

Partnership

Resolution Letter, Certificate of Registration, Form A' or Form 'B, Partnership Agreement / Deed endorsed by the Registrar General's Department, Photo ID and Residential Address Confirmation Documents of: (a) All Signatories, (b) All Partners to accounts.

Private Entities

Certificate of Incorporation & Certificate to Commence Business, Forms 3 & 4, Form 17 (If Directors have changed), Company's Regulation, Board Resolution Letter, an undertaken from a firm of Lawyers/ Accountants / Auditors and Completed Introduction Form. TIN of Company and Directors. Photo ID and Address confirmation of three key Directors, all Signatories and all Shareholders with 10% or more interests.

Listed Entities

Board Resolution Letter on the Company's Letter Head or with a Seal of the Company, Copies of Certificate of Incorporation and TIN of the Company, Certificate to Commence Business, Copies of the Forms 3 & 4, Form 17 (If Directors have changed), Company's Regulations, Proof of listing (printout), A subsidiary of an Entity listed on an Approved Stock Exchange, Proof of 51% or more ownership by the listed entity, An undertaking from a firm of Lawyers or Accountants / Auditors confirming the documents submitted to the Registrar General's Department. Photo ID and Residential Address Confirmation Documents of three Key Directors, all Signatories and all Shareholders with 10% or more interests.

Embassies

Resolution Letter, An Introduction Letter from the Ministry of Foreign Affairs or the relevant authorities in the Consulate's home country to open account, Photo ID and Residential Address Confirmation Documents of All Signatories.

Government Ministries / Parastatals

Authorisation Letter from the Controller & Accountant General's Department authorizing the opening of the account for Non-Autonomous Government Institutions, Ministries and Agencies, (eg. AMA, All Ministries, Community Water and Sanitation Agency, Ghana National Fire Service, Ghana Policy Service, National Youth Employment



Programme) OR Board Resolution and a Copy of the Legislative Instrument (LI) / Act that established the Institution for Government Institutions that are Autonomous (eg. BOST, GNPC, VRA, GPHA, PC). Evidence of call back to the Chief Executive Officer / Authorised Head confirming the resolution to open the account, Photo ID and Residential Address Confirmation Documents of All Signatories to accounts and three key Directors (if the Institution is managed by a Board of Directors).

Trust / Estate

Trust Deed or Probate or Letters of Administration from the Court for an Estate/ Trust, Photo ID and Residential Address Confirmation Documents of: a) All Signatories, Settlor, Trustees, Controllers, b) Beneficiaries who are not minors and all Shareholders with 10% or more interests.

Church & Other Religious Organizations

Board/Executive Council Resolution Letter, Registration Certificate, Form 3 and Regulations, Full Constitution. An undertaking from a firm of Accountants / Lawyers confirming the documents submitted OR an Introduction Letter from the Supervisory Body/National/Regional/District Council if the Branch is under that body / council. Photo ID and Residential Address Confirmation Documents of: (a) All Signatories, (b) All Board of Trustees/ Directors/ Executives / Council Members.

Non Governmental Organizations / Foundations

Board Resolution Letter, Certificate of Registration, Form 3 and Regulation, Full Constitution (For Foundations), Certificate of Recognition from the supervising Regulatory Body. Eg. Social Welfare for Charities, GES for Schools, Ghana Health Services for Health Centres etc., An independent undertaking from a reputable and known firm of lawyers or accountants confirming the documents submitted. Photo ID and Residential Address Confirmation Documents of three Key Directors, all Signatories and all Shareholders with 10% or more interests.

Clubs / Associations & Societies

Board / Executive Council Resolution Letter, For Registered Association: [Registration Certificate, Form 3, and Regulation]. Full Constitution, an undertaking from a firm of Accountants / Lawyers confirming the documents submitted where the Association is Registered OR an Introduction Letter from the Supervisory Body if the Association is under that body. Photo ID and Residential Address Confirmation Documents of: (a) All Signatories, (b) All Members of the Executive Council/Committee.

External Foreign Entity Registered as a Private Entity

Board Resolution letter on the Company's Letter Head or with a Seal of the Company, Certificate of Registration as an External Company from the Registrar General Department of Ghana and TIN of the company, Registration Documents (e.g. Certificates of Incorporation and Certificate to Commence Business) from the foreign country of Incorporation, Copy of Company's Regulation/Memorandum or Articles of Association, Power of Attorney (if the Board has designated powers to a person (s) eg. Power of Attorney to the Country Manager/Representative).

Recent Audited Annual Report and/or Group Structure/Organogram, Proof of Business Address (Documents for proof of business address not required if address is already indicated in the Annual Report or Company Regulation or Memorandum/Articles of Association), Certification of all documents originating from the foreign country by a Notary Public or Bankers in the foreign country, Name and contact details of Notary Public or Bankers in the foreign country where documents were certified. Photo ID and Residential Address Confirmation Documents of Local Manager, three Key Directors, All Signatories and Shareholders with 10% or more interests.