

ACCOUNT OPENING FORM

(Groups, Businesses and Other Entities)



PostBank
EMPOWERING YOU

Branch:		Date:	DD / MM / YYYY
Account Number:			
Account Name/Title:			
Entity Type	<input type="checkbox"/> Group/Association/CBO <input type="checkbox"/> Government Entity <input type="checkbox"/> Investment Club/SACCO <input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Non-Government Organization <input type="checkbox"/> Partnership <input type="checkbox"/> Professional Body <input type="checkbox"/> Religious body	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> VSLA <input type="checkbox"/> Others _____
Account Type:	<input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> Agent		
Currency Type:	<input type="checkbox"/> UGX <input type="checkbox"/> KES <input type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> GBP <input type="checkbox"/> Other _____		
Cheque Books:	No. of cheque books..... (Leaves)	<input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100	
Digital Service:	<input type="checkbox"/> PostOnline <input type="checkbox"/> PostMobile <input type="checkbox"/> Post Alert <input type="checkbox"/> Post E-statements <input type="checkbox"/> Others _____		

A. ENTITY DETAILS (*Information about the Group/Business)

Entity Name:		Trading Name:	
Nature of Business:		Date of registration:	DD / MM / YYYY
Country of Incorporation:		Date of incorporation:	DD / MM / YYYY
Incorporation/Reg.No. :		TIN for the entity:	
Other countries of operation		Official Contact Telephone:	
Email Address (Official):		P.O Box No. & Postal Office	
Physical Address:	City/District	Plot No., Street	
Expected Monthly Turn over:	UGX Equivalent	<input type="checkbox"/> 3m & below <input type="checkbox"/> >3m & <11m <input type="checkbox"/> 11m - 150m <input type="checkbox"/> >150m & <500m <input type="checkbox"/> >500m	
Expected Source of Funds:			

B. ACCOUNT SIGNATORY DETAILS & SIGNING MANDATE

Alone Either to sign All to sign Other arrangement as per instructions

Affix a Passport size photo here	Signatory 1 (photo)	Signatory 2 (photo)	Signatory 3 (photo)	Signatory 4 (photo)
	Signature			
Names				
Gender(F/M)				
ID No.				
Tel No.				
Email Address				
Nationality				
Tin No.				
District				
Village				
Zone				

C. SIGNIFICANT STAKE HOLDERS (SHAREHOLDER/DIRECTORS & OTHER BENEFICIAL OWNERS) INFORMATION

Please feel free to fill in an extra form incase they exceed 4. (Significant Stake Holders (Shareholder/Directors & other beneficial owners) information

1.	Full Name	
	Ownership percentage	
	NIN/passport details	
	Nationality	
	Date of birth [dd/mm/yyyy]	
	Physical Address	
	Postal address	
	Email address	
	Telephone number	
	Occupation	

2.	Full Name	
	Ownership percentage	
	NIN/passport details	
	Nationality	
	Date of birth [dd/mm/yyyy]	
	Physical Address	
	Postal address	
	Email address	
	Telephone number	
	Occupation	

3.	Full Name	
	Ownership percentage	
	NIN/passport details	
	Nationality	
	Date of birth [dd/mm/yyyy]	
	Physical Address	
	Postal address	
	Email address	
	Telephone number	
	Occupation	

4.	Full Name	
	Ownership percentage	
	NIN/passport details	
	Nationality	
	Date of birth [dd/mm/yyyy]	
	Physical Address	
	Postal address	
	Email address	
	Telephone number	
	Occupation	

D. DEPOSIT PROTECTION FUND (DPF) REQUIREMENTS

As an entity, please choose below your preferred mode of payment.

Bank Account

Mobile Money

Alternative Bank Account Details

Registered Mobile Number Details

Bank Name:

Telecom Name:

Account Name:

Registered Name:

A/C Number:

Registered Number:

E. FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA) REQUIREMENTS

Is the entity of US Origin? Yes No

(If yes fill FATCA Compliance Form)

F. PEP STATUS CONFIRMATION

Please confirm if you personally hold or you are directly related to a person (a family member or close business associate) who holds; a Senior government office (Minister–President), a Senior elective political office (LC V, Mayors(LCV level), Chairperson and Member of Parliament), A senior Public Service Office (Heads & Deputy head of a Mission, Chief Administrative Officer and Permanent Secretary), a Director (executive & Non-Executive) in any state-owned corporation, Directors of International Agencies, Member of the National Executive Committee of any political party, Senior Judicial Officers (Judges and Registrars of the High Court and above) or Senior Military Official (Major – Field Marshal) , Senior Police Officers (Assistant commissioner of Police – Inspector General of Police), Senior Prisons Officers(Commissioners and Directors), Cultural leaders (King, Queen and Prime Minister), Family members include; spouse and children.

Yes No (If yes, please fill in the PEP additional details form)

GENERAL TERMS AND CONDITIONS

1. INTRODUCTION

- 1.1. These terms set out the terms and conditions upon which we, the Bank will provide banking services to you and references to 'we', 'us', or 'our' read to mean the Bank. References to 'you' or 'your' or 'yourself' are references to the person or persons in whose names the account is held.
- 1.2. The terms and conditions are limited to providing general banking services and form a legal agreement between you and us; so please confirm that you understand all of them.
- 1.3. The terms and conditions apply to all accounts (both transactional and savings) whether opened on the date of signing these terms and conditions or on a later/prior date.
- 1.4. We reserve the right to change or amend any or all of these terms upon giving you notice in accordance with the Bank of Uganda Consumer Protection Guidelines.

2. ACCOUNT OPENING

- 2.1. By signing these terms, you guarantee the accuracy of the information submitted on this application. We shall not be held liable for any misrepresentation or any legal consequences arising from reliance on the information provided by yourself.
- 2.2. We may at our discretion decline to open an account for any applicant for an account. We are under no obligation to communicate the reason for our decision to the applicant.
- 2.3. At account opening and at any time throughout the lifetime of the account, you are agreeing to provide us with any supplementary documentation and information we may request for from time to time in order to undertake our due diligence as required.
- 2.4. You will provide us with specimen signatures of each of the persons authorized to operate your account.
- 2.5. If false or inaccurate information is provided and fraud is identified or suspected, your details may be forwarded to the relevant enforcement agencies for any further action as may be required.

3. ACCOUNT OPERATION OBLIGATIONS

- 3.1. We shall not be liable whatsoever for funds handed to Bank Tellers outside banking hours and/or outside designated banking premises or channels.
- 3.2. It shall be incumbent on you to request for and/or always acquire a duly signed deposit slip or acknowledgement receipt when you make a deposit transaction from any of our designated points of representation to aid your transaction confirmation and reconciliation.
- 3.3. You will authorize us to accept instructions signed by yourself/yourselfs.
- 3.4. We shall not make any payment out of your account to any party unless you have consented by giving instruction in accordance to the mandate held by us.
- 3.5. Any cancellation of an instruction shall be communicated to us at least one working day before the payment is due to be debited. For avoidance of doubt, the time of receipt is the time we receive the instructions not the time you send them.
- 3.6. We shall at any time freeze your account as long as there is any dispute or reason to suspect any fraud on the persons entitled to operate the same.
- 3.7. We shall at our discretion refuse to act on any instruction if.
 - We are unable to authenticate the origin of the instructions
 - The instructions are unclear, incomplete, not signed or not in the approved form.
 - The instruction would cause you to exceed authorized limits for your account.
 - Complying with the instruction would be contrary or in breach of any law/regulation applicable to us
- 3.8. We shall notify you with reasons in case we decline to honor instructions, unless if we are limited by circumstances beyond our control preventing us to give this information.
- 3.9. You shall always keep confidential your ATM Card/Password/PIN/Login credentials/phone messages, or any other security information secure to prevent any fraudulent use to them. We will not be held liable in case your password/PIN/Login credentials/phone messages are misappropriated by a third party to access and/or transact on your account.

- 3.10. Your ATM card withdraw transaction limit per day shall not exceed such amounts as determined and advised by the bank from time to time at its sole discretion.
- 3.11. You shall within 24 hours write to us if any card/PIN/security device or security details are lost or stolen or suspect to be used or accessed by an unauthorized person.

4. COMPLAINTS

We shall not be liable for any matters unless you make a complaint to us as soon as reasonably possible either verbally or in writing, through our official communication or feedback channels provided.

5. INCIDENT COMMUNICATION

- 5.1. You will communicate to us in writing in the event of any significant incident or decision alteration (such as change in signatories or signing mandate) in the general operations of your account.
- 5.2. In the unfortunate event of death of any signatory of a joint account holding, the survivor(s) undertake(s) to advise the bank in writing of such death within reasonable time. In absence of acknowledgment (in any form) of receipt of such notification, the Bank shall not be held liable for allowing continuation of operations on any affected account(s).

6. BANK CHARGES

- 6.1. We may apply charges for use of the account and for services provided to you in accordance with our prevailing tariff guide in accordance with the Consumer Protection Guidelines issued by the regulator.
- 6.2. We may apply new or revised charges to your account at least 30 calendar days after the change notice is given in print media and displayed in our designated branches and website.
- 6.3. We are mandated to debit your account for any of the following;
 - Interest on any facility granted by us at a prescribed date, unless otherwise agreed in writing.
 - All charges including but not limited to statement printing, taxes and duties and any other expense incurred in operating this account.

7. DEBIT INSTRUMENTS

- 7.1. We have the discretion to issue you with a debit card for operations of your account and to retain or cancel your instruments if there is any suspicion of fraud regarding your account.
- 7.2. We shall not be liable for any loss arising from lost or misplaced debit instruments e.g. In-house vouchers or voucher book(s) if we are not notified within a reasonable period (at most within 24 hours of its loss).

8. STATEMENTS

- 8.1. We shall provide you with free regular electronic copies of your statements onto your availed email address and upon registration on the Bank's internet banking platform, the same shall be available online. Any paper statements or additional requests will be charged in accordance with our prevailing tariff guide.
- 8.2. We shall avail your transactional information for a period of 10 years preceding the date of request in accordance with the regulations; any information required exceeding 10 years will be at our discretion.

9. DISCLOSURE OF PERSONAL DATA

- 9.1 You consent
 - i. To providing your personal data as submitted herein to PostBank Uganda Ltd for purposes of accessing financial services.
 - ii. That the Bank may in exercise of its responsibilities and in fulfilment of its mandate as a financial services provider and a regulated financial institution in compliance with the relevant laws, regulations and guidelines as issued by the Regulator or other competent authority, collect, control, process, share, exchange and/or store your personal data with its relevant business stakeholders in any part of the world.
- 9.2 Notice:

You are hereby issued notice to the effect that;

 - i. Provision of your personal data as prescribed in this form to the Bank is a mandatory legal and regulatory requirement under the Financial Institutions Act, 2004 (as amended), The Anti-Money Laundering Act, 2003 (as amended) , The Anti-Money Laundering Regulations and, The Registration of Persons Act, 2015.
 - ii. Failure to provide all the data required in this form shall be ground enough to restrict you from accessing the desired financial services from the Bank.
 - iii. Authorized Bank officials, agents ,partners and/or vendors shall have access to your personal data for purposes of delivering financial services to you and, meeting other institutional regulatory and legal obligations.
 - iv. You have a right of access to, right to request rectification and deletion of data collected before and after the collection and;
 - v. Your data shall be retained by the Bank for as long as this relationship is maintained. Upon termination of this relationship, the Bank shall retain your personal data for a minimum period of ten years.

10. INACTIVE ACCOUNTS

- 10.1. Your account will be classified as inactive if there are no customer-initiated transactions for a consecutive period of 6 months. Anytime thereafter, you may be given 14 calendar days' notice to re-activate or authorize its closure.
- 10.2. In any case, if this inactivity continues for a consecutive period of 2 calendar years the account shall be classified as dormant and, it shall be dealt with in accordance with the prevailing laws of the country.

11. CLOSING OF ACCOUNT

- 11.1. You reserve the right to give us written instructions to close your account as per the signed mandate.
- 11.2. We may terminate your account immediately if we have reasonable grounds to suspect any of the following:
 - That you provided us with false information.
 - That it is being used for illegal dealings.

12. BANKS RIGHT TO SET OFF

We may upon giving you reasonable notice, set off any sums against any indebtedness in respect of which you are liable notwithstanding

CONFIRMATION AND CONSENT:

I/We, the undersigned confirm that the information given is true and complete and agree that I/We have read and understood the above terms and conditions and hereby fully consent to be bound by them as construed and governed by the laws of Uganda.

Name	Signature	Date
		DD / MM / YYYY
		DD / MM / YYYY
		DD / MM / YYYY
		DD / MM / YYYY

FOR BANK USE ONLY

Sales Agent Name		Agent ID/PF Code	
Core Banking	Maker_Name		Signature & Date
	Checker_Name		Signature & Date
ATM cards	Maker_Name		Signature & Date
	Checker_Name		Signature & Date
Mobile/Internet	Maker_Name		Signature & Date
	Checker_Name		Signature & Date
Comments (If any)			

Generic Account Opening Requirements (All documents must be certified by the issuing authority)

Sole Proprietorship	Limited Liability Company	Partnership	Group/Clubs/Association & SACCO's
<input type="checkbox"/> Certificate of Registration <input type="checkbox"/> Statement of Particulars	<input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Memorandum and Articles of Association <input type="checkbox"/> Bank Account Resolution	<input type="checkbox"/> Cert. of Registration <input type="checkbox"/> Partnership Deed	<input type="checkbox"/> Certif. of Registration <input type="checkbox"/> Constitution or by laws <input type="checkbox"/> Resolution by governing body