

ACCOUNT OPENING FORM – ENTITIES International Organisations)														
Type of International Organisation:         (Tick as appropriate)         Embassy       High Commission       UN Agency       Charitable Organisation       Others: (Please specify)         Account Type (Tick as appropriate)         Current       Deposit       Domiciliary Account         Image: Current       Deposit       Domiciliary Account         Image: Current       Deposit       Commission         Image: Current       Deposit       Domiciliary Account         Image: Current       Deposit       Domiciliary Account														
his form should be completed in CAPITAL LETTERS. haracters and marks should be similar in style to the following : A B C ACCOUNT NUMBER (for Official Use Only)														
ranch:														
etails of Organisation (Please complete in BLOCK LETTERS and tick where necessary)														
ame of Organisation:														
Activity/ Name of Business:														
Operating Business Address 1:														
Operating Business Address 2:														
District:														
egion:														
mail Address:														
Vebsite (if any):														
Mobile Number:     Phone Number:														
ax Identification Number (TIN):														
upervising Ministry/ Department:														
(where applicable) Estimated Annual Turnover														
Account Service(s) Required (Please tick applicable option below)														
rGAPS 🗸 E-mail Statement 🗸 E-mail Alert 🗸 Token (Charges apply))														
<ul> <li>Checked e-banking services are available when the account is opened (3rd party transfers on e-channel will require a token).</li> </ul>														
atement Frequency: Monthly Quarterly Semi-Annually Annually														

\* GTBank Automated Payment System (GAPS) is a secure web-based service that facilitates the processing of Vendor, Supplier or Payroll payment in batches or single

25 Leaves

50 Leaves

100 Leaves

200 Leaves

#### payment, using secured connections over the internet.

Cheque Book Requisition (Fees Apply): Crossed Cheque

## Cheque Confirmation

	Cheque Confirmation: Will you like to pre-confirm your cheques? Yes No Cheque Confirmation Threshold: (If the answer to the above is yes, please note that the minimum confirmation threshold is currently TZS1,000,000.00																				
	f you would like to have a higher threshold for pre-confirmation, please specify the amount: In line with extant law and existing regulation)																				
Ke	ey Contact Person(s)																				
1.	Full Name:																				
	Job Title:																				
	Email:																				
	Mobile Number:																				
	Office Address:																				
2.	Full Name:																				
	Job Title:																				
	Email:																				
	Mobile Number:																			 	
	Office Address:																				
				II																	
3.	Full Name:																				
	Job Title:																				
	Email:																				
	Mobile Number:															 	 			 	 
	Office Address:																				

## Details of Account Signatory 1:

Title:	Surname:						
First Name:							
Other Name(s):							
Marital Status: Single (please tick '~' as appropriate)	Married	Others: (please specify)			Gender	: Male	Female
Date of Birth:	Month	Year Place	e of Birth:				
Day	Wonth	tear					
Mother's Maiden Name:							
Name of Next of Kin:							
District: (Tanzanians only)			Regio (Tanzania	n: nns only)			
Tax Identification No.:							
Means of Identification:			Identification Number:				
ID Issue Date:	Month	Year	ID Expiry Date:	Day M	onth	Year	
Occupation:			Status/Job Title:				

Position/Office of the	-	-										1													
Nationality:	Tanza	anian		(	Other	s		(F	lease	e spec	city)_													1	
Resident Permit No.:												So	cia <b>l S</b>	iecuri	ty Nc	o.:									
Permit Issue Date: (for non-Tanzanians)	Day		Month			Year							Perm	it Exp Tanzan	oiry D	ate:	D	ay		Month			Yr	ear	
De ver here resident				Yes			Nie		٦				la 1												
Do you have residence of any other country:	y or citi	zensm	iþ				No					n yes,	, vvrn	ch co	untry	/:									
Residential Address									1										1		1	1		1	
House/Plot Number:				9	Street	t Nan	ne:																		
Nearest Bus Stop/Lan	dmark:																								
Street:												Dist	rict:												
Region:																									
Mailing Address: (If different from the Residential A	Address)																								
Mobile Number:										]	Pho	ne N	umbe	er:											
E-mail Address:	ne abov	ve info	rmatio	n is tr	ue ar	nd co	mple	te															<u> </u>		
															D	Date:									
Signature: Official use only																	D	ay		Month			Ye	ear	
Verified By (Full name	e)																								
<b>C</b>															C	Date:									
Signature:																	D	ay		Month			Ye	ear	
Details of Account	Signat	tory 2	:																						
Title:		Su	ırname	:																					
First Name:																									
Other Name(s):																									
	e	Ma	rried		O <sup>-</sup>	thers	cify)											Ge	nder	: Ma	ale		Fem	nale	
Marital Status: Sing (please tick '\scrime' as appropri-	ate)				(61																				
Date of Birth:	[	Month			Year			Plac	e of I	Birth:			1					 	 	 			 	 	
Mother's Maiden Nar	ne:																								
Name of Next of Kin:																									
District: (Tanzanians only)												R (Tr	egioi anzania	n: ns only)											
Tax Identification No (If available)	.:																								
Means of Identification:											denti Iumb	ficati er:	on												
ID Issue Date:										10	D Exp	oiry D	ate:										]		
Da	L	Month			Year									Di	av	L,	Month		L		ear		1		

Occupation:					Status	/Job Title:										
Position/Office of the Signatory	:															
Nationality: Tanzanian Others (Please specify)																
Resident Permit No.:						Social S	ecurity	No.:								
Permit Issue Date: (for non-Tanzanians)	Month	Year				Perm (for nor	it Expir	y Date:	Di	ay	N	Ionth		Ye	ar	
Do you have residency or citize of any other country:	nship Y	es 📃	No		I	f yes, wh	ich cour	ntry:								
Residential Address																
House/Plot Number:		Street Nam	ie:													
Nearest Bus Stop/Landmark:																
Street:						District:										
Region:																
Mailing Address: (If different from the Residential Address)																
Mobile Number:					Pho	ne Numbe	er:									
E-mail Address:																
hereby attest that the above information is true and complete																
Signature:								Date								
Day Month Year																
Verified By (Full name)																
Signature: Date: Day Month Year																
Details of Account Signator	y 3:															
Title:	Surname:															
First Name:																
Other Name(s):																
Marital Status: Single (please tick '\scrime')	Married	Others: (please spec	cify)							Gen	der:	Male		Fem	ale	
Date of Birth:	onth	Year	Place	e of B	irth:											
Mother's Maiden Name:	ontri	Tear														
Name of Next of Kin:																
District: (Tanzanians only)						Regioi (Tanzania	<b>1:</b> ns only)									
Tax Identification No.:	ax Identification No.:															
Means of Identification:					Identii Numb	ication er:										
ID Issue Date:	Ionth	Year			ID Exp	iry Date:	Day		Month			Year				

Occupation:														
Position/Office of the Signatory:														
Nationality: Tanzanian Others (Please specify)														
Resident Permit No.: Social Security No.:														
Permit Issue Date: (for non-Tanzanians)     Day     Month     Year	Year													
Do you have residency or citizenship Yes No If yes, which country:														
of any other country:														
Residential Address														
House/Plot Number: Street Name: Street Name:														
Nearest Bus Stop/Landmark:														
Street: District:														
Region:														
Mailing Address: (If different from the Residential Address)														
Mobile Number:     Phone Number:														
E-mail Address:														
I hereby attest that the above information is true and complete														
Signature: Date: Date: Month Year														
Verified By (Full name)														
Date: Date:														
Signature: Day Month	Year													
Details of the Principal Officers														
1.           Title:             Surname:														
(Please specify)														
First Name:														
Other Name(s):														
Date of Birth:	emale													
Mother's Maiden Name:														
Means of Identification:														
ID Issue Date:														
Day     Month     Year       Day     Month     Year														
Occupation:														
Nationality: Tanzanian Others (Please specify)														
Do you have residency or citizenship Yes No If yes, which country:														

Do you have residency or citizenship Yes No If yes, which country:														
House/Plot Number: Street Name:														
Nearest Bus Stop/Landmark:														
Street: District:														
Region: Social Security	No.:													
Mailing Address: (If different from the Residential Address)														
Mobile Number:														
E-mail Address:														
Signature: Date: Date: Month Year														
<b>2.</b>														
Title: Surname: Surname:														
First Name:														
Other Name(s):														
Date of Birth:														
Mother's Maiden Name:														
Means of Identification Number:														
ID Issue Date:	Month Year													
Occupation:														
Nationality: Tanzanian Others (Please specify)														
Do you have residency or citizenship Yes No If yes, which coun of any other country: Residential Address	ntry:													
House/Plot Number: Street Name:														
Nearest Bus Stop/Landmark:														
Street: District:														
Region: Social Security	No													
Mailing Address:       (If different from the Residential Address)														
Mobile Number:														
E-mail Address:														
Signature:	Date: Month Year													

3. Title: (Please specify)	Surname:																
First Name:																	
Other Name(s):																	
Date of Birth:	Month	Year									Gen	ider:	Ma	le	Fem	ale	
Mother's Maiden Name:																	
Means of Identification:						entificati umber:	on										
ID Issue Date:	Month	Year			ID	Expiry D	ate:	Day		Month			Yea	ar			
Occupation:					St	atus/Job	Title:										
Nationality: Tanza	nian	Others		(Pleas	e spec	ify)									 		
Do you have residency or citi of any other country:	zenship Ye	es	No			If ye	s, whic	h coun	try:						 		
Residential Address		_													 		
House/Plot Number:		Street Nan	ne:														
Nearest Bus Stop/Landmark:																	
Street:						Dist	rict:										
Region:						So	cial Se	curity N	lo.:								
Mailing Address: (If different from the Residential Address)																	
Mobile Number:						Phone N	umber	:									
E-mail Address:																	
										Da	y	,	Month	[	 Yea	ar	
Signature:									Date:								

## Accounts held with other banks

S/N	Name and Address of Bank/Branch	Account Name	Account Number	Status : Active/Dormant
1				
2				
3				
4				

# **Account Opening Mandate** a. Mandate authorisation/Combination Rule (Please tick as appropriate): Sole Signatory Two or more If two or more to sign, please specify b. Signatories Please affix passport photo i. Title: (Please specify) Surname: First Name: Other Name(s): Class of Signatory (Please indicate class in the box provided) Date: Signature: ii. Title: Please affix (Please specify) passport photo Surname: First Name: Other Name(s): Class of Signatory (Please indicate class in the box provided) Date: Signature: iii. Title: Please affix passport photo (Please specify) Surname: First Name: Other Name(s): Class of Signatory (Please indicate class in the box provided)

Date: Day Month Year

#### **Terms and Conditions**

We, the within named company hereby request and authorise you to:

- 1. Open a Guaranty Trust Bank (Tanzania) Ltd current account in our name:
- 2. Honour all cheques or other orders which may be drawn on the said account until the Bank receives a written notice to the contrary, provided such cheques or orders are signed by the authorized signatories as stated in our Mandate Card and to debit such cheques or orders to the said account and in consideration we hereby irrevocably and unconditionally agreed and undertake as follow:
  - a. To assume full responsibility for the genuineness or correctness and validity of all signatures and/or other documents to deposited in respect of our account with the Bank.
  - b. That advances to the Company by way of overdraft discount, loan mortgage or otherwise credit facilities in any other form, as well as the issuance of guarantees by you from time to time may be requested by any authorized signatory(ies) specified below.
  - c. That the Bank may at any time without notice, notwithstanding any settlement of account of any matter whatsoever combine or consolidate all or any of the then existing accounts(s) opened in the name of the company or a related party and set-off, appropriate or transfer any such sum(s) standing to the credit of any such account(s) towards the satisfaction of any liabilities of the company whatsoever, whether such liability be present or future, actual or contingent, primary or collateral and several or joint.
  - d. "Related Party" means an entity that is: a subsidiary or an affiliate of the company; or an individual (person) that is a director/shareholder of the company; or an entity in which the company is a shareholder.
  - e. That in the absence of any directive to the contrary, any account(s) subsequently opened in the name of the Company shall be operated a n d dealt with upon the terms set out above in so far as the same may be applicable.
  - f. That no liabilities whatsoever shall be ascribed to the Bank for funds handed to staff of the Bank outside banking hours or outside the Bank's premises, unless by specific agreement in writing with the Bank, and we hereby indemnify and keep the Bank indemnified against all loss, claim, damage or action that may arise therefrom.
  - g. That we have been notified by the Bank and we are aware of the necessity of safeguarding our cheque book and other banking instruments so that unauthorized persons are unable to gain access to the cheque book and any of the other banking instruments as failure or negligence on our part may lead to any loss arising therefrom, for which we shall be solely responsible and the Bank is hereby absolved of all responsibilities.
  - h. That we shall notify the Bank of any disagreement with entries on our Bank statement within 15 days of receipt of the Bank statement via any medium including but not limited to electronic mail, printed statement or internet banking screen shot, failing which the Bank is expressly permitted to assume that the statement is correct, and that we have no objections.
  - i. That the Bank may close any of our accounts with the Bank, 7 days after dispatch of notice in writing, of the Bank's intention to do so, to us at our last known address.
  - j. That the Bank may act on any instruction to counter and/or revoke any cheque, draft or other instrument before payment is effected.
  - k. That we hereby indemnify and keep the Bank indemnified against all loss, claim, damage, action, liability or request for repayment of any loss or damage to funds, instruments or documents deposited with the Bank, which occurs as a result of any Government order, law, levy, tax, embargo, moratorium, exchange restriction and/or other causes beyond the Bank's control.
  - I. That all funds standing to our credit in our accounts are payable on demand only in such currency as they were remitted or deposited.
  - m. That we shall be bound by any notification of change in conditions governing our account(s) which is communicated or sent to us at our last known address and such notice, letter or correspondence shall be considered as delivered 7 days from the date of dispatch, and its content shall be binding.
  - n. That the Bank is under no obligation to honour any cheques drawn on this account unless there is sufficient fund in the account to cover the value of the said cheques, and we understand and agree that such cheque may be returned to us unpaid. In the event that such cheque(s) is/are honored and paid for any reason whatsoever, we hereby undertake to pay the Bank on demand the value of said cheques, plus bank c h a r g e s, interest or fees as the Bank may require.
  - o. That where the Bank, in its absolute discretion, has reasonable grounds to suspect that any cheque, instruction or instrument purportedly issued by us contains any fraudulent element of whatsoever nature, the Bank may refuse to honor such instrument.

p. Foreign currency cash withdrawals from my/our accounts shall be subject to availability.

- 3. We hereby affirm that we are aware that it is crime under the laws of the United Republic of Tanzania to issue cheques without sufficient funds in our account in the value of our cheques and we hereby undertake to bear all consequences and/or liabilities arising from our instructions to the Bank to pay on cheques drawn on our account where such account is not sufficiently funded with the value of our cheques.
- 4. We also agree that in addition to any general lien or similar right which you may as bankers may be entitled to by law, you may at anytime and without notice to us combine or consolidate all or any of our account liability to you and set-off or transfer any sum(s) standing to our credit in any one or more of such other respect, towards the satisfaction of any liability of the company whatsoever, whether such liability be actual or contingent, primary or collateral and several or joint.
- 5. We undertake that we shall not release cash to or issue cheques in favour of any staff of the Bank, or transfer money into the account of any staff of the Bank. In the event that we write such cheques or make such transfers, the Bank is hereby indemnified against all loss, claim, damage, action, liability or request for repayment which may arise therefrom;

- 6. We acknowledge that the Bank consults with various bureaus and reference agencies, and may be required to disclose the Company's information to these credit bureaus for the purpose of conducting checks on the Company. We hereby irrevocably and unconditionally grant our consent to the Bank and expressly authorizes such disclosure of any or all information on our account(s)/transaction(s) with the Bank, to such credit bureau and reference agencies whether based locally or abroad, including information on our Directors and other personnel, transactions and conduct on the account together with details of any non-payment or delayed payments as the Bank may deem necessary. The consent herein given discharges the Bank from all liabilities, claims, and damages for such disclosure made by the Bank to any credit bureau pursuant to the consent herein granted.
- 7 Subject to the provisions of all laws, rules and/or regulations, the customer hereby agrees that the Bank or any of its subsidiaries and/or affiliates can share information related to their account(s) with any domestic or overseas regulators or tax authorities where necessary to establish their tax liability in any jurisdiction. Where required by any domestic or overseas regulators or tax authorities, the customer agrees that the Bank may withhold and pay out from their account(s) such amounts as may be required according to applicable laws, rules and regulations.

#### Credit Bureau

I/We acknowledge that the Bank consults with various credit bureaus and reference agencies, and may be required to disclose the firm's information to these credit bureaus for the purpose of conducting checks on the firm. I/We hereby irrevocably and unconditionally grant our consent to the Bank and expressly authorizes such disclosure of any or all information on my/our account(s) transaction(s) with the Bank, to such credit bureau and reference agencies whether based locally or abroad, including information on our partners and other personnel, transactions and conduct on my/our account together with details of any non-payment or delayed payments as the Bank may deem necessary. The consent herein given discharges the Bank from all liabilities, claims, and damages for such disclosure made by the Bank to any credit bureau pursuant to the consent herein granted.

## **User Roles & Functions**

Role Code	Users	Responsibilities
ADMIN	System Administrator	Responsible for user management and activity audit.
UPL	Uploader	<ul> <li>Initiates all transactions and file upload</li> <li>Review reports and account information</li> </ul>
REV	Reviewer	1st level review and authorization
APP	Approver	• Must be authorized signatories of the bank account. Structure may be sequential (A $\rightarrow$ B $\rightarrow$ C) or non -sequential (Any to sign, either to sign, two to sign, e.t.c)
VIEW	Viewer	Review end of day activities and reports

## User Contact Information

Kindly provide the details for each user and select role below:

First/Last Name	Role Code	Approval Limit	E-mail Address	Mobile Number

## Token Request

\*Note: All users will require tokens to sign in to GAPS

Kindly take this as an authority to issue \_\_\_\_\_ unit(s) of tokens for our users.

Token should be released to: (A duly signed indemnity is required)

(Name)

Mode of Identification:

I/We -

hereby apply for the opening of an account with Guaranty Trust Bank (Tanzania) Ltd. I/We understand that the information given herein and the documents supplied are the basis for opening such account and I/We therefore warrant that such information is correct. I/We have read the terms and conditions governing the operations of the account which are presented overleaf and agree to be bound by them.

#### Signed, sealed & delivered by the within named person

1 Name of A	Authorised Officer/ Head of the Organisation	Signature	Day	Month	Year
2	Name of Secretary	Signature	Day	Month	Year
	C	Organisation seal here (if applicable)			

n the presence of:														
Name:														
	 -	1	1	1	1									
Address:														
Occupation:														

Signature:	 Date:				
5		D	Ma	- Alt	

## FOR BANK USE ONLY

Customer Segmentation		
Customer Classification Code: Dese	ription:	
Economic Sector Code: Dese	ription:	
Type of Depositor Code: Des	ription:	
Risk Classification		
Low Risk Medium Risk	High Risk	
Authentication for Politically Exposed Persor	S	
Is the customer a Politically Exposed Person? Yes	No No	
If yes, please provide details:		
Customer Address Verification/ Call Memo (If	applicable)	
Address Visited:		
Comment on Location - Landmarks:		
Location - Colour of building:		
Location - Description of building:		
Full Name of Visiting Staff:	Signature:	Day Month Year
Certification		
I hereby confirm that the information contained h	erein is correct and a true representation of the Custo	mer's profile
Full Name:	Signature:	Day Month Year
Deferral/Waiver of Documents (if any) autho	rised by	
Full Name:	Signature:	Day Month Year

## **Documents Required**

			Checked	(Plea	Deferred se specify deferral period)	Waived
1)	Account opening form duly completed					
2)	Specimen signature card duly completed					
3)	Resident Permit or work permit (for non-Tanzanians)					
4)	Two (2) passport sized photographs of each Signatory to the account with name written on the reverse side					
5)	Letters of Authority from the Head of the Mission in Tanzania/ Authority from Parent Body					
6)	Proof of identity of all Signatories and Directors/Officers whose name appear on the account opening form/document (Preferred Identity card are Int'l Passport, National Identity Carc National Driver's Licence, and Valid Tanzanian Voter's card)					
7)	Proof of Address of all Signatories and Directors/Officers whose name appear on the account opening form/document Utility bil (Certified true copy is acceptable if original is not held)	I				
8)	Letter of Indemnity (where applicable)					
9)	Others (please specify)					
Acc	ount Opening Authorised					
A/C	Manager's Code:					
A/C	Opened by: Name: CIS	Signature :			Da	te:
Арр	roved by: Name:	Signature :			Da	te: