



**CORPORATE ACCOUNT OPENING FORM**



# CORPORATE ACCOUNT OPENING FORM



The form should be completed in CAPITAL LETTERS.

## ACCOUNT INFORMATION

Date

Branch

**(Please indicate the business category and type of account to open by ticking the applicable box below)**

Category of Business:  Limited Liability Company  Sole Proprietorship  MDA's  Schools   
 (Tick as appropriate)

Partnership  Others (please specify) \_\_\_\_\_

USD	GBP	EUR	Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Account Type** (Tick as appropriate)  NOVA SME Plus  NOVA Grow Box  DOM Account  Current Account

Do you have an existing account with us? Yes  No  If Yes, state account number

Branch  Customer Classification  MSME  Commercial  Corporate  Public Sector

TIN  RC NUMBER

**Proof of Address and Reference**  Utility Bill  Residence Permit  Reference (s)

### Currency/Account

**Transaction Charges** Account Maintenance Fee  Yes  No (If NO, Please Select an option)  Minimum Balance  Credit Turnover Bands (Terms and conditions apply)

Tax Identification Number	CRM No/Borrower's Code (Where Applicable)
Special Control Unit Against Money Laundering (SCUML) Reg. No.	

### Average Annual Turnover

Less than N24m  N24m - N120m  N120m-N600m  N600m-N4.8b  Above N4.8b

Is your company quoted on any Stock Exchange?  Yes  No If YES, indicate which Stock Exchange and the Stock Symbol

## Documentation Required

### COMPANY DETAILS

<b>Company /Business Name</b>	
Certificate of Incorporation/ Registration Number	Date of Incorporation/ Registration
Jurisdiction of Incorporation/ Registration	Type/Nature of Business
Operating Business Address/Mailing Address	Registering Address
Corporate Email Address Note: (Instruction will only be honored via corporate email address after executing an indemnity)	
Phone Number(s)	

**Source of Funds** (Please state your source of funds) \_\_\_\_\_

**Source of Wealth** (Please state your source of wealth) \_\_\_\_\_

**Social Media Handle** LinkedIn  Instagram

Facebook  X  Others (Specify)

### ACCOUNT SERVICES (please select)

**Transactional Alert Preferences**  Email alert (free)  SMS Alert (fee applied) **Statement Preferences**  Email alert  Collection at Branch

**Statement Frequency**  Monthly  Quarterly  Semi-Annually  Annually **Cheque Book Requisition** (Fee applied)  Crossed Cheque  50 Leaves

Cheque Confirmation: Will you like to pre-confirm your cheques? Yes  No

**Cards**  Verve  Verve Prepaid  Credit Card  Mastercard Debit Others (Specify) \_\_\_\_\_

#### Cheque Confirmation

Threshold: (if the answer to the above is YES, please specify the threshold from N150,000)

NOVA Mobile Banking  Internet Banking (Corporate)  POS

### ACCOUNT SIGNATORY DETAILS

#### SIGNATORY 1

**Title** Mr.  Mrs.  Others (Specify) \_\_\_\_\_ **Gender** Male  Female

Surname	
First Name	Other Name
Date of Birth <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Place of Birth <input type="text"/>
Mother's Maiden Name	Nationality
Religion (optional)	State of Origin
L.G.A	Occupation
Status/Job Title	CERPAC/Resident Permit No.(for Non-Nigerians)
Type of Identification	Identification No
Bank Verification Number (BVN)	NIN

#### PEP Declaration

(Politically Exposed Persons (PEPs) are individuals who are or have been entrusted with prominent public position in Nigeria or any other foreign jurisdiction. Some examples of PEPs are Heads of State or Government, Governors, Local Government Chairman, Senior Politicians, Senior Government Officials etc.)

Do you have any political affiliation/or a relationship with a public offender? Yes  No

If yes, state the relationship \_\_\_\_\_

Do you hold any political position presently or held any in the past? Yes  No

If yes, state the position \_\_\_\_\_

Residential Address		
State	City/Town	L.G.A
Nearest Bus Stop/Landmark		
Phone Number 1	Phone Number 2	
Email Address		
Signature	Date: _____ Class of Signatory (A,B,C, etc) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Passport Photograph
<b>Mandate Authorization/ Combination Rule</b> (please tick as appropriate)	Sole Signatory <input type="checkbox"/> Either to Sign <input type="checkbox"/> Both to Sign <input type="checkbox"/>	
Mandate Instruction _____		
<b>FOR BANK USE ONLY (SERVICE MANAGER)</b>		
Name	Signature	
Name	Signature	

**SIGNATORY 2**

**Title** Mr.  Mrs.  Others (Specify) \_\_\_\_\_ **Gender** Male  Female

Surname	
First Name	Other Name
Date of Birth <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Place of Birth
Mother's Maiden Name	Nationality
Religion (optional)	State of Origin
L.G.A	Occupation
Status/Job Title	CERPAC/Resident Permit No.(for Non-Nigerians)
Type of Identification	Identification No
Bank Verification Number (BVN)	NIN

**PEP Declaration**

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Residential Address		
State	City/Town	L.G.A
Nearest Bus Stop/Landmark		
Phone Number 1	Phone Number 2	
Email Address		
Signature	Date: _____ Class of Signatory (A,B,C, etc) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Passport Photograph
<b>Mandate Authorization/ Combination Rule</b> (please tick as appropriate)	Sole Signatory <input type="checkbox"/> Either to Sign <input type="checkbox"/> Both to Sign <input type="checkbox"/>	
Mandate Instruction _____		
<b>FOR BANK USE ONLY (SERVICE MANAGER)</b>		
Name	Signature	
Name	Signature	

**Account Mandate(s)**

**Category of Account** (Please tick appropriately)

Current Account  Investment Account  Domiciliary Account  NGR  USD  EUR  GSP  YEN

Account Name \_\_\_\_\_

Account Number



Bank Verification Number (BVN)		Identification No	
Residential Address			
Residential Address			
State	City/Town	L.G.A	
Nearest Bus Stop/Landmark			
Phone Number 1		Phone Number 2	
Email Address			

### PEP Declaration

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Do you hold any political position presently or held any in the past? Yes  No

If yes, state the position \_\_\_\_\_

### Director 2

**Title** Mr.  Mrs.  Others (Specify) \_\_\_\_\_ **Gender** Male  Female

Surname			
First Name		Other Name	
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Place of Birth	<input type="text"/>
Mother's Maiden Name		Nationality	
Religion (optional)		State of Origin	
L.G.A		Occupation	
Type of Identification		CERPAC/Resident Permit No.(for Non-Nigerians)	
Bank Verification Number (BVN)		Identification No	
Residential Address			
Residential Address			
State	City/Town	L.G.A	
Nearest Bus Stop/Landmark			
Phone Number 1		Phone Number 2	
Email Address			

### PEP Declaration

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Do you have any political affiliation/or a relationship with a public offender? Yes  No

If yes, state the relationship \_\_\_\_\_

Do you hold any political position presently or held any in the past? Yes  No

If yes, state the position \_\_\_\_\_



## General Terms & Conditions

1. The Account Holder Personally liable for any overdraft or the obligation arising or in connection with the Account(s) and the Bank is hereby authorized to debit the Account(s) with all interest commission and/or other banking charges and expense (including legal charges) incurred in connection with the account(s).
2. Account Holder agrees to maintain the minimum balance and all other conditions applicable to all accounts, including Investments, Current and Domiciliary Accounts. The Bank may decide from time to time at its sole discretion without prior notice to the account holder to impose service charge on the Account(s) if the minimum credit balance of such, Account(s) is/are less than the balance prescribed by the Bank.
3. The Bank reserves the right to debit the Account in case of enormous credit made to Account Holder's account.
4. The Account Holder agrees to assume full responsibility for the genuineness, correctness and validity of a; endorsements appearing on all cheques, orders, bills, notes, negotiable instruments and receipts or other document deposited to the account holder's account.
5. If a cheque credited to the Account Holder's current account is returned dishonored, the same may be transmitted to Account Holder through the last known address either by bearer or by post.
6. Account Holder agrees to notify the Bank of any disagreement with entries on Account Holder's Bank statements within fifteen (15) days of the dispatch of the Bank Statement. Failing receipt by the Bank of a notice of disagreement of entries within 15 days from the date of dispatch of Account Holder's Bank statement, it will be assumed by the Bank that the statement as rendered is correct.
7. Withdrawals from any Domiciliary Account shall be made only by the same mode of lodgment and in the currency of the Account or in Naira at the request of the Account Holder in writing. Stamp duties, transmission or other charge related to deposits into the account will be paid in local currency by the undersigned upon demand or changed to the said Account.
8. If a fraudulent activity is associated with the operation of your account, you agree that we have the right to apply restrictions to your account and report to appropriate law enforcement agencies.

### Collateral

9. All money's securities, bond, collateral, share, shipping document, banknote, gold or other valuables and property of whatever nature which are held in the name of the Account Holder by the Bank whether in any type of account or otherwise shall be so held as security to guarantee the settlement of any debit balance due to the Bank arising under these general terms and conditions or any other credit or facility agreement granted or will be granted to the Account Holder in further. Furthermore, Account Holder agrees to keep it within the Bank's possession as "collateral against credit facilities" until the Account Holder fully pays all indebtedness to the Bank including due interests, commission expenses and other due charges. If the Account Holder does not pay such indebtedness to the Bank to set off the outstanding balance from Account Holder's possession held in collateral against credit facilities' account without having to notify or inform the Account Holder beforehand.

This authorization is irrevocable, and Account Holder cannot cancel it without the Bank's written consent. The Bank shall have the right to always set off balance in the Account Holder's accounts towards satisfaction of any Account Holder's liabilities to the bank or any other account or in any other respect whether such liabilities are present or future, actual or contingent, primary, several or joint.

The debit balance of anyone of Account Holders accounts will be secured by the credit balance of any other Account Holder's accounts holders account opened at any of its business offices with the account of any bills, guarantees, cheques and drawings, given, presented or purchased and signed by the Account Holder.

10. Any delay or omission of the Bank in exercising or enforcing (whether wholly or in part) any right or remedy arising in respect of the Account(s) shall not be construed as a waiver of such right or remedy.

### Right of Set-off

11. The Bank may at any time without notice to the borrower, combine all or any of the Borrowers account and liabilities with the Bank in Nigeria (or elsewhere) whether severally or jointly with any person and set off all or any monies standing to the credit of the Borrower in such accounts, including the Borrower's deposit with the Bank (whether mature or not) towards satisfaction or any of the Borrower's liabilities to the Bank, whether as principal or surety, actual or contingent, severally or jointly, primary or collateral with any person and the Bank may act any necessary currency conversion at the Bank's own rate of exchange then prevailing. Exchange risks associated with any collateral, cash or otherwise in satisfaction of outstanding debt shall be borne by the Borrower.

### Currency Conversion

12. The Bank will not be held liable for any exchange loss incurred by the account holder in converting/ transferring the balance from one currency account to another currency account in the instruction of account holder or the use of any e-banking platform to carry out transactions in a currency other than the currency of the account.

### Dormant Account

13. If the Bank classifies Account or Accounts as dormant, any funds remain in the Account of Accounts will always remain Account Holder's property (or if Account Holder dies, it will form part of Account Holder's estate unless the Account (or Accounts) is a Joint Account, in which case it will pass to the surviving Account Holder's Account. Account Holder can contact us any time in relations to any funds in Account Holder's dormant account and the Bank will reinstate Accounts Holder's account(s) (Subject to confirming account holder's identity and entitlement to the funds).

### Closure of Account

14. The Bank, shall have right at any time and its absolute discretion by giving written notice to the Account Holder to close the account without giving any reason for taking such action, and without incurring any liability whatsoever to the Account Holder in so doing. In the event of such closure, the Bank will return any amount standing to Account Holder's credit to Account Holder's registered address or issue bank drafts for Account Holder's pick-up at the branch of account domicile; after deduction of any tax, charges and fees (if applicable).
15. If the Bank discontinues a product that Account Holder has with the Bank, the Bank may close Account Holder's account by giving Account Holder a notice; a suitable alternative account (if there is one) will be indicated to Account Holder, if Account Holder does not give the Bank instructions to the contrary, the Bank will transfer the funds to that account when the Bank closes Account Holder's account.
16. Account Holder may close account for any reason without charge and Account Holder's existing credit balance shall be paid provided that:
  - a) Account Holder informs the Bank by giving 30 (Thirty) days notice in writing of intention to close account;
  - b) Account Holder destroys all cheques issued on the account;
  - c) Account Holder repays any money owed the Bank including the amount of any cheque, card transactions or other payment instructions and any charges or interest incurred which the Bank had not debited to account.

The Account Holder hereby agrees the Bank's action in closing the account shall be effective and binding upon the Account Holder as from the date of the said notice for any reason whatsoever. The Account holder hereby irrevocably waives in advance any right, whether legal or otherwise, that the Account Holder may have against the Bank in any proceedings whatsoever to complain about the Bank's actions and/or decisions to close the account.

### Transactions Notifications Services

17. The use of Transaction Notification Service shall be subject to the following terms and conditions.
  - a) The Transaction Notification Service is an information service which is given after the occurrence of a transaction. All transaction message sent by alerts are therefore presumed and treated as having been authorized by me/us and the Bank shall therefore have no liability whatsoever to me/us.
  - b) I/we hereby accept responsibility for the confidentiality and security of the alert message and shall ensure that my mobile device is in safe custody and that I alone have access to my email alert.
  - c) Where I operate a joint account with more than one signatory for this service, all transaction messages shall be treated as having been authorized by me and the Bank shall therefore not be liable if it turns out that such transactions were carried out without due authorization.
  - d) The Bank shall not be liable for any loss arising from my inability to receive notification due to system downtime arising from a). Circumstances beyond its control, including strikes and dispute, b). System maintenance upgrading or similar circumstance, c). Failure of service provider to deliver SMS on time.
  - e) I/we agree to pay the Bank's scale of less of fee and commission as may be specified from time to time, for the provision of the service. I hereby authorize the Bank to debit any of my account(s) with such fees and commission.
  - f) I/we agree that my rights under this agreement are personal and therefore not assignable or transferrable.
  - g) If the Bank provides by email any confidential information requested by me, I/we agree that the Bank shall not be liable if the information provided is lost or intercepted, altered or misused by third party.
  - h) Where my mobile device is lost, missing, stolen, I/we undertake to make a report to the Bank within 24 hours and the service shall be terminated for the affected line immediately.
  - i) The Bank shall not be liable for any information that is disclosed to any unauthorized person due to my negligence.
  - j) Either party may terminate this service within services days to the other, however the Bank may terminate this service with or without notice if circumstances so warrant.

## General Terms & Conditions

### Change in Terms, Condition and Regulation

18. It is agreed that the Bank shall have the right to modify the nature, condition and stipulations of these general terms and conditions including the rate of interest, commissions and other conditions to any account by a written notice to the Account Holder or by notice posted in the bank. Any such amendments shall be binding on the Account Holder from the date of the said notice whether or not the Account Holder actually received the notice.

19. The Account Holder agrees to accept as due notification any notice of change in conditions governing the account directed to Account Holder's last known address or posted in the banking halls and to be bound by such change.

### Accounts of Non-Residents and US Persons

20. If Account Holder resides outside Nigerian, Account Holder shall ensure that having an account complies with any other applicable law or rule which apply where Account Holder resides, including and tax, foreign exchange or capital controls and for all payments, reporting or filing requirements that may apply as a result of Account Holder country of citizenship, domicile or residence. Account Holder agrees to provide the Bank with such information as the Bank may reasonably require from time to time, enabling the Bank or any of our subsidiaries comply with any applicable law. Where an Account Holder does not provide the requisite documentation in line with the United States Foreign Accounts Tax Compliance Act (FATCA) requirements within 90 days from the date of the request, the Bank may in its sole discretion close the account.

21. Account Holder must contact the Bank immediately or at the latest within 30 (thirty) days if Account Holder become a US person. If Account Holder does not become a US person, Account Holder must complete and return to the Bank as soon as reasonably possible and relevant US tax or waiver documentation that applies to Account Holder and that the Bank may request from time to time.

### Account Information Changes and Information Sharing

22. Account Holder must contact the Bank immediately or at least within 30 (thirty) days if any time in the future there is a material change to the information Account Holder have previously provided to the Bank.

23. Except where the Bank is negligent or fraudulent or in wilful default, "The Bank shall have no responsibility to Account Holder if any information the Bank hold about Account Holder is or become inaccurate or incomplete."

24. Subject to applicable local laws, Account Holder hereby agrees that NOVA Bank or any of its subsidiaries and affiliates (collectively "The Bank") can share Account Holder's information with domestic or overseas regulators or tax authorities, Account Holder agrees that the Bank may withhold, and payout, from Account Holder's account(s) such amounts as may be required according to applicable laws, regulations, agreements with regulators or authorities and directives.

25. Account Holder agrees to comply with all terms and conditions issued by the Bank, governing the use of electronic banking services which the Bank may from time-to-time offer and provide to the Account Holder, in order to ensure banking convenience.

### Electronic Banking Terms & Conditions

26. I/we ("Customer") confirm and agree that the following terms and conditions shall govern my/our electronic banking transactions with the Bank.

Service" means the Electronic Banking Service of NOVA Bank ("The Bank"), including ATM Transaction, Internet Banking, Mobile Banking, Secure Message Facility and Bills' Payment services.

"User names and Password" means the enabling code with which you access the system and which is known to you only.

"Account" means a current or Investments account or other accounts) maintained with the bank any of the bank's branches in Nigeria and other country(ies).

"PIN" means your personal identification number.

"Mailing Address "means the customer's mailing address in the bank's records as updated from time to time.

"Instruction" means the customer's request to the bank for the services.

"ATM" means Automated Teller Machine that dispenses cash to or receives cash/cheque from account holders with the use of a debit card or credit card.

"ATM Card" means the card used by a customer for processing transactions through Automated Teller Machine.

"Secure Message Facility" means the facility within the e-Banking Service that enable the client to send electronic messages (e-mail, SMS) to the Bank, including without limitation free-format messages, fixed format messages, or instruction to make payments, requests for cheque books, banker's drafts or the purchase or sale of securities and interest in mutual fund.

26.1 The service allows the customers to give the bank instructions by us of ATM, PIN, Password, User name and security message (email,

### SMS) for the following:

i) The Obtain information regarding customer's balance as at the last date of business with the bank;

ii) Obtain information with regards to any instrument in clearing or any credit standing in the customer's account as at the last date of transaction on the customer's account;

iii) Authorize the Bank to debit the customer's account to pay a specified utility bill such as NITEL, NEPA, WATER RATE and/or any other bills as specified by the customer subject however to availability of such bill payment under this service.

iv) Authorizing the bank to effect a transfer of funds from the customer's account to any other account with the bank;

v) Authorizing the bank to effect any stop payment order;

vi) Authorizing the bank to debit customer's account and to add same into any form of prepaid card.

26.2. The On receipt of instructions, the bank will endeavor to carry out the instructions promptly, except in situations of unforeseen circumstances such as act of God, force majeure, system failure and other causes beyond the Bank's control.

26.3. For the service to be available to any customer, he/she must have a combination of the following:

- i) An account with the Bank;
- ii) A username and password;
- iii) A Personal Identifications Number "PIN"; and
- iv) An e-mail address.

26.4. Under no circumstances shall the customer allow anybody access to his/her account through the service.

26.5. The Password/e-mail

a) The customer understands that his/her password/e-mail is to be used to give instructions to the bank and accordingly undertakes:

l) That under no circumstance shall the password be disclosed to or assessed by anybody.

ll) Not to write the password to avoid third party coming across same.

b) The customer instructs and authorizes the bank to comply with any instructions given to the bank through the use of the service;

c) Once the bank is instructed by means of the customer's PIN the bank is entitled to assume that those are the instructions given by the customer and to rely on same;

d) The customers password, access code must be changed immediately it becomes known to someone else.

e) The bank is exempted from any form of liability whatsoever for complying with any or all instruction(s) given by means of the customer's password/PIN if by any mean: fie password/PIN becomes known to a third party or otherwise becomes compromised:

f) Where a customer notifies the bank through email of his/her intention to change his password/PIN arising from loss of memory of same, or that it has come to the notice of a third party, the bank shall, with the consent of the customer, delete same and thereafter allow the customer to enter a new password/PIN provided that the bank shall not be responsible for any loss that occurs between the period of such loss of memory of the password/PIN or knowledge of a third party and the time the report is lodged with the bank.

g) Once a customer's password/PIN is given, it shall be sufficient confirmation of the authenticity of the instruction given.

h) The customer shall be responsible for any instruction given by means of the customer's password/PIN. Accordingly, the bank shall not be responsible for any fraudulent, duplicate or erroneous instructions given by means of the customer's password/PIN

26.6 Where an ATM care is issued to a customer, the card shall remain the property of the bank at all times. The bank may, at its sole discretion, cancel the ATM card and request its return and any time, in which case the cardholder shall immediately comply with such request.

26.7. The ATM card is issued entirely at the risk of the customer who shall indemnify the bank for all loss or damage howsoever caused resulting from the use of the card. The cardholder shall take every possible care to prevent the card from being lost, mislaid or stolen and the cardholder undertakes not to pass the card to any other person.

26.8. The ATM card holder shall notify the bank immediately if the ATM card is lost, mislaid or stolen or if it comes into the hands of a third party or if the PIN is unwittingly or otherwise is disclosed or made available to a third party, in all circumstances. The bank will not be liable for any damages or loss resulting from loss of the card. Where oral notice of loss or theft is given, it must be confirmed in writing to the cardholder's branch of the bank within 48 hours of the receipt of notice.

## General Terms & Conditions

- 26.9. The bank shall debit the ATM card holder's account with the amount of any withdrawal transfer payment of water, electricity bills/payment for goods and services at point of sales (POS) terminals and all such payments as effected by the use of the ATM card along with the related bank charges.
- 26.10. The bank reserves the right to limit the total cash sum withdrawn by the ATM cardholder and total amount spent on pas terminals during any 24 hour period. The bank shall not be responsible for any loss or damage arising directly or indirectly from any malfunction or failure of the ATM card or the ATM or the temporary insufficiency of funds in such machine.
- 26.11. Customer's Responsibility:
- The customer undertakes to be absolutely responsible for safeguarding his username, password, PIN, and under no circumstance shall the customer disclose any of all of these to any person.
  - The customer undertakes to ensure the secrecy of his password/PIN and password by not reproducing same in any manner whatsoever either in writing or otherwise capable of making it known to persons other than the customer.
  - The bank is expressly exempted from any liability arising from unauthorized access to the customer's account and/or data as contained in the bank's records via the service, which arises as a result of inability and/or otherwise of the customer to safeguard his PIN, Password and/ or failure to log out of the system completely by allowing on screen display of his account information.
  - The bank is further relieved of any liability as regards breach of duty of secrecy arising out of customer's inability to scrupulously observe and implement the provisions of clauses;
  - The customer's access code and password must be changed immediately it becomes known to anyone else and therefore the customer is under a duty to notify the bank by contacting the customer interaction center by telephone and in writing whenever his/her access code and/or password is suspected to be or has become known to another person.
  - The customer shall be responsible for any fraud, loss and/ or liability to the bank or third party arising from usage of the customer's access code, password, PIN and or password by both a third party and other unauthorized access. Accordingly the bank shall not be responsible for any fraud that arises from usage of the customer's access code, password, PIN and / or password.
  - The customer undertakes to ensure that his/her PIN is not one that can be easily guessed by anyone including but not limited to addresses, telephone numbers, anniversaries, birthdays, simple sequence numbers, etc.
- 26.12. Upon enrolling a customer for the service, the customer may be charged the applicable monthly fee and/or usage fee whether or not the customer makes use of the service during the period in question.
- 26.13. Under no circumstances will be bank be liable for any damages, including without limitation direct or indirect, special, incidental or consequential damages, losses or expenses arising in connection with this service or use thereof or inability to use by any party, or in connection with any failure of performance, error, omission, interruption defect, delay in operation, transmission, computer virus or line or system failure, even if the bank or its representatives thereof are advised of the possibility of such damage, losses or hyperlink to other internet resources are at the customer's risk.
- 26.14. Copyright in the pages and in the screens displaying the pages, and in the information and material therein and arrangement is owned by the bank.
27. User acknowledge that the alert and other information sent to him or accessed by him contain confidential information and should such information be sent to a third party through no fault of NOVA Bank, NOVA Bank shall not be held liable.
28. NOVA Bank will not be liable for non-delivery or delayed delivery of alert, emails, errors or losses or distortion in transmission of alerts and emails to the USER. NOVA Bank shall not be liable for lack of receipt of alerts due to technical defects on customer's device or computer or any damage or loss incurred by the USER as a result of causes not directly attributable to NOVA Bank.
29. NOVA Bank, shall not be liable to the user, or to any third party for any drawing, transfer remittance, disclosure, or any activity, or incidence on the user's account, whether authorized by the user or not, PROVIDED that such drawing, transfer, remittance disclosure, or any activity or incidence was user authorized or made possible by the fact of the knowledge and/or use, or manipulation of the user's password or otherwise by the user's negligence, user acknowledges that his password shall be known only to him and kept secret at all times.
30. In the event of loss or theft of the device or compromise of the security of the email account, the user shall call NOVA Merchant Bank Limited. hotlines: +234 (1) 280 4000, email info@novamb.com and immediately notify the bank in writing within 24 hours of the loss/theft of device or computer and email/ password compromise.
31. NOVA Merchant Bank Limited, in its absolute discretion and without prior notice can temporarily suspend this, any or all of the service or terminate them completely.

### Email Indemnity

32. I/We request you to act in accordance with any instructions, information or other communications furnished to you, or which reasonably appear to have been furnished by me/ us on my/our behalf, by email (electronic mail). This applies whether they are transmitted directly to a computer owned by you or otherwise. This applies at any time, and in relation to any business or transactions, which I/we may have with the Bank, or in which the Bank may be acting on my/ our behalf or in accordance with my/our instructions.

I/We acknowledge that you have given the following warning - The Bank cannot detect from inspection of emails whether the original document from text or other content of any email or any document or other file attached to an email) was forged, unauthorized, wrongfully altered, or otherwise misused, or whether any of the transmission details included in a received email such as the sender's name, the sender's email address, the date or time of sending, server details or the route through which the email travelled are false.

Because of this, I/ we realize that the Bank cannot accept any liability for loss or damage to me/ us resulting from failure to detect such matters in any fax document or email furnished or appearing to have been furnished by me/us. The Bank requires the following indemnity before agreeing to my/ our above request.

I/we acknowledge your warning and ask you to act on the above request. If you do this, I/We will indemnify you against any actions, damages, costs, claims, demands or losses arising from you acting in accordance with any fax or email which appears to have been furnished by me/ us or on my four behalf. This indemnity applies even if any such fax or email was produced by or contains or has attached any forgery, lack of authority, wrongful alteration or other misuse of a document, text or file or if any transmission details or information appearing on it are not genuine. This indemnity applies even if any such fax or email was not in fact issued by me/ us or with my/our authority.

### Authority to Debit Account for Search Fee

33. I/We hereby authorize you to debit our account with the applicable charges for legal search conducted on our account at the Corporate Affairs Commission or relevant agency/ authority.

## Privacy Notice

NOVA Bank (NOVA) respects the privacy of our users, and we are committed to protecting your personal data disclosed to us. This Privacy Notice clarifies how we collect, process, disclose, and safeguard your information when you fill our physical or electronic account opening form. Please read this privacy notice carefully.

NOVA reserves the right to make changes to this Privacy Notice (based on our Privacy Policy) at any time and for any reason. We will alert you about any changes by updating the "Last Updated" date of this Privacy Notice. We will hence ensure your data is:

- Processed lawfully.
- Collected and maintained for a specific legal purpose.
- Retained no longer than necessary; and
- Kept securely.

KYC due diligence, including confirming and verifying your identity (including, if applicable, your creditworthiness by using credit reference agencies), screening against government, and/or law enforcement sanctions lists; other

anti-money laundering and countering terrorist financing due diligence and, conducting "well informed investor" or "professional client" checks in assessing suitability of investors. NOVA will also use your information to provide services for you, to communicate with you, and to make our services better.

We may also use your personal information to market our products and services to you that may be of interest to you. However, you can contact us and request that we delete your information from our mailing list if you do not wish to continue receiving our promotions.

For more details, please read up our data privacy policy on (Privacy Policy - NOVA Bank (www.novabankltd.com). This policy sets out your rights under the Nigeria Data Protection Regulation 2019 and explains how you can access your personal data as well as lodge complaint if you have concerns about how we are using it. By signing this form, you agree that you understand how your data will be used and consent to its use as stated in our privacy policy. You can access, make changes to, update or withdraw your information provided to us by contacting us through your relationship manager or the following channels:

**Address: 23 & 18 Kofe Abayomi Street Victoria Island, Lagos, Nigeria**

**Tel: +234 (1) 2804000 Ext. 4028**

**Declaration**

**INFORMATION CONFIRMATION**

Full Names (Surname First)

I/We hereby apply for the opening of an account or accounts with NOVA Bank. I/We understand that the information given herein, and the document presented are the basis for opening such account(s) and hereby warrant that such information is correct.

I/We further undertake to indemnify the Bank for any loss suffered as a result of any false information or error in the information provided to the bank.

By signing this document, you have agreed to the general electronic banking and general data protection regulation (NDPR & GDPR) terms and conditions for account opening contained on our website: <https://www.novabankltd.com/>

\_\_\_\_\_ 

D	D	M	M	Y	Y
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Signature

\_\_\_\_\_ 

D	D	M	M	Y	Y
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Director

\_\_\_\_\_ 

D	D	M	M	Y	Y
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Company Secretary/Director

**MANUALLY INITIATED FUNDS TRANSFER (MIFT) AGREEMENT FORM**

Manually initiated funds transfers include instructions, received externally from clients or customers, that are initiated via paper mail, text messages, phone, messenger, electronic mail, file transfers and other similar "manual" origination means, unaccompanied by cheque.

You may choose to transact your business with the Bank through any of the channels listed below subject to the conditions

Please indicate preferred alternate means of communication with the Bank

Electronic mail

Paper mail

Text Messages

Others (please specify) \_\_\_\_\_

We/I \_\_\_\_\_ agree that all such instructions are binding on us/me subject to the Banks confirmation of such transaction via either Recorded voice call to my registered email address.

We/I \_\_\_\_\_ of \_\_\_\_\_ hereinafter called " \_\_\_\_\_ " hereby irrevocably undertake to indemnify NOVA Commercial Bank against any liability, loss, damage, injury, claim, distress, action or proceedings which may be incurred, sustained, paid or made against NOVA Commercial Bank occasioned or in consequence of the execution of any instruction in line with the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**DECLARATION OF ULTIMATE BENEFICIAL OWNERS (UBOs)**

If YES, kindly fill the UBO form and if NO, please sign here \_\_\_\_\_  
Signature

**Document Requirements Checklist**

	Checked	Deferred	Waived	N/A
1. Duly completed Account Opening Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Duly completed Specimen Signature Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of CAC Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Board Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Copy of Memorandum and Article of Association (certified True Copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Particulars of Directors (Form CO7) Certified True Copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Allotment of Shares (Form (02) (Certified True Copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. One (1) passport-sized photograph of each signatory Full names written on the reverse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Introduction letter (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Status Report from Banker (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Resident Permit (for Non-Nigerians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Evidence of registration with NIPC (where applicable) Nigerian Investment Promotion Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Evidence of registration with SCUML (where applicable) Special Control Unit on Money laundering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Search Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Power of Attorney (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Letter of Indemnity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Proof of Company Address (original or true certified copy acceptable) Lease Agreement, PHN, LAWMA, Water Corporation, Fixed Telephony Services Bill, Etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Business Premises Visitation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Proof of Identity of all Signatories and Directors/Officers whose names appear on the Account Opening Form e.g. International Passport,, Driver's license, National ID Card, INEC Voters' Card, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Proof of Address of all Signatories and Directors/ Officers whose names appear on the Account Opening Form e.g. Utility Bill (original or true certified copy acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Two (2) Satisfactorily Completed Reference Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Other document provided (partnership deed, approval letter, act/Gazette, copy of Audited financial statement etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List Please \_\_\_\_\_



**REFERENCE FORM**

Account Number (For Bank Use Only) \_\_\_\_\_

Date 

D	D	M	M	Y	Y
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Caution: It is dangerous to introduce any individual not well known to you.

Referee's Bank Verification Number (BVN)/ National Identification Number (NIN) \_\_\_\_\_  
(Optional)

Name of Referee \_\_\_\_\_

Address \_\_\_\_\_

To: **NOVA Bank****Dear Sir,**

Name of Applicant \_\_\_\_\_

The above named individual/company wishes to open a current account with you. He/She/They is/are well known to me/us and I/We consider him/her/them suitable to maintain this account with you.

Referee's Bank \_\_\_\_\_ Branch \_\_\_\_\_

Referee's Account Number \_\_\_\_\_

Referee's Account Name \_\_\_\_\_

Referee's Signature

Date 

D	D	M	M	Y	Y
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**REFERENCE FORM**

Account Number (For Bank Use Only) \_\_\_\_\_

Date 

D	D	M	M	Y	Y
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Referee's Bank \_\_\_\_\_ Branch \_\_\_\_\_

Referee's Account Number \_\_\_\_\_

Referee's Account Name \_\_\_\_\_

Referee's Signature

Date 

D	D	M	M	Y	Y
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