

NEW HIRE (UBA STAFF)
ACCOUNT OPENING CHECKLIST

STAFF SURNAME:

STAFF OTHER NAMES:

EMP ID:

TYPE OF ACCOUNT:

SOL ID: ...0999...

- ☐ Account opening form completely and properly filled
(E-banking session inclusive)
- ☐ EFM
- ☐ Approval or Concurrence memo from HCM
- ☐ Staff Valid E-mail Address
- ☐ Staff telephone number

We/I have checked and confirm all documents ticked above to be available and perfectly in line with the policy provision of the bank. We/I hereby scan to GSSC, only required documents for further processing.

Officer	Name	Signature/Emp. No
HRBP		
UNIT HEAD, HRBP		