



COMPANY, PUBLIC INSTITUTIONS AND NGOs ACCOUNT OPENING FORM

BRANCH

☐ I/We wish to open the following account(s) with I&M Bank (Rwanda) PLC as per the following details

Account Name		Tax no / VAT no	
Institution Name (Company Name)			
Trading Name (Single)			
Account No. (Advised by bank staff)			

A. Account Specification (✓ As needed)

Type of account to be opened							
Savings account	<input type="checkbox"/> FRW	\$	<input type="checkbox"/>	€	<input type="checkbox"/>	£	<input type="checkbox"/>
Current account	<input type="checkbox"/> FRW	\$	<input type="checkbox"/>	€	<input type="checkbox"/>	£	<input type="checkbox"/>
Fixed Term Deposit	<input type="checkbox"/> FRW	\$	<input type="checkbox"/>	€	<input type="checkbox"/>	£	<input type="checkbox"/>
		Amount			Period		

*Fixed deposits' interest rates applied may change according to market conditions. For additional Terms and Conditions, please refer to product brochure.

☐ I / We authorize I&M Bank (Rwanda) PLC to debit my current/savings account for relevant bank charges for the selected accounts:

B. COMPANY / ORGANISATION

Physical location				Company Postal Address			
Telephone Office				Mobile Number			
Fax Number				E-mail			
Country				Province	District		
Sector				Cell	Village		
Physical Address of the business / organisation (Street No.)							
Date of incorporation/registration				Registration number			
Name of Parent Company (if any)				Address			

C. Type of Business (✓) where applicable

<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Company	<input type="checkbox"/> Limited Liability Partnership (LLP)
<input type="checkbox"/> Community Interest Company (CIC)	<input type="checkbox"/> Cooperative		
Industry Sector / Description of business activity			
Estimated capital invested in figures (FRW)			
Estimated annual turnover in figures (FRW)		Number of Employees	

D. Other Account held currently with I&M Bank or other banks

Bank Name	Branch	Account Number
Bank Name	Branch	Account Number



COMPANY, PUBLIC INSTITUTIONS AND NGOs ACCOUNT OPENING FORM

E. DIRECTOR IDENTIFICATION 1										APPLICANT PHOTO
Title				First Name						
Last Name				Email						
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date Appointed							
ID / Passport No.				Place of Issue						
Issue Date				Expiry Date						
Place of Birth				Date of Birth				<input type="checkbox"/> Resident	<input type="checkbox"/> Non - Resident	
Nationality				Postal Address				Mobile Number		
Country				Province				District		
Sector				Cell				Village		
Education *Tick the highest education applicable				<input type="checkbox"/> PHD <input type="checkbox"/> Masters <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Diploma (A2 or A1 level)						
<input type="checkbox"/> School attendance below A2 level				<input type="checkbox"/> High School <input type="checkbox"/> Primary School <input type="checkbox"/> Below Primary						
School / University attended							Professional Certificate			
Social Economic class										
<input type="checkbox"/> Families who do not own a house and can hardly afford basic needs.										
<input type="checkbox"/> Those who have a dwelling of their own or are able to rent one but rarely get full time jobs.										
<input type="checkbox"/> Those who have a job and farmers who go beyond subsistence farming to produce a surplus which can be sold. The latter also includes those with small and medium enterprises who can provide employment to dozens of people.										
<input type="checkbox"/> Those who own large-scale business, individuals working with international organization's and industries as well as public servants.										

E. DIRECTOR IDENTIFICATION 2										APPLICANT PHOTO
Title				First Name						
Last Name				Email						
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date Appointed							
ID / Passport No.				Place of Issue						
Issue Date				Expiry Date						
Place of Birth				Date of Birth				<input type="checkbox"/> Resident	<input type="checkbox"/> Non - Resident	
Nationality				Postal Address				Mobile Number		
Country				Province				District		
Sector				Cell				Village		
Education *Tick the highest education applicable				<input type="checkbox"/> PHD <input type="checkbox"/> Masters <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Diploma (A2 or A1 level)						
<input type="checkbox"/> School attendance below A2 level				<input type="checkbox"/> High School <input type="checkbox"/> Primary School <input type="checkbox"/> Below Primary						
School / University attended							Professional Certificate			
Social Economic class										
<input type="checkbox"/> Families who do not own a house and can hardly afford basic needs.										
<input type="checkbox"/> Those who have a dwelling of their own or are able to rent one but rarely get full time jobs.										
<input type="checkbox"/> Those who have a job and farmers who go beyond subsistence farming to produce a surplus which can be sold. The latter also includes those with small and medium enterprises who can provide employment to dozens of people.										
<input type="checkbox"/> Those who own large-scale business, individuals working with international organization's and industries as well as public servants.										



COMPANY, PUBLIC INSTITUTIONS AND NGOs ACCOUNT OPENING FORM

E. DIRECTOR IDENTIFICATION 3										APPLICANT PHOTO
Title				First Name						
Last Name				Email						
Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female		Date Appointed						
ID / Passport No.				Place of Issue						
Issue Date				Expiry Date						
Place of Birth				Date of Birth				<input type="checkbox"/> Resident <input type="checkbox"/> Non - Resident		
Nationality				Postal Address				Mobile Number		
Country				Province				District		
Sector				Cell				Village		
Education *Tick the highest education applicable				<input type="checkbox"/> PHD <input type="checkbox"/> Masters <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Diploma (A2 or A1 level)						
<input type="checkbox"/> School attendance below A2 level				<input type="checkbox"/> High School <input type="checkbox"/> Primary School <input type="checkbox"/> Below Primary						
School / University attended						Professional Certificate				
Social Economic class										
<input type="checkbox"/> Families who do not own a house and can hardly afford basic needs.										
<input type="checkbox"/> Those who have a dwelling of their own or are able to rent one but rarely get full time jobs.										
<input type="checkbox"/> Those who have a job and farmers who go beyond subsistence farming to produce a surplus which can be sold. The latter also includes those with small and medium enterprises who can provide employment to dozens of people.										
<input type="checkbox"/> Those who own large-scale business, individuals working with international organization's and industries as well as public servants.										

E. DIRECTOR IDENTIFICATION 4										APPLICANT PHOTO
Title				First Name						
Last Name				Email						
Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female		Date Appointed						
ID / Passport No.				Place of Issue						
Issue Date				Expiry Date						
Place of Birth				Date of Birth				<input type="checkbox"/> Resident <input type="checkbox"/> Non - Resident		
Nationality				Postal Address				Mobile Number		
Country				Province				District		
Sector				Cell				Village		
Education *Tick the highest education applicable				<input type="checkbox"/> PHD <input type="checkbox"/> Masters <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Diploma (A2 or A1 level)						
<input type="checkbox"/> School attendance below A2 level				<input type="checkbox"/> High School <input type="checkbox"/> Primary School <input type="checkbox"/> Below Primary						
School / University attended						Professional Certificate				
Social Economic class										
<input type="checkbox"/> Families who do not own a house and can hardly afford basic needs.										
<input type="checkbox"/> Those who have a dwelling of their own or are able to rent one but rarely get full time jobs.										
<input type="checkbox"/> Those who have a job and farmers who go beyond subsistence farming to produce a surplus which can be sold. The latter also includes those with small and medium enterprises who can provide employment to dozens of people.										
<input type="checkbox"/> Those who own large-scale business, individuals working with international organization's and industries as well as public servants.										



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E. DIRECTOR IDENTIFICATION 5										APPLICANT PHOTO
Title				First Name						
Last Name				Email						
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Date Appointed							
ID / Passport No.				Place of Issue						
Issue Date				Expiry Date						
Place of Birth				Date of Birth				<input type="checkbox"/> Resident <input type="checkbox"/> Non - Resident		
Nationality				Postal Address				Mobile Number		
Country				Province				District		
Sector				Cell				Village		
Education *Tick the highest education applicable				<input type="checkbox"/> PHD <input type="checkbox"/> Masters <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Diploma (A2 or A1 level)						
<input type="checkbox"/> School attendance below A2 level				<input type="checkbox"/> High School <input type="checkbox"/> Primary School <input type="checkbox"/> Below Primary						
School / University attended							Professional Certificate			
Social Economic class										
<input type="checkbox"/> Families who do not own a house and can hardly afford basic needs.										
<input type="checkbox"/> Those who have a dwelling of their own or are able to rent one but rarely get full time jobs.										
<input type="checkbox"/> Those who have a job and farmers who go beyond subsistence farming to produce a surplus which can be sold. The latter also includes those with small and medium enterprises who can provide employment to dozens of people.										
<input type="checkbox"/> Those who own large-scale business, individuals working with international organization's and industries as well as public servants.										

E. DIRECTOR IDENTIFICATION 6										APPLICANT PHOTO
Title				First Name						
Last Name				Email						
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Date Appointed							
ID / Passport No.				Place of Issue						
Issue Date				Expiry Date						
Place of Birth				Date of Birth				<input type="checkbox"/> Resident <input type="checkbox"/> Non - Resident		
Nationality				Postal Address				Mobile Number		
Country				Province				District		
Sector				Cell				Village		
Education *Tick the highest education applicable				<input type="checkbox"/> PHD <input type="checkbox"/> Masters <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Diploma (A2 or A1 level)						
<input type="checkbox"/> School attendance below A2 level				<input type="checkbox"/> High School <input type="checkbox"/> Primary School <input type="checkbox"/> Below Primary						
School / University attended							Professional Certificate			
Social Economic class										
<input type="checkbox"/> Families who do not own a house and can hardly afford basic needs.										
<input type="checkbox"/> Those who have a dwelling of their own or are able to rent one but rarely get full time jobs.										
<input type="checkbox"/> Those who have a job and farmers who go beyond subsistence farming to produce a surplus which can be sold. The latter also includes those with small and medium enterprises who can provide employment to dozens of people.										
<input type="checkbox"/> Those who own large-scale business, individuals working with international organization's and industries as well as public servants.										



COMPANY, PUBLIC INSTITUTIONS AND NGOs ACCOUNT OPENING FORM

F. SHAREHOLDER IDENTIFICATION 1

Name of Shareholder					
Shareholder Type		No. of Shares		Share %	
ID / Passport No.		Place of Issue			
Issue Date			Expiry Date		
Date of Birth			Place of Birth if individual		
Postal Address		Town		Country	

F. SHAREHOLDER IDENTIFICATION 2

Name of Shareholder					
Shareholder Type		No. of Shares		Share %	
ID / Passport No.		Place of Issue			
Issue Date			Expiry Date		
Date of Birth			Place of Birth if individual		
Postal Address		Town		Country	

F. SHAREHOLDER IDENTIFICATION 3

Name of Shareholder					
Shareholder Type		No. of Shares		Share %	
ID / Passport No.		Place of Issue			
Issue Date			Expiry Date		
Date of Birth			Place of Birth if individual		
Postal Address		Town		Country	

F. SHAREHOLDER IDENTIFICATION 4

Name of Shareholder					
Shareholder Type		No. of Shares		Share %	
ID / Passport No.		Place of Issue			
Issue Date			Expiry Date		
Date of Birth			Place of Birth if individual		
Postal Address		Town		Country	

F. SHAREHOLDER IDENTIFICATION 5

Name of Shareholder					
Shareholder Type		No. of Shares		Share %	
ID / Passport No.		Place of Issue			
Issue Date			Expiry Date		
Date of Birth			Place of Birth if individual		
Postal Address		Town		Country	



COMPANY, PUBLIC INSTITUTIONS AND NGOs ACCOUNT OPENING FORM

G. FIRST SIGNATORY

Title	First Name	Middle Name	Last Name
ID / Passport No. / Alien Registration No.			
Position in the Company / Organisation			
Nationality	Resident <input type="checkbox"/> Non - Resident <input type="checkbox"/>		

G. SECOND SIGNATORY

Title	First Name	Middle Name	Last Name
ID / Passport No. / Alien Registration No.			
Position in the Company / Organisation			
Nationality	Resident <input type="checkbox"/> Non - Resident <input type="checkbox"/>		

G. THIRD SIGNATORY

Title	First Name	Middle Name	Last Name
ID / Passport No. / Alien Registration No.			
Position in the Company / Organisation			
Nationality	Resident <input type="checkbox"/> Non - Resident <input type="checkbox"/>		

H. ACCOUNT SPECIFICATION (✓ As needed)

Type of account to be opened			
Current account	<input type="checkbox"/> FRW \$ <input type="checkbox"/> € <input type="checkbox"/> £ <input type="checkbox"/>		
Fixed Term Deposit	<input type="checkbox"/> FRW \$ <input type="checkbox"/> € <input type="checkbox"/> £ <input type="checkbox"/>	Amount	Period
*Fixed deposits' interest rates applied may change according to market conditions. For additional Terms and Conditions, please refer to product brochure.			
<input type="checkbox"/> I / We authorize I&M Bank (Rwanda) PLC to debit my current/savings account for relevant bank charges for the selected accounts.			

ACCOUNT MANDATE

Signing instruction (✓ as applicable)	Singly <input type="checkbox"/> Jointly, any <input type="checkbox"/> Either or survivor <input type="checkbox"/> Any Other <input type="text"/>
Other signing instructions:	

I. ACCOUNT FACILITIES (✓ as needed)

I/We hereby apply for:	<input type="checkbox"/> A Cheque Book	<input type="checkbox"/> Mobile Banking	<input type="checkbox"/> Online Banking
Services to access through Mobile and Online Banking (✓ As needed)			
Funds Transfer <input type="checkbox"/>	Salary Transfers <input type="checkbox"/>	eTax Payments <input type="checkbox"/>	Cheque book request <input type="checkbox"/>
View Statement <input type="checkbox"/>	Airtime Purchase <input type="checkbox"/>	Electricity purchase <input type="checkbox"/>	Meter No. _____ All <input type="checkbox"/>
a. Account Number(s) to be registered for Mobile Banking			
Mobile Number(s) to be used for Mobile Banking			



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b. Online Banking Registration

I/We hereby authorize the user mentioned below, being one of the joint account holders and or signatories to access the account(s) cited below through the Online Banking facility.

Please link the account(s) mentioned below to my Online Banking profile

Signatory Name	Account No.	Currency	Signatory profile*

*Profile of the signatory: Operator, Verifier, Approval, Operator/verifier, Verifier/Approval, All

Email(s) to be used

c. Ceiling On Transactions

- ☐ I / We agree to retain the bank limit on transaction amounts transmitted via e-banking.
- ☐ I / We choose to set a ceiling amount above the bank limit* (on transaction amounts transmitted via e-banking)

*Please provide separate transactional instructions to the bank for higher ceiling amounts.

J. DECLARATION BY THE CUSTOMER

I/We confirm that the above information is true to the best of my/our knowledge; and I/We hereby acknowledge receipt of a copy of the bank's General Terms and Conditions and I/we agree to abide by the Terms and Conditions therein. Where the National Bank of Rwanda has forbidden banks to transact business with myself or any other signatory to the account, all consequential costs and fines will be debited from my account without advice from the bank.

Signature of 1st Signatory		Signature of 2nd Signatory	
Name		Name	
Date		Date	
Signature of 3rd Signatory		Signature of 4th Signatory	
Name		Name	
Date		Date	

FOR BANK USE ONLY

INTERVIEWING OFFICER'S AND MANAGER'S COMMENTS

The designated bank officer will review the checklist for completeness and advise on your account status.

Completed by Interviewing Officer		Approved by Branch Manager or Designated Officer	
Comment		Comment	
NAICS Code	NAICS Description		
Name		Name	
Signature and Date		Signature and Date	



COMPANY, PUBLIC INSTITUTIONS AND NGOs ACCOUNT OPENING FORM

Account opening checklist Specific documents required for various types of accounts

A. Partnership

- ☐ Copy of Business License, Certificate of Incorporation or Business Permit (original sighted).
- ☐ Tax Identification Number and RDB Registration Certificate.
- ☐ Memorandum of Association.
- ☐ Letter signed by all partners appointing I&M Bank as the banker and notification of signatories and signing powers.
- ☐ 1 Photocopy of ID card or passport or other valid identification for each signatory.
- ☐ 2 passport photographs of each signatory.
- ☐ Full identification of each signatory.
- ☐ Acceptance of Terms and Conditions.

C. Corporation

- ☐ Copy of Certificate of Incorporation (original sighted).
- ☐ Memorandum and Articles of Association.
- ☐ Board resolution appointing bank as the banker, notification of signatories and signing power.
- ☐ 1 Photocopy of ID card, passport or any other valid identification for each signatory.
- ☐ 2 passport photographs of each signatory.
- ☐ Full identification of each signatory.
- ☐ Acceptance of Terms and Conditions.

D. NGO

- ☐ Government registration certified copy (original sighted).
- ☐ Appointment letter of signatories (Power of Attorney)
- ☐ Board resolution appointing bank as the banker, notification of signatories and signing power.
- ☐ 1 Photocopy of ID card, passport or other valid identification for each signatory.
- ☐ 2 passport photographs of each signatory.
- ☐ Full identification of each signatory.
- ☐ Acceptance of Terms and Conditions.

E. Public Bodies

- ☐ Ministry registration or equivalent document.
- ☐ Appointment letter of signatories (Power of Attorney).
- ☐ Board resolution appointing bank as the banker, notification of signatories and signing powers.
- ☐ 1 Photocopy of ID card or passport and any other valid identification for each signatory.
- ☐ 2 passport photographs of each signatory.
- ☐ Full identification of each signatory.
- ☐ Acceptance of Terms and Conditions.

F. District Council

- ☐ Letter of Appointment of district officials.
- ☐ Board resolution appointing bank as the banker, notification of signatories and signing powers.
- ☐ 1 Photocopy of ID card or passport or other valid identification for each signatory.
- ☐ 2 passport photographs of each signatory.
- ☐ Full identification of each signatory.
- ☐ Acceptance of Terms and Conditions.

G. Public Hospitals and Schools

- ☐ Letter of Appointment of Governing Council.
- ☐ Board resolution appointing bank as the banker, notification of signatories and signing powers.
- ☐ 1 Photocopy of ID card, passport or other valid identification for each signatory.
- ☐ 2 passport photographs of each signatory.
- ☐ Full identification of each signatory.
- ☐ Acceptance of Terms and Conditions.

H. Friendly Groups, Mutual Fund, Chorus Groups

- ☐ MOU creating the club.
- ☐ Appointment letter of the governing body to open an account.
- ☐ A reference letter if available.
- ☐ Full identification of signatories as individual.
- ☐ 1 Photocopy of ID card, passport or other valid identification for each signatory.
- ☐ 2 passport photographs of each signatory.
- ☐ Full identification of each signatory.
- ☐ Acceptance of Terms and Conditions.

I. Cooperatives, Unions and Federations

- ☐ Articles of Association.
- ☐ Board resolution to open an account.
- ☐ Registration document from Rwanda Cooperative Agency.
- ☐ Temporary authorization from District - only when registration certificate is not yet out.
- ☐ 1 Photocopy of ID card, passport or other valid identification for each signatory.
- ☐ Full identification of each signatory.
- ☐ Acceptance of Terms and Conditions.