

Customer's Name: _____

	New Customer Relationship Opening Requirements (Face to Face)	Maker	Checker	Operations
1	Account initiation documents (Originals Only) Forms must be completed in full. Forms to be signed and dated by the appropriate staff members.	Initial	Initial	Initial
1.1	Completed Customer Information Form (New Customer)			
1.2	FCUBS screendump of system search to determine if the customer has any existing relationship with the bank (search by first name, middle name and last name)			
1.3	Complete Account Opening Application Form			
1.4	Signing Mandate			
1.5	Signature Card			
1.6	Signed Consent Clause			
1.7	Nature of Business Relationship			
1.8	Thumb Prints of the Signatories (Right and Left hand thumb prints)			
Note - Remind customer to make an initial deposit once the account has been opened.				
2	Proof of identification for the Club/ Society/ Association. (Copy verified as a true copy of the original by a BancABC Official or Copy certified by an Advocate, Notary or Commissioner for Oaths or Copy certified by the issuing authority) Identification Proof must have a legible date stamp with the date of receipt by the Bank.	Initial	Initial	Initial
2.1	The identifying name of the Club/ Society/ Association			
2.2	Registration Certificate			
2.3	Copy of the Rules/ By-Laws/ Constitution of the Club/ Society/ Association			
2.4	Physical address of the Club/ Society/ Association			
2.5	List of members of the Managing Committee of the Club/ Society/ Association			
2.6	Resolution of the Managing committee or Board to open an account with BancABC and operating instructions			
2.7	Latest audit report and accounts of the Club/ Society/ Association or Detailed, dated and signed call report issued by the Bank's official(s)			
3	Proof of identification for the members and managing committee of the Club/ Society/ Association. Take account of the Ultimate Beneficial Owners (UBO) (Copy verified as a true copy of the original by a BancABC Official or Copy certified by an Advocate, Notary or Commissioner for Oaths or Copy certified by the issuing authority) Identification Proof must have a legible date stamp with the date of receipt by the Bank.	Initial	Initial	Initial
	Valid Passport			
	Or Voter Registration Card (New)			
	Or Valid Driving License (New)			
	Or Local Government Letter			
	Or Residence ID (Kitambulisho cha Makazi)			
	Or Employee Identity Card (accompanied by a letter from the employer)			
	Or National Identity			
	With For foreign nationals, permits are required if resides in Tanzania			
	And Two current color passport photos.			
	Incase for an entity, trust or partnership holding 5% or more of the voting rights at a general meeting of the concerned Club/ And Society/ Association, refer to respective checklists for identification			
4	Proof of Current Residential Address for the members and managing committee of the Club/ Society/ Association. Take account of the Ultimate Beneficial Owners (UBO) (Original or Copy verified as a true copy of the original by a BancABC Official or Copy certified by an Advocate, Notary or Commissioner for Oaths or Copy certified by the issuing authority) Residential Address Proof must have a legible date stamp with the date of receipt by the bank.	Initial	Initial	Initial
	Utility Bill e.g. Water (Dawasco) Electricity (Tanesco), Land Rent Notice/Receipt.			
	Local Government Letter Or The letter shall be addressed to BancABC			
	Or Residential Identity/License (Kitambulisho cha Makazi)			
	Affidavit from the landlord Or Must be administered by the proper authorities i.e. Magistrate, Advocate or Notary Public/Commissioner for Oaths			
	Valid lease agreement Or Must be in the name of the customer, lease document must be signed by both lessor and lessee (Customer) and be within the term of the lease period .)			
	Bank Statement with Street, Plot and Block address or Bank confirmation Or Confirmation of address on a Bank letterhead by a Bank official holding a supervisory position or more.			
	Certificate of Title. Or A copy of the CT shall be verified as a true copy of the original by a BancABC Official that receives the document .			
	BancABC confirmation Or A detailed Map with direction must be indicated. Full Name of Staff member, Designation of Staff member, date of visit to be clearly written on the map and signed by the staff member.			
	For married couples – where the address verification is in the name of the spouse the address can be verified by any of the above documents; Or - Plus a certified copy of the marriage certificate .			
	TIN Or A copy of new issued TIN with physical location A confirmation from a lawyer/employer Or For the case of lawyer, it must have a stamp and be duly signed. From the employer, it must be on a letterhead, stamped and duly signed by the authorised person			
5	Related Parties (if applicable) Power of Attorney, Curators or any other person who has authority to act or transact on behalf of the customer.	Initial	Initial	Initial
	Proof of authority to transact or act on behalf of customer			
with	Proof of identity, Drivers Licence or passport for foreign nationals of the Related Party			
with	For foreign nationals, permits are required if Related Party resides in Tanzania			
and	Address verification for Related Party (using one of the address verification alternative applicable above			
Note - source of income or funds information is not required for related parties				

Maker: _____ d d / m m
Name Signature Date

Checker: _____ d d / m m
Name Signature Date

Operations: _____ d d / m m / y y y y
Name Signature Date