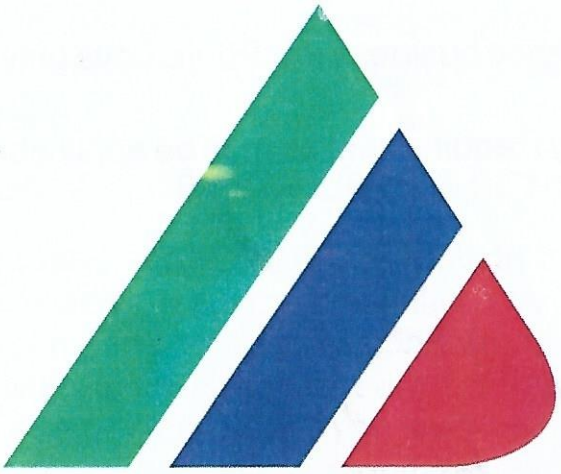
CORPORATE



DIOBU MICRO FINANCE BANK LTD

331 OLD REFINERY ROAD, ELELENWO, AKPAJO, PH.

TEL: 084-744533, Email: dmfbanking@yahoo.com

DOCUMENTATION REQUIRED FOR OPENING CORPORATE CURRENT ACCOUNT (limited Liability Companies)

1. Account Opening form duly completed. For convenience a standard mandate and Board Resolution is incorporated in the form.

2. Two (2) specimen signature cards duly completed by each signatory to the account

3. Two (2) Reference Forms, duly completed by an independent and satisfactory persons maintaining a Current Account with a bank.

4. Two (2) clear passport size photograph of each signatory to the account with their names written on the reverse.

5. Copy of certificate of Incorporation (Original to be sighted).

6. Copy of Memorandum and Articles of Association duly certified as "True Copy" by the Registrar of Companies.

7. Copy of Form C 07 - Particulars of Directors; duly certified by the Registrar of companies (Original to be sighted).

8. Copy of Certificate of Exemption from using "Limited" (Where applicable)

9. Copy of Certificate to commence business (for Public coys only)

10. Any other special Regulatory Requirement as may be applicable.

CORPORATE BOARD MANDATE & RESOLUTION

At the meeting of Directors of held at on the day of 20 the following resolutions were passed

1. APPOINTMENT OF BANKER

That Diobu Micro Finance Bank Ltd. (hereinafter called "the Bank") be and is hereby appointed bankers to the company.

2. HONOURING PAYMENT INSTRUCTIONS

That the Bank be and is hereby instructed to pay and honour all cheques, drafts or other orders expressed to be drawn on behalf of this company upon the banking account or accounts whether credit or debit, kept or to be kept in the name of this company with the said bank and all bills and promissory notes payable at the said Bank and expressed to be accepted or made on behalf of this company at any time or times, whether the banking account or accounts of this company are overdrawn by the payment thereof or are in credit or otherwise. In addition:

(a) Authority To Discount Bills & other Orders

That the Bank be instructed to discount and or negotiate for this company any bills or other commercial papers provided they have been endorsed on behalf of the company.

(b) Stop Payment Orders

That prompt notice be given to the Bank in writing of insstruction not to honour cheques, bills of exchange, promissory notes and other orders for payment of money drawn, endorsed or accepted on behalf of the company; and to indemnify the Bank for any loss arising from such non-payment.

3. CONSOLIDATION OF ACCOUNTS & SET-OFF

That the company agrees that the addition to any general lien or similar right to which the Bank as bankers may be entitled by law the Bank may at any time without notice to the company combine or consolidate all or any of the company's accounts with and liabilities to the Bank and set off or transfer any sum or sums standing to the credit of any one or more of such accounts or any other credit, be it cash, cheques, valuables, deposits, securities, negotiable instrument or other assets belonging the company with the Bank in or towards satisfaction of the company's liabilities to the Bank or any other account or in any other respect, whether such liabilities be actual or contingent, primary or collateral and several or joint

CORPORATE ACCOUNT APPLICATION FORM

Name of Company: _____

Certificate of Incorporation No: _____

Tax Identification Number: _____

Date of Incorporation: _____

Nature of Business: _____

Registered Office: _____

Correspondence Address: _____

Mailing Instruction: (1) Hold Mail (2) Mail to Correspondence Address (3) Others (Please Specify)

Telephone No (s): Telefax No (s): Telex No (s):

Account (S) with other Banks (including Diobu Micro Finance Bank Ltd.)

Bank Name and Address	Account Name and Number
1.	
2.	
3.	

DECLARATION

We request the opening of a Current Account with you and confirm that the above are true. We agree to the terms and conditions governing the operation of a current account.

Authorised Signature: _____ Date: _____ Authorised Signature: _____ Date: _____

CORPORATE ACCOUNT APPLICATION FORM

Name of Company: _____

Certificate of Incorporation No: _____

Tax Identification Number: _____

Date of Incorporation: _____

Nature of Business: _____

Registered Office: _____

Correspondence Address: _____

Mailing Instruction: (1) Hold Mail (2) Mail to Correspondence Address (3) Others (Please Specify)

Telephone No (s): Telefax No (s): Telex No (s):

Account (S) with other Banks (including Diobu Micro Finance Bank Ltd.)

Bank Name and Address	Account Name and Number
1.	
2.	
3.	

DECLARATION

We request the opening of a Current Account with you and confirm that the above are true.
We agree to the terms and conditions governing the operation of a current account.

Authorised Signature: _____ Date: _____ Authorised Signature: _____ Date: _____

4. FOREIGN EXCHANGE TRANSACTIONS

That the Bank be and is hereby instructed to act on any instructions given on behalf of this company for or in relation to or any business requiring foreign exchange including but not limited to:

(a) the purchase or sale of any foreign exchange

(b) the opening from time to time of documentary letter of credit to the intent that this shall not be a general authority but shall require specific instructions.

(c) the signing and settlement of exchange contracts

(d) the signing and obtaining delivery of merchandise against trust receipts.

NOT APPLICABLE
The company also undertakes to provide all Exchange control documents that would be required for
(a-d) above.

5. LOAN, CREDIT AND SECURITY

(a) That the company be and is hereby authorised to borrow money or be granted other credit facilities with or without security, from time to time.

(b) That with reference to any of the business or transactions of the company, the Bank is hereby instructed to accept receipts for any deeds, (including but not limited to pledge, mortgages, letter of hypothecation, guarantees, assignments, leases, power of attorney, memorandum of deposits, securities endorsements, indemnities, insurance policies, negotiable and non-negotiable instruments, Obligations or other paper or property which are expressed to be given on behalf of this company as security for money borrowed or credit obtained provided they are signed and sealed, or entered into, executed and delivered by the company.

6. COVENANT

That the company agrees:

(a) to company with and be bound by the guidelines for the time being and from time to time in force governing Current Accounts.

(b) that all funds, standing to the credit of the company's account shall be payable only on demand in writing

(c) that it will safeguard it's cheque book (s) so that unauthorised persons are unable to gain access to it, in event of which the company's account may be debited with any consequential loss arising therefrom.

I/we agree that any disagreements with entries on my/our Bank statements will be made to the Bank within 15 (fifteen) days of the date thereof, and failing which it will be assumed that the statement rendered is correct.

7. AUTHORISED SIGNATORIES

That until the Bank receives any written notice by way of the company's resolution to the contrary, the Bank is instructed to honour signature(s) appearing hereunder for all purposes on the company's account as specified below:

S/No.	Name	Title	Signatory Type
Signing Rule:			

8. COMMUNICATION OF RESOLUTION

That these resolutions be communicated to the Bank by the submission of this form to the Bank and it shall remain inforce until duly rescinded and notice thereof in writing given to the Bank by the chairman or secretary of this company.

9. DOCUMENTATION

That the undermentioned documents be furnished to the bank

(a) Copy of the Memorandum and Articles of Association of the company; duly attested

(b) Certificate of Incorporation (for inspection and return)

(c) Certificate of Exemption from using Limited (where applicable, for inspection and return)

(d) Other documents that may be desired in the ordinary course of opening a current account

Signed by us, the same having previously been entered in the minute Book, and signed therein by the Chairman and Secretary.

Dated This Day of 20

6

Chairman

Secretary

3

LETTER OR REFERENCE

The Manager
DIOBU MICRO FINANCE BANK LTD.

_____

_____

Dear Sir,

CORPORATE NAME _____

I/We wish to introduce in confidence the above named company and/or it's directors whom we have known for ____
In my/our honest opinion, they are persons to whom usual banking facilities may be safely extended

I/We maintain a current account with:

Name of Bank:_____

Address:_____

And my/our Account No. is:_____

Yours faithfully,

_____ _____

Signature Date

Name:_____

Address:_____

_____

CAUTION: IT IS NOT ADVISABLE TO INTRODUCE A PERSON WHO IS NOT WELL KNOWN TO YOU.

LETTER OR REFERENCE

The Manager
DIOBU MICRO FINANCE BANK LTD.

_____

_____

Dear Sir,

CORPORATE NAME _____

I/We wish to introduce in confidence the above named company and/or it's directors whom we have known for _____
In my/our honest opinion, they are persons to whom usual banking facilities may be safely extended

I/We maintain a current account with:

Name of Bank: _____

Address: _____

And my/our Account No. is: _____

Yours faithfully,

_____ _____

Signature Date

Name: _____

Address: _____

CAUTION: IT IS NOT ADVISABLE TO INTRODUCE A PERSON WHO IS NOT WELL KNOWN TO YOU.

FOR BANK USE ONLY

1.	Documents Obtained	Yes	Deferred	Waived
a)	Copy of Memo & Articles of Association			
b)	Copy of Certificate of Incorporation			
c)	Copy of Certificate of Exemption from using Ltd			
d)	Completed Signature Cards (2)			
e)	Reference forms (2)			
f)	Board Resolutions			
g)	Certified True copy of Form Co7- Particulars of Directors			
h)	Others			
2)	Search Report Date Requested Date Received Remark			
3)	Deferral/Waiver of Documents Authorised by: Name: Signature			
4)	Account Opening Authorised by: Name: Signature			
5)	Documentation Review CSU: Name: Signature			

PASSPORT PHOTOGRAPH (S).

DIOBU MICRO FINANCE BANK LTD

15B BISHOP BARA-HART STREET PORT HARCOURT

SIGNATURE CARD
CURRENT ACCOUNT

Account No.

Account Name:_____

Office Address:_____

Residential Address:_____

Occupation:_____ Telephone No (S):_____

Name/Position (in full)	Signatory Type	Signature
1. Name Position		
2. Name Position		
3. Name Position		
Signature Mandate:		

A/O Initial/ Date: Yr:	CSU Initial/ Date: Yr:	Date/AC Opened Date: Yr:

Company stamp required? Yes/No

see back for additional spare

DIOBU MICROFINANCE BANK LIMITED

RC:382491

DIOBU MICROFINANCE BANK LIMITED

CUSTOMER BASIC INFORMATION REPORT-BIR/KYC

This is administered on all customers before an account is opened with the bank.

ACCOUNT NO: NAIRA A/C.....

DOM. A/C.....

DOM. A/C.....

NAME (SURNAME FIRST).....TITLE.....

DATE OF BIRTH.....MARITAL STATUS.....

MOTHER'S MAIDEN NAME.....

NAME OF SPOUSE.....NO OF CHILDREN.....

L.G.A.....

ADDRESS(HOME).....

STATE.....

NATIONALITY.....TIN.....

TEL NO.....INT'L PASSPORT/DRIVER'S LICENSE/VOTER'S CARD.....

ID NO.....E-MAIL ADDRESS.....

GENDER.....OCCUPATION.....

JOB TITLE.....ARE SELF EMPLOYED?.....YES.....NO.....

IF SELF EMPLOYED, STATE NAME OF COMPANY.....

ADDRESS.....

BANK VERIFICATION NO.....NIN.....

WHO INTRODUCE YOU TO MICROFINANCE BANK.....

NEXT OF KIN INFORMATION

NAME.....

RELATIONSHIP .....PHONE NO.....

HOME ADDRESS.....

OFFICE ADDRESS.....

E-MAIL.....LGA.....

STATE.....

SOURCES OF INCOME(PLEASE SPECIFY VOLUME).....

SALARY.....INVESTMENT.....

RETIREMENT BENEFIT.....

PROPERTY RENTAL.....DIRECTOR'S FEE.....

WILL YOU USE THE ACCOUNT FOR BUSINESS TRANSACTIONS.....

IF YES, SPECIFY NATURE OF BUSINESS.....

ARE YOU INVOLVE IN ANY KIND OF IMPORTATION OR EXPORTATION.....

LIST COUNTRIES OF IMPORT/EXPORT.....

ACCOUNT HOLDER .....SIGN/DATE.....

FOR BANK USE

KNOW YOUR CUSTOMER(KYC).

NAME.....

ADDRESS.....

COLOUR OF BUILDING.....

LAND MARK.....

RELATIONSHIP MANAGER.....

The Manager
Diobu Microfinance Bank Limited
331 Old Refinery Road, Elelenwo Port Harcourt

INDEMNITY FOR HONOURING INSTRUCTIONS SENT VIA ELECTRONIC MEANS

In consideration of you, **DIOBU MICROFINANCE BANK LIMITED** agreeing to honour my instructions, including fund transfer instructions and act upon any instructions, communications and documents sent by facsimile (fax),telephone, email, letters issued according to my/our mandate as I/We may from time to time advise you in writing, I/We, …… with Account Number …… Hereby confirm and declare that:

1. The Bank is authorized to accept and act upon any instructions, communications and documents sent electronically by facsimile(fax), telephone, e-mail and letters issued accordingly to my/our mandate, Phone Number:…… E-mail:……
2. I/We hereby irrevocably undertake to indemnify the bank and hold it harmless from and against all costs (including without limitation legal fees and expenses, claims, losses, liabilities, damages and proceedings) whatsoever that the banks may suffer or incur or that may arise as a result of the bank's accepting or acting upon such instructions, communication or documents. Furthermore, I/We hereby irrevocably release the bank from all liability in the event that any telephone, email, facsimile transmission or letter is not received, or is mutilated, altered, illegible or interrupted, duplicated, incomplete, unauthorized, or delayed for any reason.
3. In the event that I/We suffer any loss as result of your honouring such instructions I/We shall have no claim or redress against you.
4. I/We hereby agree to pay all fees and charges which the bank may impose from time to time in connection with these services in the manner stipulated by the Bank.
5. It is not my/our intention that the instruction referred to the above should be confirmed in writing or by telephone and I/We hereby ratify and confirm all that you shall do on my behalf by virtue of such instructions provided only that you acted only in good faith.
6. The bank shall have absolute discretion, for any reason whatsoever, to act or not to act upon documentation received by facsimile, e-mail or letters or instructions received by telephone and/or to request verification of documents and instructions received by such means.

Dated this ---------- day of ---------- 202_

Authorized Signatory Authorized Signatory

In the case of a non-corporate entity:

Name:

Signature:

Date: