

Corporate Account Opening KYC Checklist

Use this checklist to confirm every required document is complete before submission.

Required Documents

- ☐ 1. Duly completed and executed account opening form
- ☐ 2. Certificate of Incorporation
- ☐ 3. Status Report
- ☐ 4. One (1) passport sized picture of each Director and Signatory
- ☐ 5. Memorandum & Articles of Association
- ☐ 6. Form CAC 2 (Return of Allotment of Shares)
- ☐ 7. Form CAC7 (Particulars of Directors)
- ☐ 8. Form CAC 3 (Notice of Situation / Change of Registered Address)
- ☐ 9. Valid means of Identification of Authorized Signatories and Directors (Driver's License, Int'l Passport, Permanent Voter's Card or NIN)
- ☐ 10. Proof of Address (must reflect the company's registered address)
- ☐ 11. Board Resolution authorizing the investment
- ☐ 12. Current residence permit (where signatory is a foreign national)

Notes

- Items 4 and 9 apply to each Director and Authorized Signatory.
- Item 12 applies only where a signatory is a foreign national.
- Item 10 must reflect the company's registered address.