

B. Business Information

Type of Business : _____
Source of Capital : _____
: _____
Number of Employees : _____

C. Additional Information if Company is Foreign

Registered name in foreign country: _____
Identification/registration number : _____
Head Office Address : _____
: _____
Telephone Number : _____ Fax Number: _____
E-mail Address : _____
Physical Address : _____
Bankers : _____
Address : _____
E- Mail Address : _____ Fax Number: _____

D. Associated Individuals

(i) Full Name : _____ Title: _____
Sex : Male Female (Tick whichever is appropriate)
Identity (Passport) : _____ Nationality: _____
Designation : _____ Residential Status: _____
Date of Birth : _____ / _____ / _____ (dd/mm/yyyy)
Telephone Number : _____ Fax Number : _____
E-mail Address : _____
Postal Address : _____

(ii) Full Name : _____ Title _____
Sex : Male Female (Tick whichever is appropriate)
Identity (Passport) : _____ Nationality: _____
Designation : _____ Residential Status: _____
Date of Birth : _____ / _____ / _____ (dd/mm/yyyy)
Telephone Number : _____ Fax Number : _____
E-mail Address : _____
Postal Address : _____

We _____ declare that the information we have given is true and we will be liable for any information or part thereof, which is false. We understand that in the event of the discovery that the given information is false, the Bank will be justified to close the account and report the same to relevant authorities without giving notice whatsoever.

Chairman's Signature: _____ Date ____/____/____ (dd/mm/yyyy)

Secretary's Signature: _____ Date ____/____/____ (dd/mm/yyyy)

(Kindly submit complete and submit Mandates NBM M1, NBM M7 & Specimen Signature Forms CA 22)

G. For Official Use Only:

Interviewed by : _____ signature _____

Recommended by : _____ signature _____

This application has been approved Declined (If declined the Bank is not obliged to give any reason)

Branch Manager _____ Signature: _____ Date: _____

If approved, account to be opened under

Client Number:

Account Number: Branch Code:

Account Name: _____

Last Assessed Date: Credit Rating (P) Mandate No

Date of Establishment: Tax Flag (Insert 1 or 0) Business Type

AU Code (RBM) (P) : Company Size (S/M/L)

ISIC Code (P) : Bank Flag Alpha Code

DATA CAPTURE AUTHORISATION

Prepared By: _____ Input By _____

Verified by: _____ Input Verified By _____

Authorised By: _____



A/C Name _____

A/C Number

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Mandate by an Incorporated Company to open an Account

To : **The Manager
National Bank of Malawi**

.....**Branch**

Date:.....

Registered Name of the Company.....

Registered Office.....

.....

Address for correspondence (if different from above).....

.....

Authority to open account.

We request and authorize you to open an account or accounts in the name of the Company.

Resolutions of board of directors

We certify that at a meeting of the directors of

.....(name of Company) duly convened and

held aton theday of

.....the following resolutions were duly passed:

1. To open bank account

That an account or accounts be opened with National Bank of Malawi ("the Bank") at

.....Branch.

2. Authority to the Bank

That the Bank be authorized and instructed:

NBM –M1

2.1 To honour cheques etc.

To honour and comply with all cheques, drafts, orders, orders to pay bills of exchange and promissory notes expressed to be drawn, signed, accepted, indorsed or made by or on behalf of the Company, drawn upon or addressed to or made payable at the Bank whether such account or accounts is or are in credit or may become overdrawn in consequence or otherwise (but without prejudice to the bank's right to refuse to allow any overdraft or increase of overdraft beyond any specified limit from time to time) provided that the same are signed by the officer or officers of the Company or other persons as specified below under the heading "Signed by"

2.2 To accept application for letter of credit etc

To accept and act on any application or request for the issue of any letter of credit, guarantee, indemnity or counter indemnity and any instructions in relation to any letter of credit, guarantee, indemnity or counter-indemnity and to act on any instructions with regard to any other transactions of any kind of the Company or with regard to any such account or account, in every case whether the account or accounts of the Company is or are in credit or in debit or may in consequence become overdrawn or otherwise (but without prejudice to the Bank's right to refuse to allow any overdraft or increase of overdraft beyond any specified limit from time to time) provided that the same are signed by the officer or officers of the Company or other person as specified below under the heading "Signed by"

2.3 To act on instructions on dealings with securities etc

To act on any instructions with regard to the purchase or sale of or other dealings in securities or documents of the Company or any foreign currency, in any case whether the account or accounts of the Company is or are in credit or debit or may in consequence become overdrawn or otherwise (but without prejudice to the Bank's right to refuse to allow any overdraft or increase of overdraft beyond any specified limit from time to time) provided that the same are signed by the officer or officers of the Company or other persons as specified below under the heading "Signed by"

2.4 To honour orders to withdraw money etc.

To honour and comply with any orders to withdraw any or all money on any account or accounts of the Company with the Bank and with instructions to deliver, dispose of or deal with any securities, deeds or documents or other property (including security boxes and their contents) whatsoever from time to time in the Bank's possession for the account or account of the Company whether by way of security or safe custody or otherwise provided that the same are signed by the officer or officers of the Company or other persons as specified below under the heading "Signed by"

3. Authority of directors and other officers.

3.1 Cheques, draft, etc

That any cheque, draft order to pay, bill of exchange, promissory note or other instrument shall be treated as duly indorsed by the Company if the endorsement is signed for or on behalf of the company (whether or not the Company is the original payee of such instrument) by the officer or officers of the company or other persons as specified below under the heading "Signed by"

NBM – M1

3.2 Letter of credit, guarantee etc.

That an application or request for the issue of any letter of credit, guarantee indemnity or counter-indemnity or any instructions in relation to any letter of credit, guarantee, indemnity or counter-indemnity or any instructions in regard to any other transactions of any kind of the Company or with regard to any account or accounts in the name of the Company with the Bank be effective if signed for or on behalf of the company by the officer or officers of the Company or other persons as specified below under the heading "Signed by",

3.3 Purchase or sale of securities etc.

That any instructions with regard to the purchase or sale of or other dealings in securities or documents of the Company or any foreign currency be effective if signed for or on behalf of the Company by the officer or officers of the Company or other persons as specified below under the heading "Signed by",

3.4 Orders to withdraw money etc.

That any orders to withdraw any or all money on any account or accounts of the Company with the Bank or instructions to deal with any securities, deeds or documents or other property (including security boxes and their contents) whatsoever be effective if signed by or on behalf of the Company the officer or officers of he Company or other persons as specified below under he heading "Signed by".

4 Borrowing and granting security

That any **(No of Directors minimum of 2)** Director(s) be and (is or are) by this resolution appointed a committee of ht board with full authority:

4.1 To arrange advances

To arrange with the Bank from time to time for advances to the Company by way of loan or overdraft or other credit facilities or accommodation with or without security;

4.2 To mortgage or charge assets

To mortgage or charge all or any of the assets of the Company (including goodwill and uncalled capital) and to sign, executive or authorize the affixing of the common seal of the Company to, and deliver on behalf of the Company, any documents required by the Bank from time to time relating to or securing any advances to the Company or any liabilities of the Company to the Bank.

5 Interest

That in the event of **any account or accounts of the Company with the Bank** becoming overdrawn at nay time **the Bank** shall be entitled to charge compound interest on the sum by which such account is overdrawn calculated on daily balances with monthly rests and that the rate of interest charged from time to time shall be at the **Bank's sole discretion above the minimum commercial rate in force at that time. The Bank** shall not be bound to notify **the Company** in advance of any change in the rate of interest but on receipts of a written request from **the Company the Bank** shall be obliged to specify the rate of interest being charged at the time of such request.

NBM – M1

6 Changes in memorandum etc

That the Bank be informed in writing by any Director of the Company should the Company subsequent to the execution of this mandate effect any changes in the memorandum and articles of association on of the Company and that the Bank be furnished with all such evidence as it may reasonable require.

7 To provide list of directors etc

That the Bank be furnished with a list of the names of the Directors, Secretary and other officers of the Company and with specimens of their signatures and that the bank be notified immediately in writing signed by **any Director or the secretary of the Company** of any changes which may from time to time take place in these details and be entitled to act on any such notice and that until receipt of such notice the bank may continue to treat the last list received as correct.

8 To communicate resolutions to the Bank

That these resolutions be communicated to the Bank and shall constitute the Company's mandate to the Bank and remain in force until an amending resolution shall be passed by the Board of Directors and copy of such resolution certified by any **Director or the Secretary of the Company shall be communicated to the Bank.**

9 To close account

That the Bank be and is by this resolution authorized to close at any time and from time to time any account or accounts of the Company with the Bank by giving 7 days notice in writing to the Company.

10 Interpretation

That in this resolution the expressions Director(s) and Secretary shall be construed as Directors(s) and Secretary for the time being of the Company and shall, in the case of Directors(s), include alternative Directors(s) and , in the case of secretary shall include any Joint Secretary, Assistant Secretary or Temporary Secretary.

Statement of account

We agree that we will examine all statements supplied by you setting out transactions on any of our accounts and agree that, unless we object in writing to any of the matters contained in such statement within 14 days of the date of such statements, we shall be deemed conclusively to have accepted all the matters contained in such statement as true and accurate in all respects.

Entry of resolutions in minute book

We certify that the above resolutions have been duly entered in the minute book and signed by the Chairman and are in accordance with the articles of association of the Company and are, at this date, in full force and effect.

Signed by

Any 2 of the Directors or any Directors and the Secretary.

NBM M1

Signature of directors etc

We confirm that the signatures set opposite their names in the table below are those of all the directors, the Secretary and of any other officers for the Company authorized to sign, that such signatures are the genuine signatures of such signatures operate as the specimen signatures of each of such persons

(All alterations or additions in this form should be initialed by the Chairman and Secretary)

Full Names of Directors, Secretary and Officers authorized to sign (if any)	Official Position	Signature

Chairman: _____ Signature _____ Date _____

Secretary: _____ Signature _____ Date _____

Documents enclosed by Secretary

The Secretary encloses the following documents:

1. A copy, certified to be a true complete and up-to-date copy, of the memorandum and articles of association,.
2. Certificate of incorporation } For inspection
3. All certificate of incorporation on change of name (if applicable) } For inspection
4. A copy, certified to be a true copy, of the resolutions the text of which is set out above.

NBM – M1

APPENDICE 8



National Bank of Malawi
Registered under the Banking Act 1989

No. _____

A/C Number

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_____ Branch

_____ 20 _____

Dear Sir/Madam

We shall be pleased if you will furnish us with names of the names of your Directors and the Secretary in the spaces provided below.

Yours faithfully

MANAGER

AUTHORISED SIGNATORIES – (initial and renewal)

NATIONAL BANK OF MALAWI

To the Manager

_____ Branch

With reference to your Bank's Form No*

Dated _____

Signed on behalf of _____

_____ we inform you that at a meeting of

_____ held on the

_____ day of _____ 20 _____ the under mentioned were elected office bearer of

the _____

and you may consider them to be holding their respective offices until further notice in writing from the **TWO SPECIMEN SIGNATURES OF**

EACH AUTHORIZED OFFICERS AS SHOWN BELOW ARE ENCLOSED

Title	Full Name
Chairman	
Treasurer	
Other Official designation	

Date _____

_____ Chairman

Date _____

_____ Secretary

*Insert NBM –M1,2,3,4,5,or 6

(If change of designation of signatories form NBM M1-M4 new Mandate required)

NBM- M7