

TANZANIA



TRAINING MANUAL

FOR

CORPORATE AND PERSONAL
ACCOUNT OPENING FORMS

Your success is our currency



FBME BANK LTD

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FBME BANK LTD



FBME BANK LTD

CORPORATE ACCOUNT OPENING FORMS

Banking that's made-to-measure

It's time to get a tailor-made financial solution.

It's time to visit www.fbme.com

TAN (Rev. 03/10)

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CONTENTS OF THE CORPORATE ACCOUNT OPENING PACK

Bank Forms:

1. Corporate Account Opening Checklist
2. Corporate Account Application Form*
3. Account Enquiries by Telephone Form*
4. e-Banking New Account User Application Form
5. Corporate Charge Card Application Form
6. Debit Card Application Form

*Denotes that this form is mandatory and must be completed in full in order not to delay the account opening process.

Terms and Conditions to be retained by the applicant:

1. Banking General Conditions
2. e-Banking Special Conditions (if applicable)

Additional forms to be completed (if applicable):

1. Statement of Beneficial Ownership

Informative documents:

1. Standard Settlement Instructions
2. Brochure
3. Fees and tariffs
4. List of Correspondent Banks
5. Record of Accounts Card

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CORPORATE ACCOUNT OPENING CHECKLIST (form 281C)

The Account Opening Checklist is a guide to the documents that need to accompany the Account Opening Application form.

ACCOUNT OPENING CHECKLIST													
FBME BANK LTD TANZANIA	CORPORATE ACCOUNT												
THE FOLLOWING DOCUMENTS ARE REQUIRED TO OPEN A CORPORATE ACCOUNT													
<p>Applicants are kindly requested to ensure that all original account opening forms and supporting documentation required to open a Corporate Account are returned fully completed and signed, thus enabling us to process the application without undue delay. Faxed or scanned copies are not acceptable.</p> <p>Please note that where originals of supporting documents are not presented, an appropriate official, such as a notary public, approved certifying officer, a bank manager, a lawyer or a chartered/certified accountant should certify copies. Documents that are not in English or Swahili must be accompanied by a certified translation.</p>													
A. Bank standard forms													
<input type="checkbox"/> Application to open an account – Form 201C (TAN) <input type="checkbox"/> Signature Card - Form 202C (TAN) <input type="checkbox"/> Enquiries by Telephone – Form 212C (TAN) <input type="checkbox"/> Statement of beneficial ownership by nominee shareholder(s) – Form 223 (TAN) (if applicable)													
B. Company documents													
<input type="checkbox"/> Current Business Licence <input type="checkbox"/> Copy of a Memorandum & Articles of Association (or equivalent constitutional documents) <input type="checkbox"/> Copy of Certificate of Incorporation <input type="checkbox"/> Proof of registered address of company <input type="checkbox"/> Up-to-date official list of Directors from Registrar of Companies (issued within the last 6 months) or copies of resolutions appointing Director(s) <input type="checkbox"/> Official list of registered shareholders and number of shares issued or copy of share certificates/resolutions authorising the issuance of current registered shares <input type="checkbox"/> Tax Identification Number (if applicable)													
C. Documentation for Directors, shareholders, beneficial owners and account signatories													
<p>Where the above are natural persons, please provide:</p> <input type="checkbox"/> 2 passport size photographs of each person <input type="checkbox"/> Copy of a valid passport, National ID card or any other acceptable form of identification for each person, i.e. Driving License accompanied with birth certificate (except a Zanzibar Driving License in which the date of birth is included), Voter Registration Card <input type="checkbox"/> Tax Identification Number (Document issued by the Tanzania Revenue Authority if such a number is issued) <input type="checkbox"/> Proof of residential address in country of permanent residence i.e. an original, recent utility bill (less than 6 months old), or a bank/credit card/building society statement, local authority tax bill or National ID card or other acceptable document. Please note: P.O.Box or a "care of" address is not acceptable For more information regarding acceptable documents please contact the Bank <input type="checkbox"/> Proof of the company's business address, if available <input type="checkbox"/> Please submit a copy of the work or residence permit with this application, if any foreign company director or bank account signatory is temporarily resident in Tanzania													
<p>Where the above are legal entities, please provide:</p> <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Official list of Directors <input type="checkbox"/> Official list of individual shareholders <input type="checkbox"/> Copy of valid passport for each individual Director <input type="checkbox"/> Please submit a copy of the work or residence permit with this application, if any foreign company Director or bank account signatory is temporarily resident in Tanzania.													
D. Letter of reference													
<input type="checkbox"/> Please provide an introductory reference letter for either the company OR for each director, beneficial owner and authorised signatory. Acceptable sources of reference are: 1) your bankers, 2) an existing FBME customer, 3) a lawyer or a chartered/certified accountant. In some cases a second reference may be requested.													
E. Additional documents if applicable to your company													
<input type="checkbox"/> Original bearer share certificate(s), in cases that bearer share(s) has/have been issued and custody is required by the bank. A receipt will be issued <input type="checkbox"/> Copy of 'Declaration of Trust' between nominee shareholder(s) and ultimate beneficial owner(s) (if applicable) <input type="checkbox"/> A 'Certificate of Good Standing' for the company, if the company has been incorporated for 12 months or more (this can be obtained from the Registrar of Companies in the country of incorporation)													
<p>For further information please contact us: Customer Service Department - Tanzania</p> <table border="0"> <tr> <td>Arusha Branch</td> <td>tel: +255 27 254 5140</td> <td>arusha@fbme.com</td> </tr> <tr> <td>Dar es Salaam Branch</td> <td>tel: +255 22 212 8000</td> <td>samora@fbme.com</td> </tr> <tr> <td>Mwanza Branch</td> <td>tel: +255 28 250 0014</td> <td>mwanza@fbme.com</td> </tr> <tr> <td>Zanzibar Branch</td> <td>tel: +255 24 223 1128</td> <td>zanzibar@fbme.com</td> </tr> </table>		Arusha Branch	tel: +255 27 254 5140	arusha@fbme.com	Dar es Salaam Branch	tel: +255 22 212 8000	samora@fbme.com	Mwanza Branch	tel: +255 28 250 0014	mwanza@fbme.com	Zanzibar Branch	tel: +255 24 223 1128	zanzibar@fbme.com
Arusha Branch	tel: +255 27 254 5140	arusha@fbme.com											
Dar es Salaam Branch	tel: +255 22 212 8000	samora@fbme.com											
Mwanza Branch	tel: +255 28 250 0014	mwanza@fbme.com											
Zanzibar Branch	tel: +255 24 223 1128	zanzibar@fbme.com											
Form 281C (TAN) (Rev 10/09)													



CORPORATE ACCOUNT APPLICATION FORM (form 201C)

Account Applicant Information:

The first section of the corporate account application form mainly contains all the particulars about the account applicant.

Section 4:

- The clients Registered Office address. This is usually found on the Certificate of Registered Address or within the Memorandum of Association.

Section 5:

- The clients Business address – please provide the address where the operational offices and/or staff are physically located.

Section 8:

- Requires the account applicant to choose whether or not to receive paper Statements and Advices.

Section 9:

- Requires the account applicant to provide mailing instructions and provides the option of Holdmail.
- The mailing instructions required in this section can operate independently or in conjunction with the Statement and Advice choice indicated in Section 8.

i.e. An account applicant can choose to request paper Statements and Advices (Section 8) and for them to be sent to a mailing address indicated in Section 8 or to Hold Mail. Equally, an account applicant may select in Section 8 not to receive paper Statements and Advices but to choose Hold Mail for non-statement and Advice Bank communications and third party communications addressed to the account applicant.

Section 10:

- The Directors are not implied as being signatories and if they are to operate the account they must be specified in this section.



INTRODUCER: _____

Please complete all sections in ENGLISH BLOCK capitals
We (the "Company") hereby request FBME Bank Ltd (the "Bank") to open an account and for this purpose we supply the following information:

ACCOUNT APPLICANT INFORMATION

1. Full legal name of company: (As it appears on the Certificate of Incorporation or equivalent)

2. Registration number and country of incorporation:

Number: _____ Country: _____

Date of incorporation: (dd/mm/yy) (/ /)

3. Currencies of account required: (Please tick as required) TZS USD GBP EUR Other (Please specify) _____

4. Registered office address:

Number and Street: _____

Town/City: _____ Area/State: _____

Postal code: _____ Country: _____

Telephone no: + () _____ Fax no: + () _____

E-mail: _____

5. Business address: (Address where offices and/or staff are physically located. Note: P.O. Box not acceptable)

Number and Street: _____

Town/City: _____ Area/State: _____

Postal code: _____ Country: _____

Telephone no: + () _____ Fax no: + () _____

E-mail: _____

Website: _____

6. How long has the company been located at the business address specified in section 5 above?

7. Country of operation:

8. Would you like to receive paper copies of statements and transaction advices/confirmations? Yes No
(Where required, paper copies will be sent to the address indicated in section 9 below)

9. Address/contact details for communication including mail: (Please tick one)

Registered address Business address Other address (Please specify below) Held at Bank for collection (Holdmail)

(Holdmail is offered subject to the applicable General Conditions and to the charges described in the Bank's Tariff from time to time)

Number and Street: _____

Town/City: _____ Area/State: _____

Postal code: _____ Country: _____

Telephone no: + () _____ Fax no: + () _____

E-mail: _____

10. Details of Director(s):

Name:	Occupation / Profession:
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----



Business Profile:

The Business Profile section of the corporate account application form refers entirely to the business activities of the applicant.

The Business Profile form (225C) is also a stand-alone form that needs to be completed by the client annually.

Section 12:

- It is important to include specific details of any goods and services that the company offers, sells or provides. Insufficient information will result in the account opening process being delayed.
- A general description of the company's activities is not sufficient. Terms such as 'consulting', 'general trading' and 'imports/exports' are insufficient descriptions.
- For example, instead of 'import and export' it is sufficient to say 'imports wood, manufactures and exports furniture'.
- In cases of holding companies, it is important to provide activities of the group and a description and location of the assets to be held.
- In case of investments, please provide details and location of the investments to be held.

Section 13:

- Secondary business activities may include one-off transactions that are anticipated in the future and that are unrelated to the main business activities of the Company.

- An example may include that the Company plans to invest their profits in real estate.

Section 16:

- The purpose of this section is to assist the Bank in understanding the relationship of the Company with its remitters and beneficiaries stated in the Business Profile and also to justify predicted turnovers for the account, especially in cases where the company is newly formed.

- Please provide us with any connected companies, even if they are not related through shareholding or beneficial ownership.

Section 17:

- The anticipated annual turnover is always requested for a three year period at least. Insufficient information may delay the account opening process.

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BUSINESS PROFILE

11. Purpose for which account is required: (Please tick as appropriate) Deposits/savings Commercial payments Card facilities
 Credit facilities Other (Please specify) _____

12. Specific nature and detailed description of main business activities of the Company:
 (Please include specific details of any goods and services that you offer/sell/provide. "Consulting", "general trading", "import/export" are insufficient descriptions. In cases of holding companies, please provide activities of the group and description of assets to be held. In case of investments, please provide details of the investments to be held)

13. Secondary business activities and possible future activities:

14. Number of employees: _____ 15. Date trading/operations commenced: (dd/mm/yy) (_ / _ / _)

16. Is the Company affiliated/related with other companies or organisations? Yes No
 If yes, please specify the name of the Company and the connection: _____

17. Anticipated annual account turnover and method of deposits – as per your business forecast:
 TZS USD GBP EUR Other (Specify) _____

		Swift payments in:	Cheque deposits:	Cash deposits:	Total amount:
Current year:	20 __				
Following year	20 __				
3rd year:	20 __				

18. Source(s) of incoming funds: (i.e. from where and whom funds are expected to be received)

	Country of remitter's bank:		Name of remitter:
1.		1.	
2.		2.	
3.		3.	
4.		4.	

19. Outgoing payments: (i.e. to where and whom payments are expected to be made)

	Country of beneficiary's bank:		Name of beneficiary:
1.		1.	
2.		2.	
3.		3.	
4.		4.	

PLEASE NOTE:
 You may be required to provide details and documentary evidence of transactions.

Form 201C (TAN) (Rev 10/09) 2



STATEMENT OF BENEFICIAL OWNERSHIP BY NOMINEE SHAREHOLDERS (form 223)

This form is to be completed when there are nominee shareholders of a Company in order to ascertain the beneficial shareholders.

If this is applicable to the client, the client is obliged to accompany their application with a Declaration of Trust.

CORPORATE ACCOUNT ENQUIRIES BY TELEPHONE FORM (form 212C)

ENQUIRIES BY TELEPHONE FORM							
CORPORATE ACCOUNT							
FBME BANK LTD <small>TANZANIA</small>							
<p><i>This form is to be completed by the Authorised Signatory(ies) to facilitate telephone enquiries. To ensure your data's security, please submit this form in a sealed envelope and return it with your documentation. If you choose not to follow this procedure you will be assuming all risks involved in connection with any communications of the codeword to the Bank and the Bank shall have no responsibility in respect thereof.</i></p>							
<p>1. Full legal name of Company:</p> <p>_____</p>							
<p>2. Account number:</p> <p>_____</p>							
<p>3. Codeword to be used for telephone identification:</p> <p>_____</p> <p><small>The above codeword is provided by us in order to provide an additional level of security and does not negate or prejudice the General Conditions and any other applicable terms governing our relationship with the Bank. Any future codewords we provide shall supersede any previous codewords.</small></p>							
<p>4. Signed by Authorised Signatory(ies) of the Account:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name: _____</td> <td style="width: 50%;">Name: _____</td> </tr> <tr> <td>Signature: _____</td> <td>Signature: _____</td> </tr> <tr> <td>Date: (dd/mm/yy) (/ /)</td> <td>Date: (dd/mm/yy) (/ /)</td> </tr> </table>		Name: _____	Name: _____	Signature: _____	Signature: _____	Date: (dd/mm/yy) (/ /)	Date: (dd/mm/yy) (/ /)
Name: _____	Name: _____						
Signature: _____	Signature: _____						
Date: (dd/mm/yy) (/ /)	Date: (dd/mm/yy) (/ /)						
<p><small>BANK USE ONLY:</small></p> <p><small>ClF:</small></p> <p><small>Form 212C (TAN) (Rev 10/09)</small></p>							

By completing this form any information relating to the account may be released to the nominated person over the telephone.

- This form is to be completed and signed by the Authorised Signatory(ies) of the account in order to release information to the nominated person about the account over the telephone.
- Due to the fact that this form includes a secret codeword an envelope will be included in the account opening pack. The Bank recommends that the client seal their completed form securely in the envelope and return it with their documentation.
- If this procedure is not followed then the client will be assuming all risks involved in connection with any communication of the codeword to the Bank and the Bank shall have no responsibility in respect thereof.

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STATEMENT OF BENEFICIAL OWNERSHIP													
BY NOMINEE SHAREHOLDERS													
FBME BANK LTD <small>TANZANIA</small>													
<p>Dated: (dd/mm/yy) (/ /)</p>													
<p>Re: _____ (the "Company")</p> <p>Customer number: _____</p>													
<p><i>In connection with the Company's application to open a bank account with FBME Bank Ltd (the "Bank"), you confirm that the following natural persons are the ultimate beneficial owners of the Company and to the best of your knowledge and belief these persons are not directly or indirectly involved in any criminal conduct or any money laundering activity.</i></p>													
Name:	Number of shares:												
<p><i>You declare that you are the appointed nominee shareholders of the Company, holding the shares by virtue of a Declaration of Trust dated (dd/mm/yy) (/ /), a copy of which is attached.</i></p> <p><i>You undertake to advise the Bank immediately of any change in the shareholding or beneficial ownership of the Company and to provide the Bank in writing with such details relating thereto as the Bank may require.</i></p> <p><i>The Bank is obliged by law to know and be able to identify its client and the beneficial owner of the Company. This information will be kept confidential at all times, subject to applicable laws and regulations.</i></p>													
<p>Nominee Shareholder(s):</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name: _____</td> <td style="width: 50%;">Name: _____</td> </tr> <tr> <td>Signature: _____</td> <td>Signature: _____</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name: _____</td> <td style="width: 50%;">Name: _____</td> </tr> <tr> <td>Signature: _____</td> <td>Signature: _____</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table>		Name: _____	Name: _____	Signature: _____	Signature: _____	1	2	Name: _____	Name: _____	Signature: _____	Signature: _____	3	4
Name: _____	Name: _____												
Signature: _____	Signature: _____												
1	2												
Name: _____	Name: _____												
Signature: _____	Signature: _____												
3	4												
<p>Introducer(s):</p> <p><i>We certify that having performed all necessary due diligence checks the information supplied above by the nominees is correct and that the ultimate beneficial owners declared above are not acting as nominees, trustees or in a fiduciary capacity for any other person(s).</i></p> <p style="text-align: right;">Signature: _____</p>													
<p><small>Form 223 (TAN) (Rev 10/09)</small></p> <p>Statement of Beneficial Ownership by Nominee Shareholders (form 223), page 1 of 1</p>													



FBME BANK LTD



FBME BANK LTD

Just like a tree, our strengths stem from our roots. We believe that a great bank is one that makes its clients feel special and we endeavour to foster that feeling.

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PERSONAL/JOINT ACCOUNT OPENING FORMS

TAN (Rev. 03/10)

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CONTENTS OF THE PERSONAL/JOINT ACCOUNT OPENING PACK

Bank Forms:

1. Personal/Joint Account Opening Checklist
2. Personal/Joint Account Application Form*
3. Account Enquiries by Telephone Form*
4. e-Banking New Account User Application Form
5. Personal Charge Card Application Form
6. Debit Card Application Form

*Denotes that this form is mandatory and must be completed in full, in order not to delay the account opening process.

Terms and Conditions to be retained by the applicant:

1. Banking General Conditions
2. e-Banking Special Conditions (if applicable)

Informative documents:

1. Standard Settlement Instructions
2. Brochure
3. Fees and Tariffs
4. List of Correspondent Banks
5. Record of Accounts Card

PERSONAL/JOINT ACCOUNT OPENING CHECKLIST (form 281P)

The Account Opening Checklist is a guide to the documents that need to accompany the Account Opening Application form.

ACCOUNT OPENING CHECKLIST	
FBME BANK LTD TANZANIA	PERSONAL / JOINT ACCOUNT
THE FOLLOWING DOCUMENTS ARE REQUIRED TO OPEN A PERSONAL/JOINT ACCOUNT	
<i>Applicants are kindly requested to ensure that all original account opening forms and supporting documentation required to open a Personal/Joint Account are returned fully completed and signed, thus enabling us to process the application without undue delay. Faxed or scanned copies are not acceptable.</i>	
<i>Please note that where originals of supporting documents are not presented, an appropriate official, such as a notary public, approved certifying officer, a bank manager, a lawyer or a chartered/certified accountant should certify copies. Documents that are not in English or Swahili must be accompanied by a certified translation.</i>	
A. Bank standard forms	
<input type="checkbox"/> Application to open an account – Form 201P (TAN) <input type="checkbox"/> Signature card - Form 202P (TAN) <input type="checkbox"/> Enquiries by telephone – Form 212P (TAN)	
B. Supporting Documentation for each applicant	
<input type="checkbox"/> 2 passport size photographs <input type="checkbox"/> Copy of a valid passport, National ID card or any other acceptable form of identification for each applicant, i.e. Driving License, accompanied with birth certificate (except a Zanzibar Driving License in which the date of birth is included), Voter Registration Card <input type="checkbox"/> Tax Identification Number (Document issued by the Tanzania Revenue Authority if such a number is issued) <input type="checkbox"/> Proof of residential address in country of permanent residence i.e. an original, recent utility bill (less than 6 months old), or a bank/credit card/building society statement, local authority tax bill or other acceptable document <i>Please note: P.O.Box or a "care of" address is not acceptable</i> <i>For more information regarding acceptable documents please contact the Bank</i>	
<input type="checkbox"/> Please submit a copy of the work or residence permit with this application, if any foreign applicants are temporarily resident in Tanzania.	
C. Letter of reference	
<input type="checkbox"/> Please provide an introductory reference letter for each applicant <i>Acceptable sources of reference are: 1) your bankers, 2) an existing FBME customer, 3) a lawyer or a chartered/certified accountant. In some cases a second reference may be requested.</i>	
For further information please contact us:	
Customer Service Department - Tanzania	
Arusha Branch	tel: +255 27 254 5140 arusha@fbme.com
Dar es Salaam Branch	tel: +255 22 212 8000 samora@fbme.com
Mwanza Branch	tel: +255 28 250 0014 mwanza@fbme.com
Zanzibar Branch	tel: +255 24 223 1128 zanzibar@fbme.com
Form 281P (TAN) (Rev 10/09)	

PERSONAL/JOINT ACCOUNT APPLICATION FORM (form 201P)

Account Applicant Information:

The first section of the personal/joint account application form contains all the particulars about the account applicant(s).

We have provided a separate page for each applicant to make the form more user-friendly.

Sections 6, 7, 9 and 15:

- The client is required to provide us with three addresses and the address of their temporary residence if applicable.

Section 8:

- Requires the account applicant to choose whether or not to receive paper Statements and Advices.

Section 9:

- Requires the account applicant to provide mailing instructions and provides the option Holdmail.
- The mailing instructions required in this section can operate independently or in conjunction with the Statement and Advice choice indicated in Section 8.

i.e. An account applicant can choose to request paper Statements and Advices (Section 8) and for them to be sent to a mailing address indicated in Section 9 or to Holdmail. Equally, an account applicant may select in Section 8 not to receive paper Statements and Advices but to choose Holdmail for non-statement and Advice Bank communications and third party communications addressed to the account applicant.


Section 18:

- In the case of a joint account, it is requested that the client provides the Bank with instructions regarding the authority to operate the account.

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APPLICATION FORM


FBME BANK LTD
 TANZANIA

PERSONAL/JOINT ACCOUNT

INTRODUCER: _____

Please complete all sections in ENGLISH BLOCK capitals
I/We hereby request FBME Bank Ltd (the "Bank") to open an account and for this purpose I/we supply the following information:

ACCOUNT APPLICANT INFORMATION - FIRST APPLICANT

1. Surname / family name: _____

2. Forenames: _____

3. Title: (e.g. Mr., Mrs., etc) _____ **4. Date of birth:** (dd/mm/yy) (/ /)

5. Currencies of account required: (Please tick as required) TZS USD GBP EUR Other (Please specify) _____

6. Address of permanent residence:

Number and Street: _____

Town/City: _____ Area/State: _____

Postal code: _____ Country: _____

Telephone no: + () _____ Fax no: + () _____

Mobile no: + () _____ E-mail: _____

7. Address of temporary residence: (If applicable)

Number and Street: _____

Town/City: _____ Area/State: _____

Postal code: _____ Country: _____

Telephone no: + () _____ Fax no: + () _____

E-mail: _____

8. Would you like to receive paper copies of statements and transaction advices/confirmations? Yes No
 (Where required, paper copies will be sent to the address indicated in section 9 below)

9. Address/contact details for communication including mail: (Please tick one)

Permanent address Temporary address Other (Please specify below) Held at Bank for collection (Holdmail)

(Holdmail is offered subject to the applicable General Conditions and to the charges described in the Bank's Tariff from time to time)

Number and Street: _____

Town/City: _____ Area/State: _____

Postal code: _____ Country: _____

Telephone no: + () _____ Fax no: + () _____

E-mail: _____

10. Nationality: _____

11. Passport details: Number: _____ Issue date: (/ /) Expiry date: (/ /)

12. Occupation/Profession: _____

13. Employment status: Employed Self-employed Other (Specify) _____

14. Gross salary or yearly business turnover: (If self-employed) TZS _____

15. Employer's contact details: (Or your business address if you are self-employed)

Company name _____

Contact name (if applicable) _____

Number and Street: _____

Town/City: _____ Area/State: _____

Postal code: _____ Country: _____

Telephone no: + () _____ Fax no: + () _____

E-mail: _____

16. Date you joined this employer or started in business: (dd/mm/yy) (/ /)

17. Specimen signature of 1st Applicant:

1

18. Signing authority in case of joint account:

Either Both

*Note: In the case of a joint account, if you have selected the option "Either" above, each account holder has full power and authority to operate the account and to bind both account holders in all respects in the operation of the account and services provided to the account holders by the Bank.

Form 201P (TAN) (Rev 10/09) 1



Account Activity Profile:

The Account Activity Profile form (225P) is also a stand-alone form that needs to be completed by the client annually.

Sections 33-37:

- This section of the personal/joint account application form refers entirely to the account activity profile of the account applicant.

Consent:

- By signing the application form the account holder(s) indicate that they have read and understood the Bank's General Conditions which now form a separate booklet.
- In the case of joint accounts, the application form must always be signed by both applicants.

ACCOUNT ACTIVITY PROFILE

33. Purpose for which account is required: (Please tick as appropriate)

- Deposits/savings Salary payments Card facilities Credit facilities
 Commissions/bonuses Other (Please specify)

34. Source of funds, including for self-employed individual (e.g. salaries, inheritance, dividend payments, savings already held with other banks). Please provide specific details:

35. Anticipated annual account turnover and method of deposits:

- TZS USD GBP EUR Other (Specify)

		Swift payments in:	Cheque deposits:	Cash deposits:	Total amount:
Current year:	20 __				
Following year:	20 __				
3rd year:	20 __				

36. Source(s) of incoming funds: (i.e. from where and whom funds are expected to be received)

	Country of remitter's bank:		Name of remitter:
1.		1.	
2.		2.	
3.		3.	
4.		4.	

37. Outgoing payments: (i.e. to where and whom payments are expected to be made)

	Country of beneficiary's bank:		Name of beneficiary:
1.		1.	
2.		2.	
3.		3.	
4.		4.	

PLEASE NOTE:

You may be required to provide details and documentary evidence of transactions.

Form 201P (TAN) (Rev 10/09)



PERSONAL\JOINT ACCOUNT ENQUIRIES BY TELEPHONE FORM (form 212P)

By completing this form any information relating to the account may be released to the nominated person over the telephone.

- This form is to be completed and signed by the account applicant(s) of the account in order to release information to the nominated person about the account over the telephone.
- Due to the fact that this form includes a secret codeword an envelope will be included in the account opening pack. The Bank recommends that the client seal their completed form securely in the envelope and return it with their documentation.
- If this procedure is not followed then the client will be assuming all risks involved in connection with any communication of the codeword to the Bank and the Bank shall have no responsibility in respect thereof.

e-BANKING
FOR
CORPORATE AND PERSONAL/JOINT
ACCOUNTS

ENQUIRIES BY TELEPHONE FORM									
FBME BANK LTD TANZANIA	PERSONAL/JOINT ACCOUNT								
<p><i>This form is to be completed by the Account applicant(s) to facilitate telephone enquiries. To ensure your data's security please submit this form in a sealed envelope and return it with your documentation. If you choose not to follow this procedure you will be assuming all risks involved in connection with any communications of the codeword to the Bank and the Bank shall have no responsibility in respect thereof.</i></p>									
<p>1. 1st Applicant: Surname / family name: _____ Forenames: _____</p>									
<p>2. 2nd Applicant: Surname / family name: _____ Forenames: _____</p>									
<p>3. Account number: _____</p>									
<p>4. Codeword to be used for telephone identification: _____ <small>The above codeword is provided by me(us) in order to provide an additional level of security and does not negate or prejudice the General Conditions and any other applicable terms governing my(our) relationship with the Bank. Any future codeword I/we provide shall supersede any previous codewords.</small></p>									
<p>5. Signed by the Account applicant(s):</p> <table border="1"> <thead> <tr> <th>1st Applicant:</th> <th>2nd Applicant:</th> </tr> </thead> <tbody> <tr> <td>Name: _____</td> <td>Name: _____</td> </tr> <tr> <td>Signature: _____</td> <td>Signature: _____</td> </tr> <tr> <td>Date: (dd/mm/yy) (/ /)</td> <td>Date: (dd/mm/yy) (/ /)</td> </tr> </tbody> </table>		1 st Applicant:	2 nd Applicant:	Name: _____	Name: _____	Signature: _____	Signature: _____	Date: (dd/mm/yy) (/ /)	Date: (dd/mm/yy) (/ /)
1 st Applicant:	2 nd Applicant:								
Name: _____	Name: _____								
Signature: _____	Signature: _____								
Date: (dd/mm/yy) (/ /)	Date: (dd/mm/yy) (/ /)								
<p>Form 212P (TAN) (Rev 10/09)</p>									

TAN (Rev.03/10)

TAN (Rev.03/10)



CORPORATE AND PERSONAL/JOINT e-BANKING APPLICATION FORM (form 220B)

The e-Banking Special Conditions are now contained in a separate booklet.

Section 2

- The CIF (Customer Information File) is a unique six-digit number allocated to identify the client's relationship with the Bank.

Section 6

- We require three choices of a login ID.
- In the event that the first choice is not accepted the Bank will advise which of the alternative IDs is to be used.
- It is important for the applicant to keep a record of their choices for future reference.

Section 10

- The applicant is required to provide us with a mailing address, even though all e-Banking User information and pass codes will be forwarded for collection from the account domiciled branch.

Section 11

- In this section the applicant is to select which access rights they require. Two options are available, view only or view and transaction input.
- View and transaction input is only available to Authorised Signatories of the account. The transaction input is to be specified in the table provided in Section 11.
- For personal accounts the access right can only be 'Full access' (refer to the table under 'User type' – Input and Authorise rights do not apply for personal accounts).

Section 12

- The account rights provides the Authorised Signatory of the account the choice of which Bank or Card accounts to grant the User access to.

Authorised Signatory(ies)

- This form should be signed in accordance with the signing instructions for Account holder(s)/Authorised Signatories as stipulated on the account application.

Please Note:

In the case of Joint Account holders, only one User access is permissible. An e-Banking Application form must be completed with one of the applicants' details only.



NEW ACCOUNT USER APPLICATION
e-BANKING FORM

FBME DIRECT

1. Account name: _____
2. CIF number: _____

ACCOUNT USER DETAILS

3. Surname/family name: _____
4. Forenames: _____ 5. Date of birth: (dd/mm/yy) (/ /)
6. Account User login I.D.:* (min 6, max 10 alphanumeric characters)
Choice 1: _____
Choice 2: _____
Choice 3: _____
*Please provide 3 choices of Login I.D. In the case the first choice is not accepted the Bank will advise which alternative Account User Login I.D. is to be used. Please keep a record of your choices for future reference)

7. Telephone identification codeword: _____
(You may be required to quote this security codeword when contacting the Bank by Telephone regarding e-Banking. Please keep this codeword secure and confidential)

8. Account User contact information:
E-mail: _____
Telephone no: + () _____

PASSWORD MAILING OPTIONS

9. By post By courier* Contact no. for courier: + () _____ Collect at Branch
*Dispatch by courier is offered subject to the charges described in the Bank's Tariff from time to time)

10. Password mailing address:
Number and Street: _____
Town/City: _____ Area/State: _____
Postal code: _____ Country: _____

ACCOUNT USER RIGHTS

11. Access rights:
 View only **OR**
 View and transaction input

User type: (Select one)	Transaction limit: (USD equivalent)	No. of authorisations required:
<input type="checkbox"/> Input only	No limit <input type="checkbox"/> Specified limit <input type="checkbox"/> (specify) _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2
<input type="checkbox"/> Authorise only*	No limit <input type="checkbox"/> Specified limit <input type="checkbox"/> (specify) _____	Not applicable
<input type="checkbox"/> Full access*	No limit <input type="checkbox"/> Specified limit <input type="checkbox"/> (specify) _____	Not applicable

*(Available for Authorised Signatory(ies) only)

12. Account rights:
 Account User can access **all** current and future bank/card Accounts linked to the Client's CIF **OR**
 Selected Accounts (indicated below)

Currency:	Account / Card number:

I/We agree that I/we have received, read, understood and agree to be bound by the e-Banking Special Conditions to which this application and this service are subject in addition to the Bank's General Conditions and any other applicable terms and conditions in relation to products and services provided to the Account holder by the Bank.

Signed by the Account holder(s)/Authorised Signatory(ies) of the Account:

Name: _____ Signature: _____ Date: (dd/mm/yy) (/ /)	Name: _____ Signature: _____ Date: (dd/mm/yy) (/ /)
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In the case of a joint account all Account holders must sign this form (irrespective of whether both Account holders require access). It is not possible for joint Account holders to provide for Account Users of the e-Banking service to act jointly. Only Account holders may be appointed as Account Users. Capitalised terms shall have the meaning given to them in the e-Banking Special Conditions.

Form 220B (Rev 02/10)

TAN (Rev. 03/10)

TAN (Rev. 03/10)

