

**BANCORP BUREAU DE CHANGE LIMITED**

3rd Floor, UNTL House, 1, Davies Street, Lagos Island, Lagos State, Nigeria.

TEL: 01-4622371; Email: info@capitalbancorpgroup.com

**KNOW YOUR CLIENT (KYC) FORM – CORPORATE**

<b>Identity Details</b>		
Company Name		
Industry		
Date of Incorporation	RC Number:	
Country of Incorporation		
Registered Address		
Postal Address <i>(if different)</i>		
Company's Website Address		
Email Address		
Telephone		
<b>Source of Funding</b>		
Annual Turnover: Less than N5m / N5m – N50m / N50m – N500m / N500m and Above		
Purpose of Transaction		
<b>Bank Account Details</b>		
Bank	Account Name	
Account Number	Date Account Was Opened	BVN
<b>Details of Directors / Signatories</b>		
Name (Surname first)		
Position Held	Date of Birth <i>(dd/mm/yyyy)</i>	
Telephone/Email Address	Signature	
Residential Address		
Name (Surname first)		
Position Held	Date of Birth <i>(dd/mm/yyyy)</i>	
Telephone/Email Address	Signature	
Residential Address		

**Questionnaire**

How did you know about BBDC (Referee)?

Internet  a friend  staff  family  others:

Relationship: Parent  Child  Spouse  Others:

Details of Referee \_\_\_\_\_

Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Address \_\_\_\_\_

Have any of your Directors occupied any Political Position?

Yes  No  If yes, please give details :

Date: \_\_\_\_\_ From : \_\_\_\_\_ To: \_\_\_\_\_

Has any close relative/associate of any of the Directors occupied a Political Position?

Yes  No  If yes, please give details

Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Declaration**

We attest that all information provided herein is accurate and would notify you to update your records where any change occurs. We agree to be bound by the terms and conditions governing the operation of a Bureau de change

*Signature and Date (please seal)*

**For Official Use Only**

Verified by: \_\_\_\_\_ Signature and Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Signature and Date: \_\_\_\_\_

**Document Check List**

	Yes	No
Completed KYC form	<input type="checkbox"/>	<input type="checkbox"/>
Means of Identification of the Signatories <i>(e.g. International Passport, Driver's License, National ID Card)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of address (e.g. Copy of recent utility bill Showing client's name and current address or backed up by Tenancy Agreement or receipt of payment)	<input type="checkbox"/>	<input type="checkbox"/>
Passport Photograph of the Signatories	<input type="checkbox"/>	<input type="checkbox"/>
CTC of Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
CTC of Memorandum and Articles of Association	<input type="checkbox"/>	<input type="checkbox"/>
CTC of CAC Form C02	<input type="checkbox"/>	<input type="checkbox"/>
CTC of CAC Form C06	<input type="checkbox"/>	<input type="checkbox"/>
CTC of CAC Form C07	<input type="checkbox"/>	<input type="checkbox"/>
Board Resolution Authorizing the Opening of an Account	<input type="checkbox"/>	<input type="checkbox"/>
Board Resolution detailing the authorized signatories to the account	<input type="checkbox"/>	<input type="checkbox"/>