



ACCOUNT OPENING FORM

Form B - Legal Person

[Company, Firm, MDAs, School, Joint, Sole Proprietorship, Medical Entity, Partnership, Club/Association, NGO, Project, Etc]

HEAD OFFICE

25/27 SIAKA STEVENS STREET, P.O. BOX 12, FREETOWN

TEL: +232-22-222501, EMAIL: ROKELS@ROKELBANK.SL

WEB: WWW.ROKELBANK.SL

Welcome to Rokel Commercial Bank (Sierra Leone) Limited

On behalf of the Board, Management, and Staff of Rokel Commercial Bank (Sierra Leone) Limited (RCBank), I welcome you to the Bank of Choice, a Bank with an invaluable human touch.

Rokel Commercial Bank (formerly Barclays Bank) was established in 1917 as Barclays Bank DCO with 100% shares owned by the parent company in England.

In 1971 it was incorporated locally and renamed Barclays Bank of Sierra Leone Limited with 25% shares owned by Sierra Leoneans and 75% Barclays Bank International. The rationale behind this move was to encourage Sierra Leoneans to participate as owners and develop confidence in the Bank.

On the 17th of September 1999, Barclays Bank, the majority Shareholder at the time (60% shares), withdrew from its operations in Sierra Leone. After extensive discussions and consultations with the Government of Sierra Leone, the Bank was renamed Rokel Commercial Bank (Sierra Leone) Limited. The Government of Sierra Leone now holds 65% shares and 35% shares owned by private institutions, organizations, and individuals.

“Rokel” is the name of the longest river in Sierra Leone, which empties into the Atlantic Ocean, and this depicts the greatness of the Bank as a gateway to Banking in Sierra Leone.

Over the years, the Bank has transformed into the ‘Bank of Choice’ and embarked on a Digital and Digitisation journey. To service our clients more effectively and efficiently, we have invested in this journey, including deploying new banking systems with surrounding platforms that allow our clients to conduct banking in the comfort of their residences or any part of the world.

We guarantee that you have made the right decision to Bank with RCBank, and we will ensure you enjoy a smooth, excellent customer experience.

The account opening process includes your completion and submission of the Account Opening Form (AOF) and any supporting documentation we require by the laws of Sierra Leone. We shall request information and documents from you to better understand your needs and our obligation to “Know Your Customer,” which is an integral part of our effort to combat money laundering, terrorist financing, fraudulent activity and protect your funds.

You may be periodically asked to provide additional information based on the activities on your account and provide current information in case what we have in our records expires. Please note that providing this information does not guarantee a bank account with the Bank, as we reserve the right to open or not to open an account for you.

Our officials are available to provide any clarification you may need for the type of account you intend to open with RCBank.

We thank you for choosing RCBank.

Managing Director

Rokel Commercial Bank SL Ltd

Account Opening Form (AOF)

FORM B (Legal Person)

1. Customer Information (In Block Letters)

Full Legal Name			
Registered Address			
Country of Incorporation		TIN	
Registration No.			
Date of Incorporation			

2. Contact Information (In Block Letters)

Contact Person & Title			
Primary Mobile No.			
Residential Address			
Business Postal Address			
Email Address			

3. Account Purpose (In Block Letters)

Client Segment			
Business Activities and Type			

Expected Annual Turnover		No. of Deposits	
Expected Monthly withdrawal		No. of Withdrawers	
Source of initial Deposits		Date	
Others (Please specify)			

Account Type	Currency	For Bank Use	
		Account No.	Account Code

4. Client's Preferences

Account Statement is sent based on the client's requirement and frequency. However, due to enhancement of our digital platform statement are sent monthly to the client's email held with the Bank, unless specified below:

Statement Frequency:	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Mode of Statement:	<input type="checkbox"/> Email	<input type="checkbox"/> Post <i>(May attract fees)</i>	<input type="checkbox"/> App/Internet
Cheque Book:	<input type="checkbox"/> <i>(Attract fees)</i>	<input type="checkbox"/> SMS Alert	
Internet Banking:	<input type="checkbox"/>		
ATM/Cards:	<input type="checkbox"/> <i>(Attract fees)</i>		

5. Referees - if applicable *(At least two with one an account holder of the Bank)*

Referee One

Name		
Account Number		Type of Reference
Relationship		Bank Name
Email Address		No. of Years Known
Residential Address		Phone No.

Referee Two

Name		
Account Number		Type of Reference
Relationship		Bank Name
Email Address		No. of Years Known
Residential Address		Phone No.

6. Approving Signatories *(Note: Complete Form A for all Signatories)*

Signature Cat (.....)	Passport Photo
Name:	
Title:	
Address:	
Email:	
Phone:	
ID No.:	
ID Type:	
Issue Date:	
Expiry Date:	

Signature Cat (.....)	Passport Photo
Name:	
Title:	
Address:	
Email:	
Phone:	
ID No.:	
ID Type:	
Issue Date:	
Expiry Date:	

8. Mandate (to be given by Client)

To: _____ Rokel Commercial Bank (Sierra Leone) Limited (the “Bank”)

Date _____

We, the Company Secretary/Director(s)/Partner(s)/Member(s)/Trustee(s)/Legal Representative(s), of the Company, Firm, MDAs, Education Entity, Joint, Sole Proprietorship, Medical Entity, Partnership, Club/Association, NGO, Project, Etc, hereby certify that the resolutions set out below are a true extract of the resolutions of the Board of Directors/Members/Trustees/ Partners of the Client passed with effect from the date shown above.

Certified True Copy of the Resolution Passed at the Meeting of the Company Secretary /Director(s)/ Partner(s)/ Member(s)/ Trustee(s)/ Legal Representative(s) of held on the date stated above (Attach copy of the extract of the minutes to form):

A proposal to open a Bank Account with **Rokel Commercial Bank (SL) Limited (RCBank)** was placed before the Board/ Company Secretary/ Director(s)/ Partner(s)/ Member(s)/ Trustee(s)/Legal Representative(s), and the Chairman stated that the account would be opened to conduct and enhance the day-to-day financial transactions/operations of After deliberations/ discussions, it was unanimously resolved:

“THAT a Bank Account in the name of (hereinafter referred to as ‘The Client) be opened with Rokel Commercial Bank (Sierra Leone) Limited for the operations of the activities of the Client and that the following Authorised Signatory(ies) of the Client be and they are hereby authorised to open and operate the said account:

Authorized Signatory:	_____

THAT the said RCBank is instructed to accept and act upon any instructions relating to the account kept at RCBank in the name of the Client or relating to any transactions of the Client with the Bank, provided the instructions are signed by the authorised signatory(ies) of the Client in the manner mentioned as above.

THAT the said RCBank is instructed to accept receipts for money, deeds, securities or other documents or papers or property or any indemnities given on behalf of the Client provided they are signed by the authorised signatory(ies) of the Client in the manner as mentioned above subject to due process.

THAT the said RCBank be furnished with a list of the names of Directors of the Client, names and details of the Beneficial Owners of the Client, copy of the Memorandum & Articles of Association of the Client (as applicable) and be from time to time inform by notice in writing under the hand of the Directors/Authorized Signatories of the Client of any changes which may take place therein and be entitled to act upon any such notice until the receipt of further notice under the hand of any Directors/Authorized Signatory.

This resolution is communicated to the said RCBank. It remains in force until duly rescinded and notice thereof in writing be given to the said RCBank under the hand of any Directors/Authorized Signatory.

“RESOLVED FURTHER THAT all acts, deeds, things, matters, etc. as afore stated shall be deemed to be valid and enforceable only if they are consistent with the instant Resolution as may be relevant in this case and that the Board/Members shall not be responsible for any acts beyond the scope of the afore stated powers done by the authorized person(s) herein and such invalid, illegal acts, and acts done beyond the scope of powers granted in this Resolution (without the approval and written consent or authority of the Board/Members) shall not bind the Client before any authorities in any manner and that the Board/Members shall not be answerable in that behalf.”

“RESOLVED FURTHER THAT a certified copy of this Resolution be delivered to the said RCBank and any other concerned or interested authority in the matter.”

“RESOLVED FURTHER THAT the aforesaid powers entrusted to the said officials/signatories shall be valid and effective unless revoked earlier by the Board/Members and that any action taken by any person(s)/official(s) on

behalf of the Client in connection with banking transaction(s) with the said RCBank before the passing of the above Resolutions are hereby confirmed, approved and ratified.

“RESOLVED FURTHER THAT the Mandate will be as follows *(please complete)*:

Approving Signatory Mandate	<input type="checkbox"/>	“A” Signatory to sign only
	<input type="checkbox"/>	Any two to sign including ‘A’ Signatory
<i>(Cross line for box unused)</i>	<input type="checkbox"/>	Any two Signatories to sign
	<input type="checkbox"/>	Others <i>(Please specify)</i> :

We, the Chairman and the Secretary of the Client and Member (as applicable) certify that the above is a true and correct copy of the Resolutions that were duly passed and adopted at the Meeting of the Board/Members of ON

Signed	:		Signed	:	
Name	:		Name	:	
Title	:		Title	:	

9. Information, Signature and Document Verification – (Bank Staff Only)

Note: Please complete documentation based on the checklist for the client segment and after the risk rating has been completed.

Document Verification: | Complete | Partially Complete

Verified By:		Approved By:	
Signature:		Signature:	
Date:		Date:	

10. Compliance Approval (Only for High-Risk Clients. E.g., PEP)

Reviewed By:		Approved By:	
Signature:		Signature:	
Date:		Date:	