



LOANS | INVESTMENTS | SOLUTIONS

INVESTMENT APPLICATION FORM

Sole Proprietorship

BANK OF GHANA LICENCE No. FNB-0015

Tel.: 0302 218 444 Toll free 0800 123 123

www.ndkfinancialservices.com

Passport Photo

INVESTMENT APPLICATION FORM

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

1. Applicant's Details

Name of Applicant

Previous names (if any)

Date of Birth Profession

Trading / Operating as

Nature of Business

Business Registration No. and Date

VAT No. TIN

Valid ID Type ID No.

Present Office Location

Office Occupied Since Owned Rented Tenancy Expiry

Postal Address

Email Website

Contact No.s

Details of Residential Address of Proprietor (if different from Office)

Address

Occupied Since Owned Rented Tenancy Expiry

Details of Landlord/lady (If Office premises is being rented)

Name

Postal Address

Contact No.s

2. Next of Kin

Name

Relationship Date of Birth

Home Address

Employer's Name and Address

Contact No./s

3. Accountants / Auditors

Accountants / Auditors

Detailed Physical Address

Contact No.

4. Particulars of Management Staff

Name

Position

Date of Appointment

A

B

C

5. Employees

No. of Employees (Total)

Management

Senior

Junior

6. Particulars of Bankers

A

B

C

Name of Bank

Branch

Account No.

7. Particulars of Authorised Signatories

Name

Position

A

B

C

8. Financial Interests

Do you have Financial Interest in other Business / Company?

Yes

No

If Yes, please provide the information below

Name of Business / Company

A

B

C

Are you a Director in any Company?

Yes

No

If Yes, please provide the information below

Name of Company

Date of Appointment

A

B

C

9. Investment at NDK

Amount GHC

Amount (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

How did you find out about us?

Family

Friends

Publication

Other

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

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

Signature

Date of Application

1. REQUIREMENT CHECKLIST

| S/N | Documents Required Original IDs/Documents must be seen | Checked | Deferred | Waived | N/A |
|-----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 001 | Certificate of Registration of Business Name | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 002 | Form 'A' | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 003 | Completed Investment Application Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 004 | Proof of Address (Utility Bill / Tenancy Agreement / Tax Clearance Certificate) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 005 | Resident / Work Permit - Foreigner Working in Ghana | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 006 | One Recent Passport-Sized Photograph | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 007 | Valid Photo ID (Passport / Driver License / National ID / Voter ID & NHIS ID) | <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. NEGOTIATED 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