and correct in all material respect.

Dated this.....day of.....Date.....

CERTIFIED TRUE COPY

Name..... Name.....

Designation..... Designation.....

Signature..... Signature.....

To:
The Manager
Guaranty Trust Bank (Gambia) Ltd

Dear Sir

NAME OF COMPANY

I wish to confirm that we have known the proprietor/Partners of the above named firm for

I/We would like to comment about their suitability for maintaining a current account with yourselves as follows

I/we maintain a current account with;

Name of Bank: _____

Address: _____

My/our Account No. is _____

And my/our Phone No.(s) is/are _____

Yours faithfully,

Signature

Date

Name: _____

Address: _____

“CAUTION”
IT IS VERY DANGEROUS TO INTRODUCE A PERSON WHO IS NOT WELL-KNOWN TO YOU

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Address: _____

My/our Account No. is _____

And my/our Phone No.(s) is/are _____

Yours faithfully,

Signature

Date

Name: _____

Address: _____

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SPECIMEN SIGNATURES (CORPORATE)



Guaranty Trust Bank (Gambia) Ltd

Account No:

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Account Name:

Address:

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Tel No: (Mobile)

Tel No: (office/home)

Title: (Mr, Mrs etc)		Class	Photograph
Name:			
Designation:			
Signature:			
Title: (Mr, Mrs etc)		Class	Photograph
Name:			
Designation:			
Authorised Combination: <small>(For Joint Account Holders)</small>			

Title (Mr, Mrs etc)	Name	Photograph
Signature		
Title (Mr, Mrs etc)	Name	Photograph
Signature		