



(Authorised and Regulated by the Financial Services Authority)

# Account opening form Partnership Firm

## For Office Use Only

CUSTOMER ID																			
-------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ACCOUNT NO																			
------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Section I

Full name of the Partnership Firm Account

--

Date of Commencement of partnership

Country where partnership is based

--	--

Details of business activity

--

Expected Business Turnover, General source of credits and destination of Payments

--

Assets £		Liabilities £		Immovable Properties £	
----------	--	---------------	--	------------------------	--

Is this a Limited Liability Partnership (LLP)?	Yes		No	
--	-----	--	----	--

Current Correspondence Address

Registered Address (only if different to current correspondence Address)

	Post Code		Post Code

Telephone Number 1

Telephone Number 2

Fax Number

--	--	--

E-mail Address

--

### Purpose of Opening the Account

Day-to-day transactions

Receipts & Payments, Standing Orders & Direct debits

Savings and Investments

Other (give details)

--

### Account to be opened

Current

Savings

Fixed Deposit

Other (give details)

--

### Requirements

Currency of the Account

GBP  USD  EUR

Issue cheque book for use on the above account

Access to Internet Banking

Statement frequency Weekly  Fortnightly  Monthly  Quarterly  Half yearly  Yearly



**Section II** (continue...)

	<b>Details of Partner 3</b>	<b>Details of Partner 4</b>
Title	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Middle Name	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Current Address	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Post Code	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Country	<input type="text"/>	<input type="text"/>
Residing Since	<input type="text"/> DD <input type="text"/> MM <input type="text"/> YYYY	<input type="text"/> DD <input type="text"/> MM <input type="text"/> YYYY
Passport/DVLA No	<input type="text"/>	<input type="text"/>
Citizenship	<input type="text"/>	<input type="text"/>
Marital Status	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>
Residence Tele No	<input type="text"/>	<input type="text"/>
Mobile No	<input type="text"/>	<input type="text"/>
Residence Fax No	<input type="text"/>	<input type="text"/>
E-mail Address	<input type="text"/>	<input type="text"/>
Previous Address (only if less than 3 years at current address)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Post Code	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Country	<input type="text"/>	<input type="text"/>
Residing Since	<input type="text"/> DD <input type="text"/> MM <input type="text"/> YYYY	<input type="text"/> DD <input type="text"/> MM <input type="text"/> YYYY
Position held in the Partnership	<input type="text"/>	<input type="text"/>
Partnership share in %	<input type="text"/>	<input type="text"/>

<b>SIGNATURE</b> 3	<b>DATE</b>	<b>SIGNATURE</b> 4	<b>DATE</b>
-----------------------	-------------	-----------------------	-------------

**Additional information regarding Account with Other Banks (optional)**

Do you have an Account with another Bank Yes  No

Name of the Bank	<input type="text"/>
Name of the Bank	<input type="text"/>

**Section III**

**Details of Authorised signatories other than Partners**

	<b>Authorised Signatory 1</b>	<b>Authorised Signatory 2</b>
Title	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Middle Name	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Current Address	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Post Code	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Country	<input type="text"/>	<input type="text"/>
Residing Since	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>
Passport/DVLA No	<input type="text"/>	<input type="text"/>
Citizenship	<input type="text"/>	<input type="text"/>
Marital Status	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>
Residence Tele No	<input type="text"/>	<input type="text"/>
Mobile No	<input type="text"/>	<input type="text"/>
Residence Fax No	<input type="text"/>	<input type="text"/>
E-mail Address	<input type="text"/>	<input type="text"/>
Previous Address (only if less than 3 years at current address)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Post Code	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Country	<input type="text"/>	<input type="text"/>
Residing Since	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>
Position held in the Partnership	<input type="text"/>	<input type="text"/>

<b>SIGNATURE</b> 3	<b>DATE</b>	<b>SIGNATURE</b> 4	<b>DATE</b>
-----------------------	-------------	-----------------------	-------------

**Section IV**

**General Agreement**

We hereby request the Bank to open the account in the above name. We hereby declare that the above information is true and correct to the best of our knowledge. We understand that the account will be opened on the basis of the information provided by us. We hereby agree that any new account opened immediately or on a future date will be subject to the same terms and conditions as contained in this application form.

We undertake that we will not claim any interest on any of our Term deposit/s made from time to time after the maturity date unless and until we have made a specific request to renew the deposit. Notwithstanding this we hereby authorise Punjab National Bank (International) Ltd to renew the term deposit/s made from time to time, on maturity for an identical period in the absence of any specific notice to the contrary.

We agree to comply with the Bank's rules with regard to the conduct of the accounts. We understand that the information we have given may be used to offer other services from the Punjab National Bank (International) Ltd. In this connection contact may be made to us personally or by direct marketing means.

We resolve to provide to the Bank in writing any changes in our details (including personal details of signatories) or circumstances that may change from time to time.

We undertake to abide by the rules governing the usage of Internet and Telephone banking and also undertake to ratify and confirm all that the user/s do/es or cause/s to do through these facilities. This undertaking should continue to be valid until and unless we revoke it by written notice to you.

We choose NOT to be contacted by Punjab National Bank (International) Limited for marketing purposes by ticking this box.

The data provided by us or already in the Bank's records will be provided to the Back Office of PNBIL in India for processing and may be communicated to the Bank's corporate office in India, who may, for regulatory or statistical purposes, provide information to the Indian Regulatory Authorities. I/we understand that the bank may validate name, address and other personnel information supplied by me/us during the process against appropriate third party databases. By accepting these terms and conditions I/we consent to such checks being made. In performing these checks personal information provided by me/us may be disclosed to a registered Credit Reference Agency which may keep a record of that information. I/We understand that Bank may make periodic searches with credit reference agencies and fraud prevention agencies to manage my/our accounts with Bank. Bank will record details at the credit reference agencies of my/our agreements with Bank, the payments I/we make under it and any default or failure to keep to its terms. These records will be shared with other organisations and used by Bank and them to make decisions about credit related services, trace debtors, prevent money laundering and fraud. The credit reference agencies may use this information for statistical analysis. All information provided by me/us will be treated securely and strictly in accordance with the "Data Protection act1998". Information may be used for credit search. Bank will disclose the information it holds if the Bank is allowed by law, if we give permission/authority to the bank, if it is in bank's interest or if there is a public duty to do so. We have the right to request the data held about us. By signing below we have understood this General Agreement and provide consent to the Bank to process data for the purpose noted above, including sending the data to the Bank's Back Office/Corporate office in India. We hereby declare that we have read general terms and conditions and agree to abide by them.

ACCOUNT HOLDER HEREBY UNDERTAKES TO NOTIFY CHANGE OF ADDRESS TO THE BANK AS SOON AS POSSIBLE

**Additional Documents required**

1. Certified copy of the partnership mandate authorising the opening of the account on firm's letterhead
2. Copies of Financial Statements for the last three financial years.
3. Confirmation on firm's letterhead that no general charge on assets has been created in favour of any Bank(s). If yes then a 'no objection certificate' will be submitted from the Bank(s) in question.

**Section V**

**Account will be operated by** (strike out all which are not applicable)

Either or Survivors	Jointly by Two	Jointly by All	Any one or Survivors

AUTHORISED SIGNATORY 1	SIGNATURE	DATE
AUTHORISED SIGNATORY 2	SIGNATURE	DATE
AUTHORISED SIGNATORY 3	SIGNATURE	DATE
AUTHORISED SIGNATORY 4	SIGNATURE	DATE
AUTHORISED SIGNATORY 5	SIGNATURE	DATE
AUTHORISED SIGNATORY 6	SIGNATURE	DATE

## **Section VI**

### **Draft of Partnership Mandate Letter to open account**

To Punjab National Bank (International) Ltd

We the undersigned, (insert names of all partners)..... being all partners in the Firm of ..... hereby request you to open Current/Deposit-at-call/Fixed Deposit Account(s) in the name of the Firm on the basis of the above information.

We hereby declare that the above information is true and correct to the best of our knowledge. We hereby authorise to open any new account in the above names as and when any one of the authorised persons request for the same and in which case all the terms and conditions contained in this application form should apply.

We hereby authorise you, until you receive from any one of us notice in writing to the contrary, to treat and consider (insert `either of us' or 'any two of us' or `all of us' as appropriate)..... as empowered to act on behalf of our said partnership in all transactions with your Bank, and to instruct you with regard to any account or banking transactions of the partnership, and in particular without prejudice to the generality of the foregoing.

To honor and comply with all cheques, drafts, bills of exchange, promissory notes, acceptances, negotiable instruments and orders expressed to be drawn accepted made or given by any one of us in the name of the firm at any time or times whether our banking account is overdrawn or any overdraft is increased by any payment thereof or in relation thereto or is in credit or otherwise but without prejudice to your right to refuse to allow any overdraft or increase of overdraft and for any balance on the said account which may become due to you at any time we agree to be jointly and severally liable. To honor and comply with all instructions to deliver or dispose of any securities or documents or property held by you on our behalf' to hold us liable on all agreements and indemnities in connection with the issue of letters of credit, drafts and telegraphic transfers and with all banking transactions.

Provided any such cheques drafts, bills of exchange, promissory notes, acceptances, negotiable instruments, orders instructions agreements and indemnities are signed by any one of us in the name of the firm.

To treat all cheques drafts, bills of exchange, promissory notes, acceptances, negotiable instruments and orders as being endorsed on our behalf and to discount or otherwise deal with them provided such endorsements purport to be signed by any one of us in the name of the firm.

All instructions in connection with this account and in particular, but without limiting the generality of the foregoing, all instructions relating to instruments and securities and the charging pledging disposal and withdrawal thereof are in order if given by any one of us in the name of the firm.

The Firm agrees to provide to the Bank in writing any changes in details or circumstances that may change from time to time.

The Firm shall, as and when necessary, supply to the Bank a list of the current Partners and, if applicable, other officials authorised to sign with specimen signatures.

We certify that the signatures set down within Section C of this account opening form are those of all the Partners and of any other Officers of the Firm authorised to sign, that such signatures are the genuine signatures of such persons and that such signatures operate as the specimen signatures of each of such persons.

Yours faithfully

(The position occupied in the firm by each signatory should be stated with each name)

Name and position will sign as

Name and position will sign as

Name and position will sign as

Name and position will sign as

Name and position will sign as

Name and position will sign as

## For Internal Use Only

### CHECK LIST

<b>Validation</b>	<b>1<sup>st</sup> Signatory</b>	<b>2<sup>nd</sup> Signatory</b>	<b>3<sup>rd</sup> Signatory</b>	<b>4<sup>th</sup> Signatory</b>	<b>5<sup>th</sup> Signatory</b>	<b>6<sup>th</sup> Signatory</b>
Identity	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Credit agency check	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employment details	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bank reference	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mode of account operation taken	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Letter of Bank reference	
A copy of last year's report and audited accounts for the last three years	
Draft of Partnership Mandate Letter to open account	

#### ACCOUNT OPENED BY

NAME OF THE OFFICER	SIGNATURE	DATE
---------------------	-----------	------

#### ACCOUNT VERIFIED BY

NAME OF THE OFFICER	SIGNATURE	DATE
---------------------	-----------	------