



## LOCAL CUSTOMER APPLICATION FORM

(PLEASE COMPLETE FORM IN BLOCK LETTERS)

	<b>PERSONAL INFORMATION</b>	Account #.
1/	LAST NAME	FIRST NAME
	OTHER NAMES	
2/	HOME ADDRESS	
3/	TELE. NO. (HOME)	PERSONAL TIN NO.
	GENDER	
4/	E-MAIL ADDRESS	

### DUE DILIGENCE

<b>INDIVIDUAL</b>		
5/	LAST NAME	FIRST NAME
	OTHER NAMES	
	(Please submit legible copy of ID Card / Passport (Bio Page) & a recent passport size photo)	
	TELE. NO. (OFFICE)	TIN NO.
	TYPE OF BUSINESS	
	HOME ADDRESS (Please submit Proof of Address e.g. Utility Bills)	
	NAME OF BUSINESS	
	BUSINESS ADDRESS (Please submit Proof of Address e.g. Utility Bills)	
	AGE OF BUSINESS	NO. OF YRS AT LOCATION
	ANNUAL SALES TURNOVER	
6/	<u>SOURCE OF FUNDS:</u>	
7/	<u>TRADE REFERENCE (Please submit letter from an authentic Business Colleague):</u>	
	NAME OF COMPANY	TELE. NO.(S)
8/	<u>BANK REFERENCE (Please submit letter from Bank):</u>	
	ACCOUNT NO.(S)	

**COMPANY**

9/

NAME

(Please submit a copy of Certificate of Incorporation/Business Registration)

BUSINESS ADDRESS (Please submit Proof of Address e.g. Utility Bills)

TELE. NO. (OFFICE)

BUSINESS TIN NO.

TYPE OF BUSINESS

AGE OF BUSINESS

NO. OF YRS AT LOCATION

ANNUAL SALES  
TURNOVER

10/

OWNERSHIP: [ ] SOLE TRADER [ ] PARTNERSHIP [ ] STATE OWNED  
[ ] PUBLIC COMPANY [ ] PRIVATE COMPANY [ ] OTHER \_\_\_\_\_

11/

SOURCE OF FUNDS:

12/

TRADE REFERENCE (Please submit letter from an authentic Business Colleague):

NAME OF COMPANY

TELE. NO.(S)

13/

BANK REFERENCE (Please submit letter from Bank):

ACCOUNT NO.(S)

14/

DIRECTOR(S)/SHAREHOLDER(S)/AUTHORISED SIGNATORIES: (Please submit a list of the authorized signatories, and legible copies of ID Card / Passport (Bio Page) and Proof of Address e.g. Utility Bills for the listed parties)

NAMES

DESIGNATION

SIGNATURE

A.

B.

C.

D.

15/

CONFIRM IF THERE IS ANY ANTI-MONEY LAUNDERING POLICY IN PLACE.

Please tick appropriate box.

Yes  No

16/

SIGNATURE OF APPLICANT

COMPANY STAMP

DATE



**FOR INTERNAL USE ONLY**

**LOCAL CUSTOMER APPROVAL FORM**

	SIGNATURE	DATE
Export Manager		
Sales & Marketing Executive		
Credit Control Manager		
Finance Controller/Asst. Company Secretary		
Co-Managing Director/ Marketing Director		
Director		

COMMENTS:

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**CUSTOMER DUE DILIGENCE APPROVAL**

	SIGNATURE	DATE
Compliance Officer		

APPROVED

REJECTED