



**DETAILS OF SOLE PROPRIETOR / PARTNERS**

<b>Full Name :</b>				
<b>Address :</b>				
<b>NIC / PP No. :</b>	<b>Date of Issue :</b>	<b>Contact Details :</b>	Residence	Mobile
<b>Designation :</b>	<b>Ownership Percentage (%) :</b>		E-mail Address	
<b>Full Name :</b>				
<b>Address :</b>				
<b>NIC / PP No. :</b>	<b>Date of Issue :</b>	<b>Contact Details :</b>	Residence	Mobile
<b>Designation :</b>	<b>Ownership Percentage (%) :</b>		E-mail Address	
<b>Full Name :</b>				
<b>Address :</b>				
<b>NIC / PP No. :</b>	<b>Date of Issue :</b>	<b>Contact Details :</b>	Residence	Mobile
<b>Designation :</b>	<b>Ownership Percentage (%) :</b>		E-mail Address	
<b>Full Name :</b>				
<b>Address :</b>				
<b>NIC / PP No. :</b>	<b>Date of Issue :</b>	<b>Contact Details :</b>	Residence	Mobile
<b>Designation :</b>	<b>Ownership Percentage (%) :</b>		E-mail Address	

**EXISTING ACCOUNTS MAINTAINED WITH AMĀNA BANK**

Account No.	Account Type	Name of Account Branch
Account No.	Account Type	Name of Account Branch

**ACCOUNTS HELD IN OTHER BANKS**

Account No.	Account Type	Name of Bank & Branch
Account No.	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 :**     Proprietor     Anyone of us     All of us     Other \_\_\_\_\_(Specify)

**DECLARATION**

I/We, the undersigned, being the sole proprietor / individual partners trading or practising under the name of \_\_\_\_\_ hereby request you to open a Current Account / Savings Account / Term Investment Account in the name of the said firm and authorise you, until you receive notice in writing from me/any one of us to the contrary.

- a.) To debit to such current account/s all cheques, orders to pay, bills of exchange and promissory notes accepted or made by an authorised signatory or signatories of the business and to carry out any instructions of an authorised signatory or signatories of the business in connection with the said account notwithstanding that any such debiting or carrying out of instructions may cause such account to be overdrawn or any overdraft thereon to be increased but without prejudice to your right to refuse to allow any overdraft or increase of overdraft, and I/we agree that you allow the account of the business to be overdrawn at such costs or fees and charges as the Bank may determine notwithstanding that there is no arrangement between me/us and the Bank for overdraft facilities or that the debiting of the business account may cause any arrangements for overdraft facilities between me/us and the Bank to be acceded.
- b.) To honour any orders to withdraw any or all monies on any deposit or other account in the name of the firm or instructions to deliver or dispose of any securities or other properties whatsoever held by you for the account of the firm.
- c.) To honour any requests to grant overdraft, loan or other credit facilities or accommodation for the firm, and by way of security to accept as duly signed or executed on behalf of the firm any document creating or evidencing any charge, mortgage or pledge over or in respect of any securities, deeds or other properties held by you for the firm

I/We agree that I/we shall be individually / jointly and severally responsible for any overdraft, loan or other credit facilities or accommodation which shall be granted to the firm, fees, commission and other banking charges and expenses.

I/We authorize you at any time in your discretion and without notice to me/any of us to exercise right to set-off on any balance standing to the credit of the account/s, and apply all or any part thereof upon any indebtedness matured or prematured, which may then be owing to you by me/any of us, the amount so applied being set-off against a corresponding amount of such indebtedness.

In the event of any alteration in the constitution of our firm, due notice in writing will be binding on the sole proprietorship/ partnership if given in the firm's name by any one of the signatories hereto.

This mandate of authority and my/our liability hereunder shall be continuing notwithstanding any change in the constitution of my/our firm or in the membership of the firm, by reason of the bankruptcy, retirement or disability of any partner or the admission of a new partner or partners.

I/We agree that my/our relationship with you shall be subject to your 'General Terms and Conditions' and in confirmation thereof I/we hand you herewith a copy of same duly signed by me/us.

I/ We confirm that the details given above are correct and hereby agree and undertake to comply with the rules, terms and conditions of Amāna Bank Limited for the operation of the Savings / Current / Term Investment Account/s.

I/ We hereby agree to notify Amāna Bank Limited immediately in writing of any change in any of the foregoing particulars.

**Signature (Under Rubber Stamp)**

Name : \_\_\_\_\_

**Signature (Under Rubber Stamp)**

Name : \_\_\_\_\_

**Signature (Under Rubber Stamp)**

Name : \_\_\_\_\_

**Signature (Under Rubber Stamp)**

Name : \_\_\_\_\_

**Date :** \_\_\_\_\_

**INTRODUCTION (for Current Accounts only)**

I certify that I am well acquainted with the above person/s for the past \_\_\_\_\_ years and I confirm and further certify that the above person/s are suitable to open and maintain a current account with Amāna Bank.

I provide this introduction as;

an Account Holder of Amāna 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          | <input type="checkbox"/> | Specimen Signature Card       | <input type="checkbox"/> |
| Copy of NIC/PP/DL of Proprietor / Partners | <input type="checkbox"/> | KYC Form                      | <input type="checkbox"/> |
| Copy of Address Verification Document      | <input type="checkbox"/> | Copy of Business Registration | <input type="checkbox"/> |
| _____ (Specify document submitted)         |                          | Other _____                   | <input type="checkbox"/> |

<b>Account Canvassed by</b>	Employee Name	Employee No.	Branch
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<p><b>For Term Investment Account only</b></p> <p>Term Investment Certificate No. : <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p>Certificate Issued on : <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p>Investment Txn No. : <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p>	<p><b>Priority :</b> <input type="checkbox"/> Ordinary <input type="checkbox"/> Prime <input type="checkbox"/> VIP</p> <p><b>CIF Type :</b> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p><b>Division :</b> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p><b>Account Type :</b> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p><b>Economic Sector :</b> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p><b>Department :</b> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p>
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*for Branch Approval*

Account Opened on :

_____	_____	_____
Account Opened by	Authorised Officer	Audited by

*for Central Operations*

Received Date :	CIF Completed <input type="checkbox"/>	Documents Checked <input type="checkbox"/>	Standing Orders Setup <input type="checkbox"/>
<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Mandates Completed <input type="checkbox"/>	Signature Scanned <input type="checkbox"/>	Statements Setup <input type="checkbox"/>
_____	_____	_____	_____
Data Input by	Authorised Officer	Authorised Officer	Audited by