



# BUSINESS ACCOUNT OPENING FORM

Please complete in block letters  
Tick  where applicable

Branch: \_\_\_\_\_

Date:

## A. Entity Type

Company  Sole Proprietor  Informal Body  Partnership  Other (Specify): \_\_\_\_\_  
e.g. Club, Church

## B. Accounts Required

Account Currency type: USD  ZAR  Other(Specify): \_\_\_\_\_

Transactional Savings Account  Savings Account  Term Deposit  Other(Specify): \_\_\_\_\_

Are you an existing account Holder: Yes  No  If Yes please enter Account No. Account Number:

## C. Applicant's Information

Organisation's Registered Name (Insert FULL legal name): \_\_\_\_\_

Country of Incorporation: \_\_\_\_\_ Date of Incorporation:          
d d m m y y y y

Country: \_\_\_\_\_ Registration No.: \_\_\_\_\_ Tax Registration No. (where applicable): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Years at Current Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Title and Address: \_\_\_\_\_

Premises Status: Owned  Rented  Other(Specify): \_\_\_\_\_

## D. Business Activities

Source of Income: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

## E. Contact Person Details

Contact Person 1 Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Identity Type (e.g ID/Passport): \_\_\_\_\_ Identity Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Nationality: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone Number (H): \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person 2 Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Identity Type (e.g ID/Passport): \_\_\_\_\_ Identity Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Nationality: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone Number (H): \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## F. Partners or Directors Details

Name		Identity Number	Nationality	Address
First Name	Surname			
First Name	Surname			
First Name	Surname			
First Name	Surname			
First Name	Surname			

**G. Shareholding Structure**

Name		Identity Number	Nationality	Address	% of Shareholding
First Name	Surname				
First Name	Surname				
First Name	Surname				
First Name	Surname				
First Name	Surname				
First Name	Surname				
First Name	Surname				
First Name	Surname				
First Name	Surname				

**H. Accounts Held at Other Financial Institutions**

	Name Of Financial Institution and Branch	Type of Account	Account No.
1			
2			
3			

**I. Account Statements**

Account Statement is to be sent **monthly** and commencing date to be arranged by NBS, unless specified below:

Other Frequency:  Daily  Weekly  Quarterly  Others: Please specify: \_\_\_\_\_

Delivery channel:  Mail  E-mail  Others: Please specify: \_\_\_\_\_

\*Subject to additional terms and conditions

If you wish to have some of these services, please indicate below. A separate form maybe required.

Internet Banking  Standing Order  Account sweep

**J. Name of Holding / Associated / Subsidiary Company in Zimbabwe**

Name: \_\_\_\_\_  Holding Company  Associated Company  Subsidiary Company

Group Name in which the applicant belongs:

Residence Abroad: (Please specify): \_\_\_\_\_ Resident Status:  Resident  Non-Resident

\_\_\_\_\_

**K. Account Signatory Details**

Account Number:

Account Type:

Signing Instructions:

Full name:

Specimen Signature:

Photo of signatory:

Full name:

Specimen Signature:

Photo of signatory:

Full name:

Specimen Signature:

Photo of signatory:

Full name:

Specimen Signature:

Photo of signatory:

Full name:

Specimen Signature:

Photo of signatory:

Date:   
d d m m y y y y

Chairman's/Director Signature:

Director/Company's signature:



# NATIONAL BUILDING SOCIETY LIMITED (NBS)

## TERMS AND CONDITIONS OF CORPORATE /BUSINESS ACCOUNT OPENING

### 1. DEPOSITS

- 1.1. We will accept for deposits to your account all cash, cheques and other items payable to you.
- 1.2. The proceeds of cheques and other similar instruments deposited will only be available as cash when paid. (This situation arises because when you deposit a cheque or other item the amount is provisionally credited to your account before we receive the actual payment).
- 1.3. In the normal course of business, we are unable to process postdated cheques.

### 2. DEPOSITS REVERSED

- 2.1. We will debit your account with the amount of any cheque or other instrument deposited that is unpaid. Your account will be debited with bank charges associated with these unpaid instruments, details of such charges are available on request.
- 2.2. We will debit your account with the amount of any cheque or other instrument deposited to which you are not entitled and we may pay the amount to the owner thereof, whether your account is in credit or debit. We will advise you of our action taken.

### 3. PAYMENTS

- 3.1. We will make payments from your account on your instructions if there are sufficient funds available.
- 3.2. By prior written arrangement, you may instruct us by means of electronic mail or any other electronic means to make payments from your account and we will debit your account with the amounts concerned.

### 4. STOP PAYMENTS

- 4.1. We may accept stop payments of debit orders but the onus rests on you to cancel the underlying contract and to indemnify the Society against any legal action arising out of such cancellation.

### 5. INTEREST AND CHARGES

- 5.1. We will charge you interest on any overdrawn balances and we shall inform you of the applicable rate of interest charged, upon request.
- 5.2. We will charge you for various services provided to you, but details of such charges are available on request.
- 5.3. We may vary charges and interest rates from time to time, but will give you reasonable notice of such changes before they come into effect .

### 6. STATEMENTS

- 6.1. We will provide you with regular statements of your account.
- 6.2. You shall advise us within 30days of receipt of the statement, of any entry you regard as incorrect.
- 6.3. If you fail to notify us timeously of forged or unauthorized entries on your account and this results in losses taking place, we will be entitled to refuse to refund the losses to you, provided that we have not been negligent or breached on our duty of care.

### 7. Overdrafts

- 7.1. If your account is overdrawn without appropriate arrangement, we may transfer/set off money against it from any other accounts held by you.
- 7.2. We may demand payment of all amounts owing by you at any time.
- 7.3. A certificate signed by a manager of our Society containing details of an amount, including interest, owed by you will be sufficient proof thereof unless the contrary is proved.
- 7.4. Should your current domicilium citandi et executandichange and you fail to notify us accordingly, we shall regard the latest postal or residential address given by you to us, as the address where notices may be given and documents in legal proceedings may be served.
- 7.5. If necessary, we may take legal action against you in an appropriate Court of Law even if our claim exceeds its jurisdiction.
- 7.6. You shall be responsible for payment of all our reasonable expenses in recovering any amounts you owe us, including legal fees on an attorney and client basis, collection fees and tracing fees or any other fees we may incur as a result of our efforts.

### 8. LETTER OF SET OFF

In consideration of us giving you financial and/or banking accommodation and other facilities, you agree that in addition to any other general lien or similar right to which we as bankers may be entitled by law, we may at any time and without notice to you combine or consolidate all or any of your accounts with /and liability to us and set off or transfer any sum or sums standing to the credit of any one or more of such accounts in or towards satisfaction of any of your liabilities to us on any other account or in any other respect whether such liabilities be actual or contingent, primary or collateral and several or joint.

## 9. CLOSING OF ACCOUNT

- 9.1. We will close your account on receipt of a request in writing signed by you to do so.
- 9.2. We will close your account on reasonable prior notice and shall not be obliged to give reasons for such action.

## 10. CREDIT RECORD

- 10.1. We may make enquiries about your credit record with any credit reference agency or any other relevant parties.
- 10.2. We may provide credit reference agencies or any other relevant parties with regular updates regarding the conduct of your account including any failure on your part to meet these terms and conditions.
- 10.3. We may provide other Financial Institutions with bank reports relating to the conduct of your account on their request.

## 11. CONFIDENTIALITY

- 11.1. We will treat all your personal information as private and confidential (even when you are no longer a customer). Nothing about your accounts nor your name and address will be disclosed to anyone, other than in four exceptional circumstances permitted by law.

These are:

- 11.1.1. Where we are legally compelled to do so;
- 11.1.2. Where it is in the public interest to disclose;
- 11.1.3. Where our interests require disclosure;
- 11.1.4. Where disclosure is made at your request or with your written consent;
- 11.1.5. Where disclosure is requested in terms of clauses 10.2 and 10.3 above

## 12. GENERAL

- 12.1. We may check by reference to third parties the correctness of details given in the application form you have completed for opening of the account.
- 12.2. Accounts may not be ceded and or transferred to any other party.
- 12.3. You must notify us immediately if you are placed under an administration order, sequestrated or liquidated or placed under any other form of insolvency or legal disability.
- 12.4. You must notify us immediately of any change of address.
  - 12.4.1. We are entitled from time to time to request updated confirmation documents relating to Anti Money Laundering, Anti-Terrorism Financing and all the required account opening documents and you agree to provide us with correct ones in the premises of clause 12.4.
- 12.5. You must notify us immediately of any change in any of the details you provided when you opened the account.
  - 12.5.1. We will not be held liable for losses arising from unauthorized alterations to cheques which are not readily detectable.
- 12.6. We reserve the right to amend these terms and conditions and we will give you reasonable notice thereof.

## 13. GOVERNING LAWS

The relationship between the Society and you the Customer is governed by the laws of Zimbabwe .

## 14. FRAUD PREVENTION

You consent to us carrying out identity and fraud prevention checks and sharing information relating to this application with the Fraud Prevention Services ("FPS") or relevant Law Enforcement Agencies. Should your account conduct at any time in the future reasonably cause us to suspect that your accounts are being used for improper purposes, you consent to us providing details of this suspicion to the aforementioned agencies. You understand and agree that the record of this suspicion will then be available to other members of these agencies if they carry out credit/other checks on your name.

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Customer's Signature(s)

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Customer's Signature(s)