

Please use BLOCK LETTERS

Date

Please use “√” where applicable

Branch

**1. ACCOUNT HOLDER'S DETAILS**

Full Name

(Mr. /Mrs./Ms/ Others: \_\_\_\_\_)

Please tick in the box if you wish to change any of the details in the subsequent sections of this form.

**2. PERSONAL DETAILS UPDATE**

Full Name (Name Change)

(Mr. /Mrs./Ms/ Others: \_\_\_\_\_)

**ID CARD UPDATE COMPULSORY**

Ghana Card

ID Card Expiry Date

Marital Status

 Single

 Married

 Others

(Please Specify)

Nationality

Tax Identification No. (TIN):

Date of Birth

**Which of the following describes your status?**
**PLEASE INDICATE BY TICKING THE APPROPRIATE BOX**
 Private Individual

 Politically Exposed Person (PEP)

 PEP TYPE

**NB: Political Persons include MPs, Party Executives, Ministers, Gov't Appointees, their close relatives and business associates**
**3. CONTACT DETAILS UPDATE**

RESIDENTIAL ADDRESS		OFFICE ADDRESS		GPS CODE											
House No/Plot No.	Nearest Landmark	House No/Plot No.	Nearest Landmark												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												
P. O. BOX & Country		P. O. BOX & Country													
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												

Mobile

Home Telephone

Office Telephone

Email

**4. CHANGE IN CUSTOMER SIGNATURE**
**Please amend my signature record as indicated below**

 Existing  
Signature

 New  
Signature

**NB: Changes in Customer account mandates can only be effected by submitting a formal written request or a Board Resolution. (In the case of Companies)**
**5. EMPLOYMENT DETAILS**
 Employee

 Self Employed

 Unemployed

 Student

 Retired

 Part Time/ Casual

 Other

Employer

Designation

Monthly Income

Employer Address

Office Location

## 6. FINANCIAL DETAILS

Source of wealth/ Funding

Income from Employment

Inheritance

Personal Savings

Business

Other

Anticipated Value of Transactions per Month in Ghana Cedis

### WITHDRAWALS

### DEPOSITS

Less than 1,000

Less than 1,000

1,000 to 5,000

1,000 to 5,000

Between 5,001 to 10,000

Between 5,001 to 10,000

Above 10,000

Above 10,000

## 7. KEY CONTACT PERSON

Full Name:

(Mr. /Mrs./Ms/ Others: \_\_\_\_\_ )

Residential Address:

GPS Code

Mobile Number

Relationship

**NB: This is the details of a person the Bank can contact in the event we are unable to reach you.**

## 8. DIRECTIONAL SKETCH OF RESIDENCE

### DECLARATION

- I confirm that all information and documents provided are genuine and, true as at the time of completing this form.
- I authorize you to seek any references or make the necessary enquiries for verification purposes in accordance with your normal procedures
- I consent to the Bank contacting me at the postal address, residential address, GPS Code address, email and mobile numbers provided on this update form.
- I authorize you to submit information on this account(s) to any credit reference bureau licensed under the credit reporting Act 2007 (Act 726).
- I hereby consent to the Bank sharing my account(s) information with domestic and overseas regulators or tax authorities to determine my tax liabilities in any country where necessary. I further agree and consent that the
- Bank may withhold and pay out from my account(s) such amounts as may be required by domestic or overseas regulators or tax authorities in line with applicable laws, regulations and agreements.

MARKED AND THUMBPRINTED by ..... after the contents hereof had first been read over, interpreted and explained to him/her in ..... language by ..... of (address) ..... when he/she appeared to understand perfectly the import of same before making his/her mark hereto in the presence of:

<b>NAME OF APPLICANT</b>

<b>NAME OF WITNESS</b>

<b>SIGNATURE/THUMBPRINT OF APPLICANT</b>

<b>SIGNATURE/THUMBPRINT OF WITNESS</b>

Date

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Date

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**9. FOR BANK USE**

Branch	Receiving Branch <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table>				<b>Signature Verified by:</b> Name: _____ Date: _____  Signature: _____	<b>Approved by:</b> Name: _____ Date: _____  Signature: _____
Domiciled Branch <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table>				<b>Data Updated by:</b> Name: _____ Date: _____  Signature: _____	<b>Approved by:</b> Name: _____ Date: _____  Signature: _____	