



BANK OF INDUSTRY
...transforming Nigeria's industrial sector

ACCOUNT OPENING FORM



COMPANY INFORMATION

Company Name

Company Short
Name

RC Number

Company Type: Limited Liability Company Public Liability Company Co-operative Sole Proprietorship

Registered Office
Address

Land Mark (if any)

Town/City

Local Government

State

Factory Address

Land Mark (if any)

Town/City

Local Government

State

Company Phone
Number

Company Email

Company Website

X (Twitter)

Facebook

Instagram

LinkedIn

Statement
Preferences: Email Post

Statement
Frequency: Monthly
Quarterly
Semi-Quarterly

Company Owns Business Premises?

Yes No

Attach Proof of Address





COMPANY INFORMATION (Cont'd)

Date of Incorporation/
Registration DD - MM - YYYY

Date Business Started DD - MM - YYYY

Company TIN

SCUML Number
(if applicable)

Authorised Share
Capital

Paid-up Capital

Annual Turnover: Below ₦1m ₦1m - ₦10m ₦10m - ₦100m ₦100m - ₦1b Above ₦1b

Total Asset

Nature of Business

Type of Products/
Services

Current Number of
Employees

Parent Company

Subsidiaries/
Affiliates

Previous Business
Engaged in

Are you a member of any organization? Yes No

If Yes, Name the
Organization

Membership
Number

Is there any present or threatened litigation between you and third party? Yes No

If Yes,
name the party

Suit Number

Is your company quoted on any stock Exchange? Yes No

If Yes,
Indicate Stock
Exchange

Stock Symbol

How did you hear about BOI?

Television Radio Internet Conference



STAKEHOLDERS INFORMATION

Capacity: CHIEF PROMOTER DIRECTOR MANAGEMENT
SHAREHOLDER SIGNATORY PARTNER

Title: Mr Mrs Others (Please specify)

First Name Surname

Other Names Maiden Name

Gender Male Female

Marital Status: Single Married Widowed Divorced

Date of Birth DD - MM - YYYY Country of Birth

BVN Number NIN

TIN Percentage Ownership

Nationality (For Non-Nigerians) Country of Residence

CERPAC (Resident Permit No.)

CERPAC Issue Date DD - MM - YYYY CERPAC Expiry Date DD - MM - YYYY

Identification Type: National ID Card (NIN) Driver's License International Passport Permanent Voters Card

Others (Please specify)

ID Number

ID Issue Date DD - MM - YYYY

ID Expiry Date DD - MM - YYYY

Occupation

Job Title

Position

Highest Educational Qualification



Home Address

Town/City

Local Government

Phone

State

Email

Do you hold any political office or have any political affiliation with a political office holder? Yes No

If yes, state the political office/Relationship:

Have you contested or occupied any political office in the past? Yes No

If yes, state the political office

Signature:

Date

DD - MM - YYYY



STAKEHOLDERS INFORMATION

Capacity: CHIEF PROMOTER DIRECTOR MANAGEMENT
SHAREHOLDER SIGNATORY PARTNER

Title: Mr Mrs Others (Please specify)

First Name Surname

Other Names Maiden Name

Gender Male Female

Marital Status: Single Married Widowed Divorced

Date of Birth DD - MM - YYYY Country of Birth

BVN Number NIN

TIN Percentage Ownership

Nationality (For Non-Nigerians) Country of Residence

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CERPAC Issue Date DD - MM - YYYY CERPAC Expiry Date DD - MM - YYYY

Identification Type: National ID Card (NIN) Driver's License International Passport Permanent Voters Card

Others (Please specify)

ID Number

ID Issue Date DD - MM - YYYY

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Occupation

Job Title

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Town/City

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Local Government

Phone

State

Email

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Have you contested or occupied any political office in the past? Yes No

If yes, state the political office

Signature:

Date

DD - MM - YYYY



CORPORATE SHAREHOLDERS

Name of
Shareholding
Company

RC Number of
Shareholding
Company

Percentage
Ownership

Address

Town/City

State

LGA

Email

Website

Contact Person

X (Twitter)

Facebook

Instagram

CORPORATE SHAREHOLDERS

Name of
Shareholding
Company

RC Number of
Shareholding
Company

Percentage
Ownership

Address

Town/City

State

LGA

Email

Website

Contact Person

X (Twitter)

Facebook

Instagram



ADDITIONAL INFORMATION TO BE COMPLETED BY THE CUSTOMER

DETAILS OF ACCOUNTS HELD BY COMPANY & DIRECTORS

Bank Name A/C Number
Bank Address
Account Name

Bank Name A/C Number
Bank Address
Account Name

Bank Name A/C Number
Bank Address
Account Name

Bank Name A/C Number
Bank Address
Account Name

Bank Name A/C Number
Bank Address
Account Name

Bank Name A/C Number
Bank Address
Account Name

DETAILS OF NEXT OF KIN: (ONLY FOR SOLE PROPRIETORS)

Title: Mr. Mrs. Others (Please specify)
First Name Other Names
Surname
Date of Birth Country of Birth
DD - MM - YYYY
Gender: Male Female Relationship: Spouse Child Family Friend

Address

Town/City
Local Government State

Phone Email



CUSTOMER DECLARATION

I/We hereby apply for the opening of an account or accounts with Bank of Industry Limited. I/We understand that the information given herein is the basis for opening such account(s) and hereby warrant that such information is correct.

I/We further undertake to indemnify the Bank for any loss as a result of any false information or error in the information provided to the Bank.

I/We agree to use the account for only transactions permitted by law and to be bound by the terms and conditions governing the operation of the account.

Name of Signatory

DD - MM - YYYY

Affix Postage Stamp
(Customer to Sign across)

Date

Signature

Name of Signatory

DD - MM - YYYY

Affix Postage Stamp
(Customer to Sign across)

Date

Signature

SIGNED, SEALED AND DELIVERED BY THE WITHIN NAMED PERSON

Name

Status

Signature:

Date

DD - MM - YYYY

Name

Status

Signature:

Date

DD - MM - YYYY

Affix
Company
Seal/Stamp
Here

IN THE PRESENCE OF:

Name

Address

Job Title

Signature:

Date


DD - MM - YYYY




ACCOUNT OPENING MANADATE CARD

Type of Account
Name of
Organization
A/C Number

SIGNATORIES:

Title: Mr. Mrs. Others (Please specify)	
Surname	
First Name	
Other Names	
Class of Signatory	
Identification Type	
Identification Number	
Signature:	
Date DD - MM - YYYY	

Title: Mr. Mrs. Others (Please specify)	
Surname	
First Name	
Other Names	
Class of Signatory	
Identification Type	
Identification Number	
Signature:	
Date DD - MM - YYYY	

MANDATE AUTHORIZATION/ COMBINATION RULE (please tick as appropriate)

Sole Signatory Two or more
If two or more to sign, please specify Mandate



TERMS AND CONDITIONS, DATA PRIVACY STATEMENT & POLICY OF BANK OF INDUSTRY LIMITED

TERMS AND CONDITIONS

Definitions

In this document, "User Agreement", "Agreement", "Terms and Conditions of service" are synonymous and used interchangeably. In this Agreement "you" or "your" or "User" refers to any person or entity using the service. Unless otherwise stated, "Bank of Industry", "We" or "our" or "us" will refer collectively to Bank of Industry Limited and its Subsidiaries, Affiliates, Directors, Officers, Employees, Agents and Partners.

General

- This agreement shall be governed by and interpreted according to the laws of the Federal Republic of Nigeria and shall be subject to the exclusive jurisdiction of Nigeria courts.
- You shall comply with all applicable Nigerian laws, and regulations, regarding your use of services. If any specific term or condition violates the law, that term alone shall stand severed or amended as far as is necessary to comply with the law.
- You represent that you have the capacity to enter into this Agreement.
- That you are an adult, eligible to operate banking services and that you are not under any contractual inhibition known to your national or international law.
- Headings are for reference purposes only and in no way define, limit, construe or describe the scope or extent of such sections.
- If any provision of this Agreement is held invalid or unenforceable, such provision shall be struck out and the remaining provisions shall be enforceable.
- Our failure to act with respect to a breach by you or others does not amount to a waiver of our right to act with respect to subsequent or similar breaches.
- The non-specification of a particular legal or equitable remedy shall not be construed as a waiver, prohibition or limitation of any legal or equitable remedies in the event of a breach of any of the clauses.
- You agree that this Agreement and all incorporated agreements may be automatically assigned by BANK OF INDUSTRY LIMITED to a third party in the event of a merger or acquisition.
- This agreement and any documents refer to herein constitute the entire agreement between the parties and supersede any and all prior agreements between the parties, whether oral or written, with respect to the subject matter thereof.

Customer Support Services

BANK OF INDUSTRY has a dedicated support unit manned by highly experienced and professional personnel. Customers support issues are managed through a Customer Relationship Management(CRM) system by our Contact Center. Customer complaint made through are dedicated e-mail and telephone lines are logged and monitored until a resolution is achieved. Our support team is always available to receive enquiries on weekdays, weekends and public holidays. All support related enquiries should be routed via the emailcustomer@boi.ng or telephone number 0700-CALL-BOI (07002255264). Contact details are also displayed on the 'Contact' section of our website at www.boi.ng, which may be updated from time to time.

Restricted Activities

You agree that your information and your activities (including your payments and receipt of payments)through our service shall not:

- Be related in anyway to money laundering, terrorism and / or criminal activities, including but not limited to payments or the acceptance of payments for unauthorized firearms or weapons;
- Be false, inaccurate, misleading, fraudulent or involve the sale counterfeit or stolen items;
- Infringe on any third party's copyright, patent, trademark, trade secret or other property rights or rights of publicity or privacy;
- Violate any law, statute, ordinance, contract or regulation (including, but not limited to, those governing financial services, consumer protection, unfair competition, anti-discrimination, or false advertising);
- Be defamatory, libelous, unlawfully threatening or unlawfully harassing;
- Be obscene or contain child pornography;
- Contain any viruses, Trojan horses, worms, time bombs, cancel bots, Easter eggs or other computer programming routines that may damage, detrimentally interfere with surreptitiously intercept or expropriate any system, data or other personal information; or
- Create liability for us or cause us to lose (in whole or in part) the services of our Internet Service Providers or other suppliers.

If you use, or attempt to use this Service for purposes other than the services listed in clause above, including but not limited to tampering with, hacking, modifying, or otherwise corrupting the security or functionality of the Service, your account will be terminated and you will subject to claims for damages and other lawful penalties, including criminal prosecution where applicable.

Our Remedies And Right To Terminate or Restrict Your Activities

Without limiting other remedies available to us, we may verify incorrect information you provide to us, contact you by means other than by electronic means, immediately warn our community of your actions, limit access to an account and any or all of the account's functions, limit activities, indefinitely suspend or close your account, terminate this Agreement and refuse to provide our Services to you if:

- You breach this Agreement or the documents it incorporates by reference;
- We are unable to verify or authenticate any information you provide to us;
- We believe that your account or activities pose a significant threat or fraud risk to us;
- We believe that your actions may cause financial loss or legal liability for you, our users or us.

Interference, Copyright and Trademark.

You agree that you will not take any action that imposes an unreasonable or disproportionately large load on our infrastructure. You agree that you will not use any robot, spider, other automatic device, or manual process to monitor or copy our web pages or the content contained herein without our prior express written permission. You agree that you will not use any software, device or routine to attempt to interfere with proper working of the BANK OF INDUSTRY website or any activities conducted on our website. Most of the information on our website is proprietary or is licensed to us. You agree that you will not reproduce, alter, copy, modify, create derivative works, publicly display or frame any content from our website without our prior express written permission.

Information Confidentiality

By the nature of this Agreement, the parties may knowingly or unknowingly have access to information that is confidential to one another. Such confidential information may include the parties pricing, competitor information, business methods, salary structure, marketing strategies and all other information designated as confidential by either party. Each party agrees to maintain the confidentiality of such information and to protect the other party's confidential information by using all reasonable efforts to stop any unauthorized distribution, installation, copying, use or transfer of possession of such information.



TERMS AND CONDITIONS, DATA PRIVACY STATEMENT & POLICY OF BANK OF INDUSTRY LIMITED (Cont'd)

Transferability and Assignability of Rights and Obligations

You may not transfer any rights or obligations you may have under this Agreement without our prior written consent. We reserve the right to transfer this Agreement or any right or obligation under this Agreement without your consent, and we will notify you via our website, social media and other media.

Force Majeure

BANK OF INDUSTRY shall not be in breach of its obligations under this Agreement or be responsible for any delay in carrying out its obligations if performance is prevented or delayed wholly or in part as a consequence of force majeure. Force majeure means any circumstances beyond the reasonable control of BANK OF INDUSTRY including but not limited to fire incident, flood, earthquake, storm, tornadoes, hurricane, pandemic, acts of war, state or national emergency, strike, rebellion, Insurrection, government sanctions, actions of regulatory or supervisory authorities, accident, power failure, internet and communication link failure or any other act of GOD or any technical failure caused by devices, matters or materials.

DATA PRIVACY NOTICE AND STATEMENT

At Bank of Industry Limited, we respect individual and corporate right to privacy and the protection of personal information. This privacy notice (The "Notice") applies to all personal information processing activities carried out by Bank of Industry Limited ("Bank of Industry", "We", "Us", "Our"). In this Notice, any reference to "you" or "your" means any business or customer (a company, partnership or sole proprietor), partner (vendors, supplies or other institutions that do business with us). Where an account, product or service has more than one holder, owner or signatory, "you" or "your" can refer to any, both or all parties. Bank of Industry Limited of 23, Marina street, Lagos Island, Lagos is a data controller in respect of personal information that we process in connection with our business; including the products and services that we provide. We will use the information we collect from you through this form and any marketing and communication, administer a contest, promotion, survey, business research, analytics and monitoring. We may share your information when we have your consent to share it or when the law requires it requires it from us by subpoenas, court orders or other legal processes. We may also share it for fraud prevention and detection purposes or assist other lenders or third parties in administering your account. If you have any questions, complaint or concern regarding our Privacy Notice, you may contact us through the following means:

Customer Care: 0700-CALL-BOI (0700225264)

Switchboard: (+234)-02-012715070-71

Email: customercare@boi.ng

PRIVACY POLICY

BANK OF INDUSTRY LIMITED ("BANK OF INDUSTRY"), will act in compliance with applicable data protection legislation. BANK OF INDUSTRY is committed to protecting the privacy of personal data it collects and processes. BANK OF INDUSTRY want you to be familiar with how we collect, use, and disclose personal data (information that identifies you as an individual or corporate)

Who is collecting and processing the personal data?

This Privacy Notice ("Privacy Notice") applies to personal data that Bank of Industry may collect through this website ("Site"). This Privacy Notice does not address the collection, use, or disclosure of information through any other means other than the site.

What types of information do we collect?

The types of personal data that we collect and process includes:

(a) Personal data:

- (i). Salutation, name, last name, address, company name, job title, mobile phone and email address:
- (ii). Any other information you provide to us in contact forms (you will see exactly what information we collect from you by feeling in the fields in the form).
- (b) IP details and location data
- (c) Cookies in accordance with this privacy notice and cookie Notice

For what purpose is your personal data used?

We use the personal data collected from you:

- To fulfil your request according to the forms you may feel.
- To obtain your feedback (e.g. through a survey), in case you want provide us with it.
- To inform you by e-mail of our product and services, special offers and promotions and any other marketing materials which we think may interest you.
- To send you information regarding the Site such as changes to our terms, conditions, policies and /or other administrative information.
- For our internal business purposes, such as data analysis, audit, developing new product, enhancing our website, improving our services, and identifying usage trends. This information used maybe personal data or non-personal data.
- To detect, prevent or otherwise address security or technical issues in connection with services provided through this site.

We may combine personal data collected from your navigation with the information provided by you through different channels (e.g. news letters, specific campaigns, contest, etc.) obtaining a set of all your data provided to BANK OF INDUSTRY. We will use this combined information to understand your preferences regarding the BANK OF INDUSTRY Limited services and product, and to be able to provide you with a targeted experience. By having that knowledge, we are able to understand you and your needs and can offer you the experience you expect from us.

What is the legal basis for the processing of the personal data?

The legal basis for processing your personal data is that the processing is necessary for the performance of the relationship with you, which is regulated by the Terms and Conditions, and also by the specific forms used when collecting your data. The legal bases for processing the personal data for research, analytical, statistical purposes, and to identify products and services that may be of interest to legal entities, is on the basis of the legitimate interest of BANK OF INDUSTRY. Where personal data is processed for these purposes, the privacy impact on the individuals whose data is being processed will be considered.

Who is the personal data shared with?

We may share personal data with BANK OF INDUSTRY affiliates, technology supplier, may be located in any location around the world and regulatory bodies. These BANK OF INDUSTRY affiliates may process personal data for the purposes described in this privacy Notice. In addition, we may also disclose your information to:

- Third parties, business partners, suppliers, subcontractors, and service providers for the performance of any contract we enter into with them;
- Analytics and search engine providers that assist us in the improvement and optimization of our Site;
- Affiliates or other third parties in the event of a reorganization, merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of our business, assets or stock (including without limitation in connection with any bankruptcy or similar proceedings); and
- If necessary: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal processes; (c) to respond to requests from public and government authorities, including public and government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety, property, and /or that of our affiliates, you, or others; and (g) to permit us to pursue available remedies or limit the damages that we may sustain.

Where such disclosures take place BANK OF INDUSTRY requires the appropriate technical and organizational security measures to be in place to protect personal data, and for personal data to be processed lawfully. BANK OF INDUSTRY only allows affiliates and third party service providers to use personal data for specified purposes and in accordance with BANK OF INDUSTRY instructions. Any sharing of personal data using third party platforms would be governed by the terms of the third party platform used.



TERMS AND CONDITIONS, DATA PRIVACY STATEMENT & POLICY OF BANK OF INDUSTRY LIMITED (Cont'd)

International transfers of personal data

When personal data is transferred to another country it will continue to receive adequate protection through contractual or other arrangements put in place with affiliates and third party service providers. For these transfers at least one of the following appropriate safe guards will be implemented:

- Personal data will be transferred to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission;
- Standard data protection clauses approved by the European Commission which give personal data transferred the same protection it has in EEA; or
- With affiliates and third party service providers based in the US, Privacy Shield which gives personal data similar protection it has in EEA.

Third party sites and sending messages through the Site

This Privacy Notice does not address, and we are not responsible for, the privacy, information, or other practices of any third parties, including without limitation any third party operating any site to which this Site contains a link; or any third party platform such as social media platforms where BANK OF INDUSTRY shares personal data at your request. Where personal data is shared in this way the use of the personal data will be governed by the terms of the third party platform which you have requested personal data be shared with. The inclusion of a link on the Site does not imply endorsement of the linked site by BANK OF INDUSTRY.

Information that you share

Some services may allow you to share information with the others. As a recommendation, we urge you to exercise discretion and caution when deciding to disclose your personal data, or any other information on Site.

Retention of personal data

BANK OF INDUSTRY retains personal data for as long as to fulfill the purposes for which it was collected, including for the purpose of satisfying any legal, accounting, or reporting requirements. Please note that on any forms where you provide us with your details, we may specify the period of time that we intend to keep the data according to the specific proposes defined in the form.

Updates

This privacy Notice is published by BANK OF INDUSTRY limited and may be changed at any time.

I/We hereby apply for the opening of an account with Bank of Industry Ltd. We understand that the information given therein and the documents supplied are the basis for opening such account and we therefore warrant that such information is correct.

I/We hereby confirm that I/We have read, understood and agree with the Terms and Conditions governing this account, and Data Privacy Notice and Policy.

Name

Signature
of
Signatory

Date DD - MM - YYYY

Name

Signature
of
Signatory

Date DD - MM - YYYY

LETTER OF SET-OFF

(Circle One)
Miss /Mr /Mrs / Chief

The Manager, Bank of Industry Limited

Dear Sir/Ma,

I/We agree that you(in addition to any general lien or similar right to which you as my /our banker may have at any time and without notice to me /us) combine or consolidate all or any of the company's accounts with all liabilities to you and set off or transfer any sum standing to the credit of any such accounts, be cash, cheques, valuable, deposits securities, negotiable instrument or other assets belonging to us with you in or towards satisfaction of any of my/our liabilities to you or any other account or in any other respect, whether such liabilities be actual or contingent , primary or collateral, several or joint.

Signature:

Signature:



ACCOUNT CONTROL - OFFICIAL USE

ACCOUNT LOCATION:

State Office

Regional Office/
Group

Directorate

ACCOUNT OPENED BY:

Name

Signature:

Date

DD - MM - YYYY

ACCOUNT OPENING APPROVED BY:

Name

Signature:

Date

DD - MM - YYYY

ADDRESS VERIFICATION DONE BY:

Name

Signature:

Date

DD - MM - YYYY

Name

Signature:

Date

DD - MM - YYYY

DEFERRAL/WAIVER OF DOCUMENTS AUTHORIZED/APPROVED BY:

Name

Signature:

Date

DD - MM - YYYY



CHECKLIST

This is the checklist of items required from customers to open an account with BOI. Please note that additional documents will be required for a loan application and approval. Your relationship manager will give you additional information about our loan application and approval process.

S/N	Documents Required (Please Attach)	Collected and Checked	Deferred/ Waived	Not Applicable
1	Completed account opening form			
2	Copy of Company certificate of incorporation/registration			
3	Board/Partnership/Members resolution, appointing signatories (sealed and signed)			
4	Board/Partnership/Members resolution, authorizing opening of account (sealed and signed)			
5	Copy of Memorandum and articles of association (certified true copy by registrar of company)			
6	Copy of form CO2 – Allotment of shares (certified true copy by registrar of company and a notarized copy for foreign company)			
7	Copy of form CO7 – Particulars of Directors (certified true copy by registrar of company and a notarized copy for foreign company)			
8	Copy of form CAC 2.1 – Appointment of company secretary (certified true copy by registrar of company)			
9	Partnership Deed (where applicable)			
10	Four (4) passport size photograph of each signatory to the account (with names written on the reverse side)			
11	Status report from the bank of company (where applicable)			
12	CERPAC resident permit (for Non Nigerians)			
13	Nigeria Investment Council Promotion (NICP) certificate (where applicable)			
14	Special Control Unit on Money Laundering (SCUML) certificate (where applicable)			
15	Proof of Identity of all Signatories and Directors/Officers, whose name appear on the account opening form/document (Preferred Identity are International Passport, National Identity Card, Voter's Registration Card and Driver's License)			
16	Proof of Address of all Signatories and Directors/Officers, whose name appear on the account opening form/document (Certified true copy of Utility Bill is acceptable if original is not available)			
17	Proof of Company Address (Certified true copy of Utility Bill is acceptable if original is not available)			
18	Upload CV			
19	Manadate Card			
20	Approval Letter (where applicable) Govt. Agency, MDAs & Parastatals			
21	Gazette (where applicable)			
22	Power of Attorney (where applicable)			