



Mortgage Bankers

## ACCOUNT OPENING INFORMATION

### INDIVIDUAL/ JOINT ACCOUNT OPENING FORM

#### Category of Account

Individual  Joint Account  Investment  Others \_\_\_\_\_

**Affix  
Passport  
Photograph  
Here**

#### Account Type

Home Ownership  General Savings  Checking Account Target Savings  Children Savings 

Branch: \_\_\_\_\_ Account Number: \_\_\_\_\_

Branch Code \_\_\_\_\_ Bank Verification ID No. \_\_\_\_\_

#### 1. PERSONAL INFORMATION

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Other Name(s): \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Gender: F  M  Date of Birth: DD  MM  YY 

Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Local Govt. Area: \_\_\_\_\_ State of Origin: \_\_\_\_\_

Purpose of Account: \_\_\_\_\_ Tax I.D Number: \_\_\_\_\_

Residence Permit Number (Non Nigerian): \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_ Permit Expiry Date: \_\_\_\_\_

Marital Status: Married  Single  Divorced  Widow  Widower 

Spouse Name: \_\_\_\_\_

Spouse Date of Birth DD  MM  YY  Occupation: \_\_\_\_\_

#### 2. CONTACT DETAILS

Residential Address: (Home Number and Street) \_\_\_\_\_

Nearest Bus Stop/Landmark: \_\_\_\_\_

City/Town: \_\_\_\_\_ Local Govt. Area: \_\_\_\_\_

State: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone Number 1: \_\_\_\_\_ (2): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

#### 3. VALID MEANS OF IDENTIFICATION

National I.D Card  International Passport  INEC Voters Card  National Driver's Licence  Others: \_\_\_\_\_

I.D Number(s): \_\_\_\_\_

I.D Issue Date: DD  MM  YY  I.D Expiry Date: DD  MM  YY 

#### 4. DETAILS OF NEXT OF KIN

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Title: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ 2. \_\_\_\_\_

Full Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Local Govt. Area: \_\_\_\_\_ State: \_\_\_\_\_

#### 5. ACCOUNT SERVICE(S) REQUIRED

Card Preference: Verve  Master Card  Visa  Others Specify Electronic Banking Preference: Internet Banking  Mobile Banking  ATM  POS Transaction Alert Preference: Email(free)  SMS (Fee Applies) Statement Preference: Email  Post Statement frequency: Monthly  Quarterly  Semi-Annually  Annually 

#### 6. ADDITIONAL DETAILS

##### Employment Type

Employed  Self Employed  Un-Employed  Retired 

Others (Specify) \_\_\_\_\_

Occupation: \_\_\_\_\_ Job Title: \_\_\_\_\_

Business Category: Small  Medium  Large 

Business Sector: \_\_\_\_\_

**FOR BANK USE ONLY**

**REQUIREMENTS' CHECKLIST**

**SAVINGS ACCOUNT**

	Checked	Deferred	Waived
1. Duly Completed Account Opening Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Specimen Signature Card duly completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Two (2) recent passport-sized photographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proof of Identity (Original must be sighted) e.g. International Passport, Driver Licence, National ID Card, INEC Voters card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Resident Permit (for Non-Nigerian)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Proof of Address (original or certified true copy Acceptable) PHCN, LAWMA, Water Corporation, Fixed Telephone Service Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Letter from employer/ school/NYSC For salary and students' Account only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Address Verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CURRENT/FIXED/OTHER TYPE(S) OF ACCOUNT**

	Checked	Deferred	Waived
1. Duly completed Account Opening Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Specimen Signature Card duly completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Two (2) recent passport-sized photographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Two (2) Independence and satisfactory references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Proof of Identity (original must be sighted) e.g. International Passport, Driver Licence, National ID Card, INEC Voters card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Resident Permit (for Non-Nigerian)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Proof of Address (original or certified true copy Acceptable) PHCN, LAWMA, Water Corporation, Fixed Telephone Service Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Letter from employer For salary Account only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Other documents provided List please.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Address Verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**AUTHENTICATION FOR FINANCIAL INCLUSION**

- i. Is the customer socially or financially disadvantaged? Yes  No
- ii. If answer to (i) above is Yes, state other documents obtained in line with the bank's policy on socially/ financially disadvantaged customer in compliance with Regulation 77(4) of AML/CFT Regulation, 2013
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- iii. Does the customer enjoy Tiered KYC requirements? Yes  No  Not Applicable
- iv. If answer to (iii) above is Yes, identify the customer risk category:  
 Low Risk       Medium Risk       High Risk

**AUTHENTICATION FOR POLITICALLY EXPOSED PERSONS**

- Is the applicant a politically exposed person? Yes  No  Status: Current  Former
- Is the applicant a relation to a politically exposed person? Yes  No  If yes, state relationship

**A. ACCOUNT OPENED BY**

Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

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Signature \_\_\_\_\_ DD/MM/YY

**B. DEFERAL/WAIVER OF DOCUMENTS (IF ANY) AUTHORIZED BY**

Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

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Signature \_\_\_\_\_ DD/MM/YY

**C. ADDRESS VERIFICATION CARRIED OUT BY**

Comment (Address Description and Findings)

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Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

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Signature \_\_\_\_\_ DD/MM/YY

**D. ACCOUNT OPENING AUTHORISED / APPROVED BY**

Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

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Signature \_\_\_\_\_ DD/MM/YY

Annual Salary/Expected Annual Income

- (a) Less Than =N=50,000  (b) =N=51,000 - =N=250,000  (c)=N=251,000 - Less Than =N=500  (d) =N=500,000 - Less Than =N=1M   
 (e) =N=1M Less Than =N=5M  (f) =N=5M Less Than =N=10M  (g)=N=10M Less Than =N=20M  (h) Above =N=20M

Employer's Name: \_\_\_\_\_  
 Employer's Full Address: \_\_\_\_\_  
 Office Phone Number: \_\_\_\_\_ 2. \_\_\_\_\_  
 Other Sources(s) of Fund to the Account: (i) \_\_\_\_\_  
 (ii) \_\_\_\_\_

**7. ACCOUNT HELD WITH OTHER BANKS:**

S/NO	NAME & ADDRESS OF BANK/BRANCH	ACCOUNT NAME	ACCOUNT NUMBER	STATUS: ACTIVE OR DORMANT
1				
2				
3				
4				

Status of Account: Active  Dormant

**8. ACCOUNT MANDATE(S)**

Mandate of Authorization

Sole Signatory  Either to Sign  Both to Sign

Others: \_\_\_\_\_

Surname: \_\_\_\_\_

Other Name: \_\_\_\_\_

I.D Type: \_\_\_\_\_

I.D Number: \_\_\_\_\_

Tel. No. 1. \_\_\_\_\_

Tel. No. 2. \_\_\_\_\_

Designation: \_\_\_\_\_ Category:

Others: \_\_\_\_\_

Specimen Signature	Passport Print your Surname, First & Middle Name at the back of passport
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Surname: \_\_\_\_\_

Other Name: \_\_\_\_\_

I.D Type: \_\_\_\_\_

I.D Number: \_\_\_\_\_

Tel. No. 1. \_\_\_\_\_

Tel. No. 2. \_\_\_\_\_

Designation: \_\_\_\_\_ Category:

Others: \_\_\_\_\_

Specimen Signature	Passport Print your Surname, First & Middle Name at the back of passport
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Surname: \_\_\_\_\_

Other Name: \_\_\_\_\_

I.D Type: \_\_\_\_\_

I.D Number: \_\_\_\_\_

Tel. No. 1. \_\_\_\_\_

Tel. No. 2. \_\_\_\_\_

Designation: \_\_\_\_\_ Category:

Others: \_\_\_\_\_

Specimen Signature	Passport Print your Surname, First & Middle Name at the back of passport
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**9.0 TERMS AND CONDITIONS**

I/We confirm and agree that my/our account(s) and all banking transactions between me/us ("the Customer", "I", or "me" or "we") and LBIC Plc("the Bank") shall be governed by the conditions specified below and/or the terms of any specific agreement between me/us and the Bank or where not regulated by either the conditions or such agreement, by customary banking practices in Nigeria.

- The Bank will not establish or operate the requested account(s) unless and until it has received the required supporting documents for the account, a list of which has been provided to me/us and is included with this application form.
- The Bank is hereby authorized to undertake all "Know Your Customer" (KYC) procedures specified by applicable law/regulations and/or Bank policies including the confirmation of my/our details and legal status at the appropriate government registry. I/We hereby authorize you to debit my/our account without further notice to me/us for the costs attendant to such KYC procedures.
- The Bank may, without prior notice, impose or change the minimum balance requirements for my/our account(s) or alter the applicable interest rate(s) or the charges relating to such account(s) or any of them.
- The bank is authorized, where the balance standing to the credit of my/our accounts is below the required minimum balance, to either amend the rate(s) of interest payable or close the account(s).
- The Bank is authorized to transfer money from any deposit account, I/We maintain to any other account(s), I/We maintain with the Bank whose balance is below the required minimum.
- The Bank shall, in addition to any right of set-off or similar right prescribed by law, be entitled, without notice, to combine and consolidate all or any of my/our Accounts with the Bank (without any liabilities to the Bank) and/or to set off or transfer any or all amounts owed by me/us or either of us or a related party to the Bank against any and all money which the Bank may hold for my/our account
- The Bank shall be entitled to retain and not repay any amount whatsoever that it owed to me/us or which it holds on my/our behalf and until all amounts owed by me/us or the related party to the Bank have been repaid or discharged in full and, for so long as such amounts so owed to me/us or held on my/our behalf towards the payment and discharge of the amounts owed by me/us or either of us or the related party to the Bank.
- I/We shall be responsible for all costs, expenses and liabilities arising from the purchase, retention and sale of investments made on my/our behalf by the Bank which includes but are not limited to all taxes, statutory fees, duties and levies.

- The bank is hereby authorized, in the absence of any written instruction to the contrary, to place my/our funds in any appropriate investment on deposit and to renew/reinvest at maturity any investments or deposit made in my/our name(s) on the same terms and conditions that applied to such investment/deposit immediately prior to its maturity or on such other terms and conditions as the Bank may, in its absolute discretion, consider appropriate under the circumstances.
- Where the Bank, in the absence of any previous agreement as to rate of interest and costs and charges that will apply if my/our accounts or any of them becomes overdrawn, in its absolute discretion allows me/us to make any drawing that results in my/our account(s) or any of them becoming overdrawn, the Bank shall be entitled to charge such rate of interest and impose such charges as, in its absolute discretion, it considers appropriate in the circumstances and I/We agree to pay such interest and charges to the Bank on demand.
- Where any un-cleared effects credited to my/our account(s) by the Bank are subsequently dishonoured and/or the Bank for any reason is required to repay to the paying bank of any other party all or any part of any amount credited to our account, the Bank will be entitled to debit my/our account(s) with the amount of such un-cleared effects and/or repaid amounts plus accrued interest and applicable bank charges.
- No failure or delay in exercising any right, power or privilege vested in the Bank by these conditions shall operate as a waiver thereof nor shall any partial exercise of such right, power or privilege preclude any other or further exercise thereof.
- Where these conditions are signed by or on behalf of more than one person as the Customer, all of such persons are bound by these terms and conditions.
- Any communication by the bank shall be deemed to have been made as soon as it is sent to the most recent address provided by me/us and the date indicated on the duplicate copy of such letter or on the Bank's mailing list will constitute the date on which the communication was sent. Any statement or confirmation of any transaction between me/us or either of us and Bank shall be deemed to have been examined by me/us and to be conclusive and binding unless within 5 (five) working days from the date specified on such statement/confirmation, I/We or either of us advise the Bank in writing that an item contained therein is being disputed, whether or not such item was made in accordance with the mandate from time to time given by me/us to the Bank.

**Electronic Banking**

I/We confirm and agree that the following terms and conditions shall govern my/our Electronic Banking transactions with the Bank. The following terms and conditions shall govern the Bank's e-Banking Services.

**1) DEFINITIONS**

"Customers" means a customer of the Bank who operates an account with the Bank and is named in the application form. Where two individuals are named, either or both of them are customers.

"The Bank" means Lagos Building Investment Company Plc.

"Card Holders" means a customer who has been issued the Bank's debit and/or credit card. The card is the property of the Bank and will be returned unconditionally and immediately to the bank upon request by the Bank."

"Service" means the LBIC PLC Internet Banking, email and SMS Alert and other electronic products that will be provided by the Bank.

"Access code, pass code, User name and Password" means the enabling code with which you access the system for the Banking service and which is known to you only.

"Account" means a current or savings account or other account maintained with the bank at any of the bank's branches in Nigeria.

"PIN" means the Personal Identification Number.

"ATM" means Automated Teller Machine that dispenses cash to account holders via the use of debit/credit cards or accept cash deposits.

"Debit and Credit Card" means the card used by a customer for initiating transactions on the various electronic payment channels e.g. ATM, POS, and Internet.

2) The service allows the customers to give the Bank Instructions by use of:

- (a) Telephone, ATM, PIN, Password, Access code, Username and secure message (e-mail, sms), Internet banking for the following:
    - (i) Obtain Information regarding customer's balances as at the last date of business with the Bank.
    - (ii) Obtain Information with regards to any instrument in clearing or any balance standing in the customers account as at the last date of transaction on the customer's account.
    - (iii) Authorize the Bank to debit customer's account to pay specified utility bills such as WATER RATE and/or any other bills as specified by the customer subject however to availability of such bill payment under this service.
    - (iv) Authorize the Bank to effect a transfer of funds from the customer's account(s) to any other accounts with the Bank or with other Banks within or outside the country.
    - (v) Authorize the Bank to effect/stop any payment order.
    - (vi) Authorize the Bank to debit customers account and load same into a designated card.
    - (vii) Authorize the Bank to produce a cheque book for the customer based on request
      - b) On receipt of instruction, the Bank will endeavor to carry out the customer's instruction promptly, except in the event of any unforeseen circumstances such as Act of God, Force Majeure, and other causes beyond the Bank's control.
3. Before the service can be availed to any customer, he/she must have one or a combination of the following:
- (i) An account with the bank &
  - (ii) A valid email address
  - (iii) A Pass code, Access code, User name, Password or token authenticator.
  - (iv) A personal Identification Number "PIN"
  - (v) Valid GSM/land line number.
- 4) The Pass code/Access code/Password/E-mail Security.

The Customer understands that his/her Pass code, Access code/Password E-mail is used to give instructions to the bank and accordingly undertakes.

- (i) That under no circumstances shall the Pass code, Access code/Password be disclosed to anybody.
- (ii) Not to write the Pass code/Access code/Password in an open place in order to avoid third party access.
- (iii) The customer instructs and authorizes the bank to comply with any instructions given to the bank or through the use of the service.
- (iv) Once the bank is instructed by means of the customer's Pass code/Access code and PIN the bank is entitled to assume that those are the instructions given by the customer and to rely on same.
- (v) The customer's Pass code must be changed immediately it becomes known to someone else.
- (vi) 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 Pass code/Access code if by any means the Pass/Access code becomes known to a third party.
- (vii) Where a customer notifies the bank of his/her intention to change the Pass code/Access code arising from loss of memory of same, or that 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 Pass code/Access code PROVIDED that the bank shall not be responsible for any loss that occurs between the period of such loss of memory of the Pass/Access code or knowledge of a third and the time the report is lodged with the Bank.
- (viii) Once a customer's Pass code/Access code is given, it shall be sufficient confirmation of the authenticity of the instruction given.
- (ix) The customer shall be responsible for any instruction given by means of the customer's Pass code/Access code. Accordingly, the bank shall not be responsible for any loss or consequences suffered by the customer from use of the customer's Pass code/Access code.

5) Customer's Responsibilities.

- (i) The customer undertakes to be absolutely responsible for safeguarding his/her/its user name, Access code/Pass code, PIN, Password, and under no circumstance shall the customer disclose any or all of these to any person.
- (ii) 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/her/its PIN, Pass code/Access code and/or password and/or failure to

log out of the system completely by allowing on screen display of his/her/its account information.

(iii) 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 clause 4 above, and/or instances of breach of such duty by hackers and other unauthorized access to the customer's account via the service.

- 6) Copyright in the cards and other proprietary information relating to the service including the screens displaying the pages, the information and material therein and agreement is owned by the Bank.
- 7) For the benefit and security of our customers and to comply with applicable laws, we have a few mandatory guidelines that we call "rules of the road". Conducts that violates the rules of the road is grounds for termination of this services and the bank for whatsoever reason vary these terms and conditions. For this reason, the customer undertakes to:
  - (i) Provides accurate information: Agree to provide true, accurate and complete information about themselves as requested in our registration/account opening forms and the customer agree not to misrepresent his/her identity or information, which may include user names, password or other access devices for such accounts.
  - (ii) Obey the law: Customer agrees not to use the service for illegal purposes or for the transmission of material that is unlawful, harassing, libelous (untrue and damaging to others), invasive of another's privacy, abusive, threatening, or obscene, or that infringe the right of others.
  - (iii) Restrictions on commercial use or resale: Customer's right to use the service is personal therefore customer agrees not assign or make any commercial use of the service.
  - (iv) Proprietary rights. The customer acknowledges, and agrees that the bank own all rights to information relating to the service including the website and the content as expressly authorized by the service, customer may not copy, reproduce, distribute, or create derivative work from this content. A violation of any of the rules (i-iv) is a ground for discontinuation of the service with the bank.
- 8) The bank shall not be responsible for any electronic virus that the customer may encounter in course of making use of these services.

**Disclaimer of Warranties**

- 9) The customer expressly understands and agrees that the user of the service is at his/her sole risk. The service is provided on an as is "available" basis. The bank expressly disclaims all warranties of any kind, whether express or implies, including, but not limited to the implied warranties of merchantability, fitness for a particular purpose and non-infringement.
- 10) The bank makes no warranty that:
  - (i) The service will meet customer's requirements
  - (ii) The service will be uninterrupted, timely secure, or error-free
  - (iii) The results that may be obtained from the use of the service will be accurate or reliable.
  - (iv) The quality of any products, services, information or other material purchased or obtained by the customer through the service will meet his/her expectations.
  - (v) Any errors in the technology will be corrected.
- 11) Any material downloaded or otherwise obtained through the use of the Service is not responsible for any damage to customer's computer system or loss of data that results from the download of any such material. No advice or information whether oral or written obtained by customer from us, through us or from the service will create any warranty not expressly stated in these terms.
- 12) Indemnification. Except when caused by the bank's intentional misconduct or gross negligence, customer agrees to protect and fully compensate the bank and its affiliates and Service Provider from any/all third party claims, liability damages, expenses and costs (including but not limited to, legal fees) caused by or arising from customer's use of the service violation of the terms or infringement, by any other use of customer's account of any intellectual property or other right of anyone.
- 13) Service changes and discontinuation. The bank reserves the right to change or discontinue, temporarily or permanently, the service at any time without notice in order to maintain the security and integrity of the service, the bank may also suspend customer's access to the service at any time without notice. Customer agrees that the bank will not be liable to the customer or any third party for any modification or discontinuation of the service.
  - (i) All notice to the customer shall be writing via the address the customer has provided to the bank, and all notice to the bank must be made in writing sent to the bank's address.
  - (ii) If any of the terms is held to be unenforceable, then such provision shall be construed, as nearly as possible, to reflect the intentions of the parties with the other provisions remaining in full force and effect.
  - (iii) The laws of the Federal Republic of Nigeria "shall govern this agreement.

**Credit Bureau**

The customer acknowledges that the Bank consults with various credit bureaus and reference agencies, and may be required to disclose the Customer's information to these credit bureaus for the purpose of conducting checks on the Customer. The Customer hereby irrevocably and unconditionally grants his/her/its account(s)/transaction(s) with the Bank, to such credit bureaus and reference agencies whether based locally or abroad, including information on the Customer's Directors and other personnel, transactions and conduct on the Customer's 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.

I/We CONFIRM THAT I/WE HAVE READ THE ABOVE TERMS AND CONDITIONS AND FULLY UNDERSTANDS THE CONTENT THEREIN

Signature..... Signature.....

**10. DECLARATION**

I/We hereby apply for the opening of account(s) with LBIC Plc. I/We understand that the information given herein and the documents supplied are the basis for opening such account(s) and I/We therefore 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.

1. Name..... Signature..... Date.....

2. Name..... Signature..... Date.....

**11. JURAT (THIS SHOULD BE ADOPTED WHERE THE APPLICANT IS NOT LITERATE OR IS BLIND AND THE FORM IS READ TO HIM OR HER BY A THIRD PARTY)**

I agree to abide by the Content of this agreement and acknowledge that it has been truly and audibly read over and explained to me by an Interpreter.

MARK OF CUSTOMER/THUMBPRINT

MAGISTRATE/COMMISSIONER FOR OATHS

Date:..... Phone Number of interpreter:.....

Name of Interpreter:.....

Address of Interpreter:.....

Language of Interpretation:.....