

New Business Checklist

Form MM0200 (03/2004)

This form should be completed when opening an account and on completion it should be submitted to the Manager, for approval, prior to the acceptance of the business (all overseas applications must be approved by the Compliance Officer). Account numbers may be granted upon completion of this form.

Client Name	<input type="text"/>	Branch/RIM #:	<input type="text"/>
Account Name	<input type="text"/>	Account Type:	<input type="text"/>
Telephone No:	<input type="text"/>	Account #:	<input type="text"/>
Fax No:	<input type="text"/>	Permanent Address	<input type="text"/>
Mailing Address:	<input type="text"/>		

Obtain letter requesting the opening of the account stating reason for opening the account, the nature and place of business and identity of ultimate beneficial owner(s).

Account Documentation
Account Documentation
 (Due diligence requirements)

Customer details and SOF declaration	<input type="text"/>
Signature Record(s)	<input type="text"/>
Social Security Number (non-residents)	<input type="text"/>
Mandate	<input type="text"/>
Date and Place of Birth	<input type="text"/>

Certified photographic identification (Passport/Driver's license/National Identity Card)	<input type="text"/>
Bank/Professional reference(s) addressed to the Bank	<input type="text"/>
Verification of permanent address (for example, copy of a recent bill)	<input type="text"/>
Proof of Nationality	<input type="text"/>

Corporate Accounts

(a) Certified copy of Articles of Incorporation & Certificate	<input type="text"/>	(e) Certified Copy of Certificate of Good Standing	<input type="text"/>
(b) Certified copy of Certificate of Continuance	<input type="text"/>	(f) Partnership Agreement	<input type="text"/>
(c) Certified copy of Certificate of Registration	<input type="text"/>	(g) M&AA's/By-Laws	<input type="text"/>
(d) Certified copy of Bylaws	<input type="text"/>		

Other information
Account Approved by

NAME/SIGNATURE

/

Date

Account Opened by

NAME/SIGNATURE

/

Date

Account Reviewed by

NAME/SIGNATURE

/

Date

INFORMATION FOR OPENING NEW ACCOUNT (COMPANY PARTICULARS)NAME OF COMPANY:

REGISTERED ADDRESS:

CONTACT TELEPHONE NUMBER:

FAX NUMBER:

NATURE OF BUSINESS:

DATE AND PLACE OF INCORPORATION:

SHAREHOLDERS:

SUBSIDIARY &/OR ASSOCIATED COMPANY:

BANKERS REFERENCE:

CUSTOMER DETAILS & SOURCE OF FUNDS DECLARATION FORM – NEW ACCOUNTS

Form MM0201 (03/2004)

Name of customer		
Mailing address of customer		
Physical address (if different from above)		
Contact telephone #		Fax #:
Nature of business and purpose of account (i.e. state reason for setting up account with First Citizens Bank (Barbados) Limited)		
Opening deposit amount (Barbados \$)		
Anticipate transaction activity (relative to new money and withdrawals) Annually		
Source of Funding/Wealth (details as to source of monies introduced; inheritance; gifts; transfer of investments)		
Name and address of ultimate Beneficial owner(s) of the Account		

I/We confirm that I/we will comply with all **tax and exchange control** reporting requirements imposed by any applicable jurisdiction in respect to this proposed account.

I/We further confirm that all credits relating to this account are and will be beneficially owned by the account owner.

The information provided above is true to the best of my/our knowledge, information and belief.

 Client or Authorized Signature(s)

 Date

For Internal Use Only			
Received By		Approved By Compliance	
Date		Date	
Source of Funds Verification Comments:			

SIGNATURE RECORD FOR COMPANIES, CLUBS, ASSOCIATIONS ETC.
NAME OF ORGANISATION:
ADDRESS:
TYPE OF ORGANISATION:
RESIDENT STATUS:

Referred by
.....
.....
Referral date
.....

TYPE OF ACCOUNT

<input type="checkbox"/> REGULAR SAVING	<input type="checkbox"/> CURRENT	<input type="checkbox"/> EXTERNAL	<input type="checkbox"/> FOREIGN CURRENCY
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AUTHORISED SIGNATURES:
NO. OF PERSONS TO SIGN _____ NO. OF PERSONS TO COUNTERSIGN _____

- 1) NAME: _____ TITLE: _____ SIGNATURE: _____
 MAXIMUM SIGNING LIMIT (\$) _____
- 2) NAME: _____ TITLE: _____ SIGNATURE: _____
 MAXIMUM SIGNING LIMIT (\$) _____
- 3) NAME: _____ TITLE: _____ SIGNATURE: _____
 MAXIMUM SIGNING LIMIT (\$) _____
- 4) NAME: _____ TITLE: _____ SIGNATURE: _____
 MAXIMUM SIGNING LIMIT (\$) _____

**IF THE NUMBER OF AUTHORISED CORPORATE SIGNATURES EXCEEDS FOUR
 COMPLETE AS MANY SIGNATURE RECORDS AS REQUIRED TO RECORD ALL**

PARTNERSHIP AGREEMENT

For valuable consideration, receipt whereof is hereby acknowledged, we, the undersigned, as separate individuals and as partners of the partnership firm known as

Name the person(s) authorized to bind the firm. Delete words in italics if only one person named, also if two or more must act together. In the latter case use words showing joint action required, e.g. "A and B jointly" or "A,B and C or any two of them".

agree with the Bank as follows:

(1) That

and each of them acting alone shall have authority and power for and on behalf of the firm from time to time to borrow moneys and obtain advances from the Bank, to give security of every kind to the Bank, to lease from the Bank, operate and surrender Safe Deposit boxes and appoint agents for such operation and surrender, and generally to incur obligations to the Bank and to conduct and transact with the Bank any business, matter or thing whatsoever and to sign the name of the firm on, draw, make, accept, endorse, execute, negotiate and deliver any instrument, document, agreement or writing whatsoever and particularly, but without limiting the generality of the foregoing, any and all bills of exchange, promissory notes, cheques, drafts, orders for the payment or delivery of money, negotiable or mercantile instruments, securities, documents of pledge, warehouse receipts, bills of lading, security under The Banks Act, promises to give warehouse receipts, bills of lading or security under The Banks Act, notices of intention to give security under The Banks Act, Safe Deposit Box leases, releases and discharges, and every such signature of the firm shall be binding on the firm and on each of the undersigned. The endorsement of the name of the firm by a rubber stamp or other means of impression on any instrument or document deposited in the Bank to the credit of the firm shall be binding on the firm and on each of the undersigned to the same extent and with the same effect as if the instrument or document had been manually endorsed under the authority of the foregoing provisions of this clause and notwithstanding that such endorsement may have been so impressed without authority.

(2) Each and every obligation of the firm to the Bank shall also be the separate and individual obligation of each of the undersigned who shall be jointly and severally bound to the Bank for the performance thereof.

(3) The dissolution of the firm, however caused, shall not affect the mandate under Clause (1) hereof and the rights and powers conferred thereby may be exercised from time to time to the same extent as though such dissolution had not occurred and all acts and things done or suffered in exercise of such rights or powers shall be binding upon the firm and each of the undersigned or their heirs, executors, administrators and legal representatives, as the case may be, provided that such mandate may be terminated for the future by a written notice to the Bank signed by one of the undersigned or the heirs, executors, administrators or legal representatives of one of the undersigned, but such notice shall be effective only from the time of its receipt by the Manager of each branch or agency of the Bank at which an account of the firm is kept, and notwithstanding such termination the Bank may fulfil any and all obligations to third parties which it may have undertaken in the course of its dealings with the firm and the rights and powers conferred by Clause (1) hereof may be exercised for the purpose of performing or completing the performance of any and all obligations of the firm to the Bank, the whole to the same extent and with the same effect as though such termination had not taken place.

(4) Further, this agreement shall be binding upon any firm which may be formed from time to time hereafter as a successor to the said firm or to any such new firm and upon each of the undersigned who may be a partner in any such new firm, to the same extent and with the same effect as if each such new firm and every partner thereof had signed this agreement.

(5) All obligations of each of the undersigned and of the firm to the Bank shall be joint and several.

(6) For the purposes of this agreement the signature of each of the undersigned hereto affixed shall, for all purposes, operate and have binding effect as the signature of the firm and also as the signature of the signatory as a separate individual.

In witness whereof this agreement has been executed at

.....thisday of.....

20

SIGNED AND DELIVERED in the presence of

.....

N.B. Each partner is to sign with his own individual signature.

First Citizens Bank (Barbados) Limited

OPERATION AND VERIFICATION OF ACCOUNT AGREEMENT

In consideration of First Citizens Bank (Barbados) Limited (hereinafter referred to as the "Bank") keeping in its books an account opened by the undersigned and negotiating for or taking on deposit or for discount or for collection or as collateral security or otherwise from the undersigned, bills of exchange, cheques, promissory notes, bank and express money orders or other orders for the payment of money, coupons, tickets pertaining to the purchase of grain, livestock and other produce, or other instruments or securities whether or not the undersigned is a party thereto (the whole hereinafter referred to as "instruments": which shall be deemed to include instruments drawn on any branch of the Bank), the undersigned hereby agrees with the Bank as follows:

(1) That presentment, notice of dishonour, protest and notice of protest of all instruments is hereby waived unless the Bank receives at or prior to maturity special written instructions to the contrary from the undersigned in respect of any specified instrument or instruments, and that, subject to any such special written instructions, the undersigned shall be responsible and liable to the Bank on all instruments in the same manner and to the same extent as if the instruments had been duly presented and protested and notice of dishonour and notice of protest given as regards all parties thereto as required by any law applicable thereto, and that any person (other than a member of the Bank's staff) employed by the Bank to carry out any such special written instructions shall be deemed to be the agent of the undersigned.

(2) That the Bank is authorized to present for payment or collect the instruments through such banks or other agents as the Bank may deem best, at the sole risk and expense of the undersigned, and save to the extent that definite instructions have been received by the Bank from the undersigned, to give to such banks or other agents such instruments as to collection as the Bank may deem best, and that the Bank may accept either cash or bank drafts, cheques, settlement vouchers, clearing house slips or any other evidence of payment, in payment of the instruments or in remittance therefor.

(3) That the undersigned will indemnify the Bank against all claims made against the Bank and/or liability incurred by the Bank under any law having effect within the jurisdiction where any of the instruments are or may be payable, including, but without limiting the generality of the foregoing any claim and/or liability which may arise by reason of the endorsement of the Bank or any branch or agency thereof and also against all claims and/or liability arising with respect to tickets pertaining to the purchase of grain, livestock and other produce whether by forgery thereof or unauthorized signatures thereon or otherwise.

(4) That the Bank is authorized to debit the account of the undersigned with any of the instruments, or any of the evidences of payment referred to in Section (2) hereof, which are not paid on presentation or which if paid the Bank may be called upon to refund, or which may be dishonoured by non-acceptance or non-payment or any party to which is bankrupt or insolvent, or which, or the proceeds of which, through no fault of the Bank have been lost, stolen or destroyed, or which, or the proceeds of which, for any reason the Bank is unable to collect or withdraw, together with all costs, charges and expenses incurred by the Bank in connection therewith and/or to debit the account of the undersigned with any cheques drawn on the branch of the Bank at which the account of the undersigned is being carried and which have been cashed, negotiated or credited to the account of the undersigned but which have not been found good.

(5) That the Bank is authorized to pay as in the case of an ordinary cheque and debit the account of the undersigned in the customary manner with every promissory note or acceptance of the undersigned presented for payment at the branch of the Bank at which the account of the undersigned is being carried.

(6) That in the event that the account is overdrawn:

- (a) the Bank will be entitled to take whatever action it deems appropriate and, without limiting the generality of the foregoing, the Bank will not be obliged to honour any cheques, the whole without any notice or delay;
- (b) the undersigned will agree to pay the amount indicated on the monthly statement of account.

(7) That the undersigned will repay to the Bank all amounts debited to the account of the undersigned in accordance with the provision of this agreement.

(8) That should any sum or sums of money which at any time hereafter may be found due and owing on the account by the undersigned to the Bank and any sum or sums for which the undersigned may be or become liable to the Bank, the undersigned shall be so liable for the said sum or sums which may be found to be due and owing to the Bank shall be entitled to debit to the account of the undersigned or otherwise to recover from the undersigned under this agreement the said sum or sums of money found to be due and owing by the undersigned to the Bank together with the banking charges, legal fees and expenses (on a solicitor and own client basis) and other costs, charges, expenses and commissions incurred by the Bank in the recovery of the said sum or sums due and owing by the undersigned to the Bank.

(9) That the Bank may from time to time make and debit to the aforesaid account its usual charges for keeping of the account which charges the undersigned hereby agree(s) to pay.

(10) That where a statement of account and relative vouchers are to be rendered by the Bank;

- (a) the undersigned will verify the correctness of each statement of account received by the Bank;
- (b) if a statement of account and relative vouchers are not received on or before the 10th day, after the end of the cycle agreed on for their preparation, the undersigned will notify the Bank not later than 5 days thereafter.
- (c) the undersigned will within 45 days and not thereafter following the end of the cycle agreed on for the statement of account preparation notify the Bank in writing at the branch or agency where the account is kept, of any alleged omissions from or inaccurate entries in the account as so stated;
- (d) that at the end of the said 45 days the account as kept by the Bank shall be conclusive evidence without any further proof that except as to any alleged errors of which the Bank has been so notified and any payments made on forged or unauthorized endorsements the account contains all credits that should be contained therein and no debits that should not be contained therein and all the entries therein are correct and subject to the above exception the Bank shall be free from all claims in respect of the account.

(11) That should the undersigned conduct an account or accounts at more than one branch of the Bank, the provisions of this agreement shall apply to each of such accounts unless the undersigned gives the Bank special written instructions to the contrary designating the particular account or accounts to which the provisions of this agreement shall not apply.

(12) That this is to be a continuing consent and agreement and shall bind the undersigned and heirs, executors, administrators, successors and assigns of the undersigned.

Dated atthis day of 20.....

(FOR BANK USE ONLY)	
INITIALS	
Prepared by	Checked by

Customer(s) Name(s)

(Authorised Signature)

(Authorised Signature)

N.B This agreement binds only the party by whom it is signed. It does not affect the rights of other persons who are parties to the items. The agreement does not apply to items drawn or endorsed by the customer which are lodged by other parties.

INDEMNITY RE INSTRUCTIONS GIVEN BY TELEPHONE/TELEFAX

I/We, the undersigned client(s) of First Citizens Bank (Barbados) Limited, (hereinafter called the Bank), authorize the Bank to accept from time to time and to act immediately upon instructions purporting to have been telephoned by me/us or sent by me/us by telefax.

It is understood that such messages will be sent entirely at my/our risk and that the Bank may assume that they are given with my/our authority. The Bank will not be held liable for any mistake or omission which may happen in the transmission of the message nor for its misinterpretation when received.

Furthermore I/we agree to keep the Bank fully indemnified against any claims, liabilities or losses which it may incur by reason of action under the authority.

Place and Date:

Signature(s):

CUSTOMER REFERENCE REQUEST FORM

In accordance with the Anti-Money Laundering Guidelines for Licensed Financial Institutions, we hereby request your confirmation of the identity of our prospective customer and whether or not you consider them trustworthy to the extent of operating a chequing account.

Full Name of

Customer:

Known Aliases:

Title (Mr/Mrs/Miss/Ms):

Permanent Address:

(as given by customer)

Date of Birth: Account Number:

National Identification

Number:

Specimen Customer Signature:

Please respond by returning the lower portion of this form.

To: First Citizens Bank (Barbados) Limited

From: (Referee)

Request for reference regarding:

With reference to your enquiry dated we:

1. Confirm that the above customer is / is not known to us.
2. Confirm / cannot confirm the address shown in your enquiry.
3. Confirm / cannot confirm the National Identification Number.
4. Confirm / cannot confirm that the signature reproduced in your enquiry appears to be that of the above customer.

COMPLETE REFERENCE ON REVERSE

The above information is given in strict confidence, for your private use only, and without any guarantee or responsibility on the part of this financial institution or its officials.

Customer Consent

I authorise First Citizens Bank (Barbados) Limited to receive confirmation of the details above and a bankers reference as requested. This form authorises our existing bankers to debit the above account with the cost of this enquiry.

Full Name:

Signature: Date:

Kindly provide us with your opinion regarding the ability of the customer to satisfactorily operate a chequing account.