

Account Opening Checklist and Guide (Nigeria)

Please refer to the checklist and requirements guide below to open an account.

Standard Chartered is required by its regulators and by applicable laws and regulations to identify its clients and verify their identity. The documentation required is contained within this checklist. Standard Chartered is unable to provide you with account services until receipt of these documents.

The documents required are prescribed by local laws and regulations and/or international standards, such as those of the Financial Action Task Force, IOSCO, and the Wolfsberg Group apply to all financial institutions. The documentation requirements are designed to:

- make it more difficult for the financial services industry to be used for money laundering and terrorist financing;
- enable financial institutions to guard against fraud;
- ensure that there is no legal barrier, e.g. economic sanctions to providing products or services; and
- enable financial institutions to assist law enforcement by providing available information on customers or activities being investigated.

This is to enable financial institutions to know their client, including its legal status, constitution, and the controlling individuals e.g. ultimate beneficial owners, directors, and signatories.

Documentation requirements may differ between jurisdictions, therefore, should you have an existing relationship with Standard Chartered in one country and wish to receive account services from Standard Chartered in a second country, the laws or regulations of the second country will require you to provide different documentation.

		Sole Proprietorship	Partnership	Society / Association /NGOs / Non-Profit Organisation	Limited Liability Company
1. DOCUMENTS PROVIDED BY THE BANK					
a	Welcome Letter	√	√	√	√
b	Account Opening Form	√	√	√	√
c	Mandate and Schedule (Signatories)	√	√	√	√
d	Account Terms	√	√	√	√
e	Country and Service Supplement (where applicable)	√	√	√	√
f	Documentation Checklist (this document)	√	√	√	√

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2. DOCUMENTS TO BE PROVIDED BY CUSTOMER					
a	Copy of identity documents 6	International Passport/Driver's License and residential address proof 2 of Proprietor and all authorised signatories, certified true by suitable certifier	International Passport/Driver's License and residential address proof 2 of all partners and all authorised signatories, certified true by suitable certifier 1	International Passport/Driver's License and residential address proof 2 of all individuals appearing in the Mandate and all authorised signatories, certified true by suitable certifier 1	International Passport/Driver's License and residential address proof 2 of at least 2 directors (including the managing director), all principal shareholders (with 20% or more of the voting rights of the company) and all authorised signatories, certified true by suitable certifier 1
b	Power of Attorney (where applicable)/Mandate Letter for a person other than account holder authorized to sign for account	If applicable	If applicable	If applicable	If applicable
c	Delegation of Authority (where applicable)	If applicable	If applicable	If applicable	If applicable
d	Memorandum and Articles of Association	N/A	N/A	N/A	Original or copy certified true by suitable certifier 1
e	Form C07 - Particulars of Directors	N/A	N/A	N/A	Original or copy certified true by suitable certifier 1
f	Form C02 - Return of Allotment of shares	N/A	N/A	N/A	Original or copy certified true by suitable certifier 1
g	Two suitable References	√	√	√	√
h	Passport Photographs of each signatory	√	√	√	√

3. LICENSES / REGISTRATION / CERTIFICATES / ETC TO BE PROVIDED BY THE CUSTOMER					
a	Copy of Registration Certificate	Certified true by suitable certifier ¹	Certified true by suitable certifier ¹	If applicable, certified true ¹ by suitable certifier	N/A
b	Copy of Certificate of Incorporation/Registration	N/A	N/A	N/A	Certified true by suitable certifier ¹
c	Copy of Constitution/Deed	N/A	Certified true by suitable certifier ¹	If applicable, certified true ¹ by suitable certifier	N/A

4. NOTES	
1	Suitable certifier is defined as (i) notary public or (ii) officer of Standard Chartered Plc. or its subsidiaries.
2	Acceptable residential address proofs include (i) utility bill/mobile phone statement (issued within last 3 months), (ii) Documented staff Visit (iii) Signed Tenancy agreement. Proof on permanent address is required if such is different from residential address
3	If the residential address proof or the operating address proof provided is not an English version, please also provide an English translation copy.
4	Instead of providing copies of documents certified true by suitable certifier ¹ , you can also present the original documents to any of our branches for certification and account opening by a bank officer.
5	We reserve the right to conduct a company search and charge you for the cost incurred.
6	The above information is for reference only, for more updated information, please come to our branches or call our Enquiry Hotline at +234 1 2704611-4