WEB PRINT

Amãna Bank

# ACCOUNT OPENING MANDATE
## SOCIETIES/ CLUBS/ ASSOCIATIONS

The Manager,
Amãna Bank,
_____Branch

Date D D M M Y Y Y Y

Account No.

We request you to open an account as per details given below.

**Note: Please write in clear block CAPITALS. Mark (✓) where applicable and strike off sections that are not applicable / empty and sign after reading the General Terms and Conditions of which this application will form an integral part.**

## TYPE OF ACCOUNT

☐ Society ☐ Club ☐ Association ☐ Other _____ (Specify)

☐ Current ☐ Savings ☐ Term Investment ☐ Other _____ (Specify)

## DETAILS OF BUSINESS

**Name of the Institution :**

**Registered Office Address :**

**Correspondence Address :**
(If different from above)

**Nature of Activity :**

**Registration No. :** | **Date of Registration :** D D M M Y Y Y Y | **Tax File / TIN No. :**

**Telephone No. :** Office | Contact Mobile | **Fax No. :**

**E-mail Address :** | **Website :**

## FOR TERM INVESTMENT ONLY

**Investment Period :** ☐ 1 Month ☐ 3 Months ☐ 6 Months ☐ 12 Months ☐ Other _____ (Specify)

**Profit Payment :** ☐ Paid at Maturity (for 1 / 3 / 6 / 12 / ___ month/s deposits) ☐ Paid Monthly (for 12 months deposits)

**Please credit/remit profits at maturity/monthly to :**

Name of Bank and Branch | Account No. | Account Name

If specific instructions are not received by you regarding the re-investment or return of the monies prior to the date of maturity, you are hereby authorised to re-invest the said monies for a similar period on Terms and Conditions prevailing at the time of maturity of the Term Investment.
**NOTE:** Profits cannot be credited/remitted to any account other than those in the Name of the Society / Association / Club

## SOURCE OF FUNDS

**Initial Deposit Amount :** | **Source of Funds :**

**Mode of Deposit :** ☐ Cash ☐ Cheque No. _____
☐ Debit our Account No. _____

Signature of Account Holder/s

## CORRESPONDENCE

| | | | | |
|---|---|---|---|---|
| **Statement Frequency** | for Current Account | ☐ Monthly | ☐ Quarterly | ☐ Bi Annually |
| | for Savings Account | ☐ Quarterly | ☐ Bi Annually | |
| **Mode of Dispatch** | ☐ by Post | ☐ by E-mail (Please fill E-Statement Registration Form) | ☐ Collect at branch | |

**Co. Reg. No. PB 3618**

## EXISTING ACCOUNTS MAINTAINED WITH AMÃNA BANK

| Account No. | Account Type | Name of Account Branch |
|---|---|---|
| Account No. | Account Type | Name of Account Branch |

## ACCOUNTS HELD IN OTHER BANKS

| Account Type | Name of Bank | Branch |
|---|---|---|
| Account Type | Name of Bank | Branch |

## INSTRUCTIONS TO BANK

**We authorise the Bank to act on instructions given by us by Facsimile message/ E-mail or other similar medium**

☐ Yes - Duly completed Indemnity form is attached ☐ No

## CHEQUE BOOK REQUISITION (for Current Accounts only)

**Please issue us a cheque book with :** ☐ 25 Leaves ☐ 50 Leaves ☐ 100 Leaves

## OPERATING INSTRUCTIONS

| | |
|---|---|
| **Signature Requirement :**<br>(Specify) | |

We confirm that the details given above are correct and hereby agree and undertake to comply with the Rules, Terms and Conditions of Amãna Bank Limited for the operation of the account/s.
We hereby agree to notify Amãna Bank Limited immediately in writing of any change in any of the foregoing particulars.

## DETAILS OF OFFICE BEARERS/ COMMITTEE MEMBERS

Full Name : _____
Address : _____
_____
NIC No. : _____ Official Position : _____
Tel No. : _____ E-mail : _____

Signature (Under Rubber Stamp)

Full Name : _____
Address : _____
_____
NIC No. : _____ Official Position : _____
Tel No. : _____ E-mail : _____

Signature (Under Rubber Stamp)

Full Name : _____
Address : _____
_____
NIC No. : _____ Official Position : _____
Tel No. : _____ E-mail : _____

Signature (Under Rubber Stamp)

Full Name : _____
Address : _____
_____
NIC No. : _____ Official Position : _____
Tel No. : _____ E-mail : _____

Signature (Under Rubber Stamp)

## RESOLUTION

To: Amãna Bank Limited

_____

At the meeting of the Committee of _____ (hereafter called 'the Institution') duly held at _____ on the ____ / ____ / 20___ the following resolutions were passed.

1. That a/the Current / Savings / Term Investment Account be opened/continued* with Amãna Bank Limited and any other account or accounts as may be subsequently directed by any _____ of the members of the Committee or by _____.

2. That the Bank be instructed to honour and comply with all cheques, promissory notes and other orders drawn, and all bills accepted on behalf of the Society/Club/Association, whether the current account be in credit or overdrawn, to comply with all directions given for or in respect of any account or accounts of any kind whatsoever on behalf of the Society/Club/Association, and to accept and act upon all receipts for monies deposited with or owing by the Bank on any account or accounts in the name of the Society/Club/Association provided that such cheques, promissory notes, orders, bills, directions or receipts are signed by any _____ of the members of the Committee or by _____and such signature/s shall be sufficient authority and bind the Society/Club/Association in all transactions between the Bank and the Society/Club/Association.

3. That any _____ of the members of the Committee or _____ be authorised to withdraw and deal with any of the Society's/ Club's/Association's securities or properties or documents of title thereto which may be deposited with the Bank for safe custody or in safe deposit from time to time, whether by way of security or otherwise.

4. That any _____ of the members of the Committee or _____ be authorised to arrange with the Bank for obtaining any financial assistance to the Society/Club/Association including the issue of guarantees by the Bank from time to time as required, and sign on behalf of the Society/Club/Association form of deposit and withdrawal, Memorandum of Deposit, Letter of Trust, Mortgage, Hypothecation and Pledge relating to any securities and/or documents of title relating thereto to secure the said advances, obligations, undertakings, instructions, guarantees, indemnities, counter indemnities, and other documents which may be required by you in connection with the aforesaid facilities.

5. That in the absence of any directions to the contrary, all accounts subsequently opened shall be operated and dealt with upon the terms set out above insofar as the same may be applicable.

6. That the Bank be forthwith supplied with a copy of the Rules of the Society/Club/Association and of each amendment thereto as soon as the same has been made.

7. That our relationship with the Bank shall be subject to the Bank's 'General Terms and Conditions' and in confirmation thereof a copy of same has been duly signed by our authorised signatories.

I hereby certify that the foregoing are true copies of the Resolutions entered in the Minute Book and are in accordance with the Rules of the Society/Club/Association.

Dated this _____ day of _____ 20___

_____ _____

Chairman of the Meeting Secretary of the Society/Club/Association

**N.B. ALL AMENDMENTS MUST BE INITIALLED BY THE CHAIRMAN OF THE MEETING**

## INTRODUCTION (for Current Accounts only)

**I certify that I am well acquainted with the above applicants for the past _____ years and I confirm and further certify that the above applicant is suitable to open and maintain a current account with Amãna Bank.**

**I provide this introduction as;**

☐ an Account Holder of Amãna Bank and my account number is _____

☐ a Company Director of _____

☐ a person holding a senior position in a government/ semi government establishment named

_____

Name _____ NIC/Passport/DL No._____

Address _____

Designation _____ Tel No. : Res _____ Off _____ Mob _____

Signature

Date _____

## FOR BANK USE ONLY

**Documents to be obtained**

| | | | |
|---|---|---|---|
| Completed Account opening mandate | ☐ | Certified copy of the Registration Certificate | ☐ |
| Certified copy of Rules / Constitution | ☐ | Copies of the National Identity Card/ PP/ DL | ☐ |
| Certified copy of the extracts of the meeting minutes where Office Bearers were elected | ☐ | Copy of the minutes of the meeting where it was resolved to open an account with Amãna Bank | ☐ |
| Specimen Signature Card | ☐ | KYC Form | ☐ |
| Copy of the Address verification document | ☐ | Other _____ | ☐ |

_____ (Specify document submitted)

| **Account Canvassed by** | Employee Name | Employee No. | Branch |
|---|---|---|---|

**For Term Investment Account only**

Term Investment Certificate No. : ☐☐☐☐☐☐

Certificate Issued on : D D M M Y Y Y Y

Investment Txn No. : ☐☐☐☐☐☐

**Priority :** ☐ Ordinary ☐ Prime ☐ VIP

**CIF Type :** ☐☐☐ **Economic Sector :** ☐☐☐

**Division :** ☐☐☐ **Department :** ☐☐☐

**Account Type :** ☐☐☐☐☐☐

***for Branch Approval***

Account Opened on :

D D M M Y Y Y Y

Account Opened by | Authorised Officer | Audited by

***for Central Operations***

Received Date :

D D M M Y Y Y Y

| | | | | | |
|---|---|---|---|---|---|
| CIF Completed | ☐ | Documents Checked | ☐ | Standing Orders Setup | ☐ |
| Mandates Completed | ☐ | Signature Scanned | ☐ | Statements Setup | ☐ |

Data Input by | Authorised Officer | Authorised Officer | Audited by