



LOANS | INVESTMENTS | SOLUTIONS

# INVESTMENT APPLICATION FORM

## Individual & Joint

BANK OF GHANA LICENCE No. FNB-0015

Tel.: 0302 218 444 Toll free 0800 123 123

[www.ndkfinancialservices.com](http://www.ndkfinancialservices.com)

Passport Photo

# INVESTMENT APPLICATION FORM

Please use block letters and fill in the form as completely and accurately as possible, to aid our successful processing of the application.

## Personal (1st Applicant)

Name of Applicant	<input type="text"/>		
Previous names (if any)	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Nationality	<input type="text"/>	Marital Status	<input type="text"/>
Postal Address	<input type="text"/>		
Email Address	<input type="text"/>	Contact No.	<input type="text"/>
Residential Address	<input type="text"/>		
Length of stay at Current Address	<input type="text"/>	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented <input type="checkbox"/> Family House <input type="checkbox"/> Lease/Mortgage
Res. Address Abroad (If Applicable)	<input type="text"/>		
Proof of Address	<input type="checkbox"/> ECG Bill	<input type="checkbox"/> Tel. Bill	<input type="checkbox"/> Water Bill <input type="checkbox"/> Tenancy Agreement
Valid ID Type	<input type="text"/>	ID No.:	<input type="text"/>

## Current Employment Information

Name of Current Employer	<input type="text"/>		
Postal Address	<input type="text"/>		
Office Address	<input type="text"/>		
Email / Website Address	<input type="text"/>		
Contact No./s	<input type="text"/>		
Present Position/ Department	<input type="text"/>	Date of Employment	<input type="text"/>
Wage / Monthly Earnings	<input type="checkbox"/> Less than GHS1,000	<input type="checkbox"/> GHS 1,000 – 5,000	<input type="checkbox"/> GHS 5,000 – 10,000 <input type="checkbox"/> Above GHS 10,000

## Particulars of Spouse (If Married)

Name	<input type="text"/>		
Postal Address	<input type="text"/>		
Residential Address	<input type="text"/>		
Office Address	<input type="text"/>		
Contact No./s	<input type="text"/>		

## Next of Kin

Name	<input type="text"/>		
Relationship	<input type="text"/>	Date of Birth	<input type="text"/>
Postal Address	<input type="text"/>		
Residential Address	<input type="text"/>		
Contact No./s	<input type="text"/>		

### Information on Associated Business (If Applicable)

Name of Business	<input type="text"/>	
Type of Business	<input type="text"/>	
Line of Business	<input type="text"/>	
Business Address	<input type="text"/>	
Percentage Shareholding	<input type="text"/>	Other Shareholders <input type="text"/>

### FOR UNITED STATES (US) NATIONALS

Are you a US National?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a US Resident Alien?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have investments / intend to invest in Ghana?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, (to any of the above) do you file us taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, please explain	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
How did you find out about us?	<input type="checkbox"/> Family	<input type="checkbox"/> Friends	<input type="checkbox"/> Publication	<input type="checkbox"/> Other <input type="text"/>

### JOINT ACCOUNTS ONLY

Passport Photo	<b>Personal (2nd Applicant)</b>	
	Name of Applicant	<input type="text"/>
	Previous names (if any)	<input type="text"/>
	Date of Birth	<input type="text"/>
	Place of Birth	<input type="text"/>
	Nationality	<input type="text"/>
	Marital Status	<input type="text"/>

Postal Address	<input type="text"/>		
Email Address	Contact No.	<input type="text"/>	
Residential Address	<input type="text"/>		
Length of stay at Current Address	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented	<input type="checkbox"/> Family House <input type="checkbox"/> Lease/Mortgage
Res. Address Abroad (If Applicable)	<input type="text"/>		
Proof of Address	<input type="checkbox"/> ECG Bill	<input type="checkbox"/> Tel. Bill	<input type="checkbox"/> Water Bill <input type="checkbox"/> Tenancy Agreement
Valid ID Type	<input type="text"/>	ID No.:	<input type="text"/>

### Current Employment Information

Name of Current Employer	<input type="text"/>		
Postal Address	<input type="text"/>		
Office Address	<input type="text"/>		
Email / Website Address	<input type="text"/>		
Contact No./s	<input type="text"/>		
Present Position/ Department	Date of Employment	<input type="text"/>	
Wage / Monthly Earnings	<input type="checkbox"/> Less than GHS1,000	<input type="checkbox"/> GHS 1,000 – 5,000	<input type="checkbox"/> GHS 5,000 – 10,000 <input type="checkbox"/> Above GHS 10,000

**Particulars of Spouse (If Married)**

Name

Postal Address

Residential Address

Office Address

Contact No./s

**Next of Kin**

Name

Relationship  Date of Birth

Postal Address

Residential Address

Contact No./s

**Information on Associated Business (If Applicable)**

Name of Business

Type of Business

Line of Business

Business Address

Percentage Shareholding  Other Shareholders

**Investment at NDK**

Amount GHC (Figures)

Amount GHC (Words)

Duration  3 Months  6 Months  1 Year

Roll Over on Maturity  Yes  No  Principal Only  Interest Only  Principal & Interest

Source of Funds (Primary)

Source of Funds (Secondary)

**Transaction Alerts**  SMS Alert  Email Alert **Statement Preferences**  Email  Collection at Branch

**FOR UNITED STATES (US) NATIONALS**

Are you a US National?  Yes  No      Are you a US Resident Alien?  Yes  No

Do you have investments / intend to invest in Ghana?  Yes  No      If Yes, (to any of the above) do you file us taxes?  Yes  No

If No, please explain

How did you find out about us?  Family  Friends  Publication  Other

## TERMS AND CONDITIONS OF NDK FINANCIAL SERVICES LIMITED'S INVESTMENT ACCOUNT

### A. YOUR INVESTMENT

You are obliged to periodically (where there occurs a change in any information provided herein including your contact information) update your records with us to ensure accuracy of your information with us at all times.

All notices and letters will be sent to the address provided by you and will be considered duly delivered and received at the time it is delivered at the stated address (if hand delivered), or seven days after posting.

Your investment shall be considered immediately cancelled when deposits made with cheques are returned or dishonored. It is your responsibility to contact us to rectify the situation should this occur.

Power of Attorney/Letters of Authorization/Authority Notes duly signed by you are required in order for transactions to be conducted by any individual on your behalf.

### B. PRIVACY POLICY

We define your "personal information" as information that can be associated with a specific person and can be used to identify that person.

We store and process your personal information on our computers and we protect it by maintaining physical, electronic and procedural safeguards in compliance with applicable Bank of Ghana regulations. We use computer safeguards such as firewalls and data encryption, we enforce physical access controls to our buildings and files, and we authorize access to personal information only for those employees who require it to fulfil their job responsibilities.

We would therefore like to assure you that the details of your investments with us are kept confidential. Your privacy is a priority which we respect and maintain.

### C. DISCLAIMER / INDEMNITY CLAUSE

NDK Financial Services Limited shall not be liable for funds deposited by you which are subsequently found to have been derived from illegal sources or activities.

You hereby confirm that the funds deposited are not derived from any illegal sources or activities and consequently indemnify NDK against any liability, loss or damage incurred as a result of the funds deposited with NDK.

### Declaration

**I /We certify that the information herein provided and the documents supplied are true to the best of my knowledge. I/We further undertake to indemnify NDK for any loss suffered as a result of any false information or error in the information provided.**

1st Applicant's Signature

Date of Application

2nd Applicant's Signature

Date of Application

1. REQUIREMENT CHECKLIST

S/N	Documents Required Original IDs/Documents must be seen	Checked	Deferred	Waived	N/A
001	Duly Completed Account Opening Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
002	Recent Passport-Sized Photograph	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
003	Resident Permit and Non-Citizen Ghanaian National ID Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
004	Proof of Identity: National ID / Voters ID/ Passport / NHIS / Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
005	Proof of Address: Water Bill / Electricity Bill / Telephone Bill / Tenancy Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
006	Letter from Employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. AUTHENTICATION FOR POLITICALLY EXPOSED PERSONS

Is the applicant a Politically Exposed Person (PEP) or associated with PEP?  Yes  No

If the customer is closely associated, state the relationship

KYC / Risk Profile  Low Risk  Medium Risk  High Risk

3. ACCOUNT OPENED BY

Name

Signature

Date

4. INITIAL DEPOSIT

Amount

Cash  Cheque  Draft  Transfer

5. AGREED INTEREST RATE

6. DEFERRAL / WAIVER OF DOCUMENT (IF ANY) AUTHORISED BY

Name

Signature

Date

7. DOCUMENTS VERIFICATION CARRIED OUT BY

Name

Signature

Date

8. ACCOUNT OPENING AUTHORISED BY

Name

Signature

Date

9. FOR HIGH RISK CUSTOMERS, refer to Internal Audit / Compliance for Approval

Name

Signature

Date