

AFFIX PASSPORT
PHOTO HERE

AFFIX PASSPORT
PHOTO HERE



ACCOUNT OPENING FORM
INDIVIDUAL/JOINT/ITF (In-trust-for)

Make deposits yourself. Any deposit given to a third party or a Databank staff member on your behalf is done at your own risk. Databank will not be held liable if the money does not reflect in your account. Please ensure you get an official stamped receipt for any deposit you make.

61 Barnes Road, Accra Private Mail Bag, Ministries Post Office, Accra - Ghana
Telephone: (233) 0302 610610 **Fax:** (233) 0302 681443
Email: info@databankgroup.com
Website: www.databankgroup.com

***PERSONAL DETAILS (FIRST APPLICANT)**

CONTACT DETAILS	
NAME	Mr. John Doe
PHONE	011-234-5678
EMAIL	john.doe@company.com
ADDRESS	123 Main Street, New York, NY 10001
CITY	New York
STATE	NY
COUNTRY	USA
COMPANY	ABC Corporation
POSITION	Marketing Manager
DATE	2023-10-27

*EMPLOYMENT / BUSINESS DETAILS

Page | 1

*PERSONAL DETAILS (SECOND APPLICANT)

*Title: ☐ Dr. ☐ Prof. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other (Please specify)

*Surname:

Other Names:

Previous Name:

*Date of Birth: / /

DD

MM

YYYY

*Mother's Maiden Name:

*Country of Origin:

If country of origin is not Ghana please provide the following:

Resident Permit Number:

Place of Issue:

Input Professional Licence

Number (If Applicable)

*First Name:

Maiden Name:

*Place of Birth:

*Residential Status:

☐ Non-Resident Ghanaian ☐ Resident Ghanaian

☐ Non-Resident Foreigner ☐ Resident Foreigner

*Country of Residence:

Permit Issue Date:

Permit Expiry Date:

Profession:

*Marital Status:

☐ Single ☐ Married

☐ Divorced ☐ Widowed

*Gender:

☐ Male ☐ Female

*Valid Photo ID:

☐ Ghana Card

*ID Number:

*Issue date:

DD

MM

YYYY

*Date of expiration:

DD

MM

YYYY

*Place of Issue:

*Occupation:

*TIN:

CONTACT DETAILS

*Residential Address:

Nearest Landmark:

Digital Address

(GhanaPost GPS):

Postal Address:

*City / Town:

Email Address:

* Mobile Number 1:

Mobile Number 2:

* Contact Details (In case of emergency):

Contact name

Relationship to client

Mobile number

*EMPLOYMENT / BUSINESS DETAILS

Status: ☐ Employed ☐ Self-employed ☐ Unemployed ☐ Retired ☐ Student

Years of

Employment:

Years of Current

Employment:

Years of Previous

Employment:

Total Monthly Income Range (GHC):

☐ Below 1,000 ☐ Above 1,001 - 5,000

☐ Above 5,000-10,000 ☐ Above 10,000

NB: Income includes salary and other income/cash inflows

Employer/Business/
School Name:

Employer/Business/
School Address:

Nearest

Landmark:

Digital Address

(GhanaPost GPS):

City/Town

Nature of Business:

Business/School/Office

Contact Number 1:

Business/School/Office

Contact Number 2:

Business/School/
Office Email:

DECLARATION FORM

Please read the following about the mutual funds carefully. Sign it and return it to the Databank representative only after you have satisfied yourself that you fully understand the provisions. Do not hesitate to approach a Databank representative for any clarification.

1. Investment purchase

All investments will be purchased daily. However, investments with cheques will be invested using the share price on the day the cheque clears.

2. Disclosure policy

Databank strives to be transparent in all its dealings with clients. As such, we will take the time to explain all the risks, limitations, opportunities and facts about this investment you are about to make. If you are unsure of anything, we request that you ask the Databank representative for any clarifications and information you require to make a decision.

3. Performance guarantees

The value of all Databank Mutual Funds may rise and fall. Past performance does not guarantee future returns. Gains/losses are realized only upon disinvestment. Please read the Scheme Particulars of the appropriate Fund(s) before investing. All Scheme Particulars are available at www.databankgroup.com.

4. Fund-specific disclosures

KINDLY APPEND YOUR SIGNATURE AND DATE BELOW THE MUTUAL FUND(S) YOU WOULD LIKE TO SUBSCRIBE TO:

Databank Epack Investment Fund PLC (Epack) seeks to accumulate capital for its investors by investing up to 80% in equities in Ghana and other regulated African markets and 20% in fixed-income securities. The recommended minimum holding period for Epack is five (5) years. Returns on Epack are in the form of gains or losses, and can fluctuate considerably from one year to the next. **Returns are not guaranteed. The past performance of Epack is only an indication (not a guarantee) of potential future returns.** Withdrawals on deposits made within the first three years will attract an exit load (fee) ranging from 1% to 3% per deposit based on the length of time it has remained invested in Epack. You will receive proceeds of your withdrawal within five (5) business days after a withdrawal request.

Signature: _____ Date: _____

Databank Balanced Fund PLC (BFund) seeks to provide growth of capital and current income. The Fund invests up to 40% in equities in Ghana and at least 60% in fixed-income securities. The recommended minimum holding period for BFund is four (4) years. Returns on BFund are in the form of gains or losses. **Returns are not guaranteed. The past performance of BFund is only an indication (not a guarantee) of potential future returns.** The Fund charges a front-load fee of 1% on each deposit. You will receive proceeds of your withdrawal within five (5) business days after a withdrawal request.

Signature: _____ Date: _____

Databank MFund PLC (MFund Tier 1) seeks to preserve investors' capital through investments in high-yielding, high-quality fixed-income securities, while simultaneously meeting the liquidity needs of clients. The minimum recommended holding period for MFund is 3 months. Each deposit into MFund attracts a front-load fee of 1%. **Returns are not guaranteed. The past performance of MFund is only an indication (not a guarantee) of potential future returns.** Returns on MFund are in the form of gains or losses. You will receive proceeds of your withdrawal after one (1) business day of a withdrawal request.

Signature: _____ Date: _____

Databank MFund PLC (MFund Tier 2) seeks to preserve investors' capital by investing in short-term money market instruments to offer competitive returns and meet short-term liquidity needs. It invests up to 100% in money market securities. With a recommended holding period of three (3) months, MFund 2 is ideal for short-term financial goals. Each deposit into MFund 2 attracts a front-load fee of 1%. **Returns are not guaranteed. The past performance of MFund 2 is only an indication (not a guarantee) of potential future returns.** Returns on MFund 2 are in the form of gains or losses. You will receive proceeds of your withdrawal within five (5) business days of placing a withdrawal request.

Signature: _____ Date: _____

Databank Ark Fund PLC (ArkFund) seeks to achieve capital growth and income by investing up to 30% in equities in Ghana and at least 70% in fixed-income securities. The recommended minimum holding period for ArkFund is four (4) years. Returns on ArkFund are in the form of gains or losses. **Returns are not guaranteed. The past performance of ArkFund is only an indication (not a guarantee) of potential future returns.** The Fund charges a front-load fee of 1% on each deposit. You will receive proceeds of your withdrawal within five (5) business days after a withdrawal request.

Signature: _____ Date: _____

Databank Educational Investment Fund PLC (EdiFund) seeks to help people invest toward their educational goals by investing in fixed-income securities and equities in Ghana and across Africa using a 2-tiered structure. Tier 1 is for investors with short-term educational needs and has a recommended minimum holding period of 3 months. It invests up to 100% in fixed-income securities. Tier 2, which has a recommended minimum holding period of 5 years, is designed for investors with longer-term educational needs. It invests up to 40% in equities in Ghana and at least 60% in fixed-income securities. Tier 2 offers an embedded life and total permanent disability insurance cover that will match funds held in Tier 2 to a maximum of GHC 20,000. The Fund agrees to adhere to the claims procedures set out in the insurance policy and will make claims due on behalf of clients. **Returns are not guaranteed. The past performance of EdiFund is only an indication (not a guarantee) of potential future returns.** The Fund charges a front-load fee of 0.75% on each deposit into Tier 1, and an exit load fee ranging from 1% to 5% for each withdrawal from Tier 2 that is done within 5 years of the deposit. You will receive proceeds of your withdrawal after one (1) business day for Tier 1 and within five (5) business days for Tier 2 after a withdrawal request.

Signature: _____ Date: _____

DECLARATION

I/We.....hereby declare that all the information submitted by me/us in this form is correct, true and valid, that by my/our request, to open and maintain securities account(s) in my/our name and undertake to notify (company name) of any changes to my/our particulars or information as may be necessary.

I/We understand that upon the death of an account holder, all funds remaining in a joint account shall automatically pass to / become the sole property of the surviving owner.

I/We also declare that we have read thoroughly and understood the contents of this application and have given my/our consent by virtue of my/our signature(s) on this form. I/We consent that investment decisions are my/our prerogative without sole reliance on the investment advice received from Databank. Databank accepts no liability for any direct or consequential loss arising from my/our decision.

I/We also declare that all debits incurred on my/our securities account(s) by virtue of my/our trade orders shall be settled by me/us accordingly. I declare that I have read and understood the terms and conditions of the product(s) that I have chosen to invest in, and that returns on Databank's mutual funds are not guaranteed. Any deposit given to a third party or a Databank staff member on my behalf is done at my own risk. Databank will not be held liable if the money does not reflect in my account.

Signature: _____

Date: _____

Please ensure you get an official stamped receipt for any deposit you make.

*CLIENT ADDITIONAL INFORMATION (1)

NB: THE FOLLOWING QUESTIONS ARE DESIGNED TO ENABLE THE INSTITUTION DETERMINE WHETHER THE CLIENT IS A POLITICALLY EXPOSED PERSON (PEP)

Do you, your spouse, or any other immediate family member, including parents, in-laws, siblings and dependants fall under the following:

- ① A head of state/government, politician, senior public official, senior military official, senior public corporation officer, high rank political party official in Ghana ☐ YES ☐ NO

If yes to any above, please specify name
(if not the applicant) and nature of the position:

- ② A head of state/government, politician, senior public official, senior military official, senior public corporation officer, high rank political party official outside Ghana ☐ YES ☐ NO

If yes to any above, please specify name
(if not the applicant) and nature of the position:

*CLIENT ADDITIONAL INFORMATION (2)

NB: THE FOLLOWING QUESTIONS ARE DESIGNED TO CAPTURE INFORMATION FOR COMMON REPORTING STANDARDS AS WELL AS FATCA (Foreign Account Tax Compliance Act)

- ① Are you a citizen of any foreign country (besides Ghana)? ☐ Yes ☐ No
- ② Do you hold passport of any foreign country (besides Ghana)? ☐ Yes ☐ No
- ③ Do you hold green card of any foreign country (besides Ghana)? ☐ Yes ☐ No
- ④ Are you resident in any foreign country? ☐ Yes ☐ No
- ⑤ Have you spent more than 183 days in any foreign country? ☐ Yes ☐ No

If the responses to any of the above questions is Yes, please provide the following information:

Full Name:

Foreign Residential Address:

Foreign Mailing Address:

Foreign Telephone Number:

Foreign Tax Identification Number (TIN)/Social Security Number (SSN)/National Identity Number:

I/We, _____ hereby confirm the information provided above is true, accurate and complete.

Signature:

____ / ____ / ____
DD MM YYYY

UNDERTAKING TO BE SIGNED ONLY BY THOSE WHO RESPONDED 'YES' TO THE FIRST SET OF QUESTIONS ABOVE

Subject to the applicable local laws, I hereby give consent to the Institution to share my information with foreign tax authorities where necessary to establish my tax liability. Where required by domestic or foreign tax authorities, I give my consent and agree that the Institution may withhold from my investments such amounts as may be required according to the applicable laws of relevant jurisdictions.

Signature:

____ / ____ / ____
DD MM YYYY

OFFICIAL USE ONLY***CUSTOMER RISK PROFILE****Client Verification / Screening:***Indicate platform or media through which client ID and Name was screened***Level of Risk:** ☐ Low ☐ Medium ☐ High**Nature of High Risk** ☐ PEP☐ Non-Resident**Exposure:**☐ High Risk Business (Refer to guide)

State nature of business: _____

☐ High Risk Country

State Country: _____

APPROVALS**Account opened by:** _____**Account approved/authorized by Compliance Officer/AMLRO:****Name of Licensed Officer:** _____**Name:** _____**Position:** _____**Position:** _____**Signature:****Signature:****Date:** ____ / ____ / ____
DD MM YYYY**Date:** ____ / ____ / ____
DD MM YYYY**Accounts of High Risk Nature must be jointly approved by CEO/Executive/Senior Manager and Compliance Officer***High risk account authorized / approved by Executive / CEO****Name:** _____ **Signature:** _____ **Date:** ____ / ____ / ____
DD MM YYYY**Comments:** _____***CHECKLIST****Documents Required****Verified**

1. Passport-sized photographs (Account holders / Beneficiaries)

2. Proof of Identity

3. Proof of Identity of Account Beneficiary

4. Proof of Address

5. Specimen Signature(s)

6. Email Indemnity (for clients with email address)

7. Proof of Foreign Address (for Non-Resident clients)

8. Resident / Work Permit (for Non-Ghanaians)

9. Executed Management Agreement (Strictly for High Net Worth Clients)
