

BUSINESS ACCOUNT OPENING FORM



FOR OFFICIAL USE ONLY

Date

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Branch _____ CIF Number _____ Account Number _____

I / We wish to open an account at Equity Bank Rwanda Plc and undertake to comply, observe and be bound by the general terms and conditions in force from time to time governing the operation of accounts with the Bank.

TYPE OF BUSINESS

Sole Proprietor Partnership Limited Liability Company Informal Body e.g. Reg. group

School Trust Other registered business CBO Society

TYPE OF ACCOUNT

Current Equity Business Account Other (specify) _____

CURRENCY

FRW USD EURO GBP Others (specify) _____

BUSINESS DETAILS

Name of Business / Company / Group (As per Registration Certificate)

Nature of Business _____

Certificate of Registration / Incorporation Number _____

Registration Date _____

Postal Address (P.O Box) _____ Code _____ Town / City _____

Office Tel. Number _____ Mobile No. _____

Email Address _____

Fax Number _____

Business / Group Location (Town / Shopping Centre) _____

(Plot / Building / Street / Road) _____

PIN (If any) _____

Why would you like to open an account? _____

Why is Equity Bank your preferred bank? _____

EB __ / RW

FIRST APPLICANT

Name _____

ID / Passport Number _____ Personal PIN _____

Position _____

Nationality _____ Date of Birth _____ Place of Birth _____

Citizenship i) _____ ii) _____

Marital Status _____

Permanent Postal Address _____ Code _____ City / Town _____

Tel Number _____ Code _____ Mobile Number _____

Email Address _____

Physical Residential Address:

_____ (State) _____ (County)

_____ (Street Name) _____ (Building / Road)

SECOND APPLICANT

Name _____

ID / Passport Number _____ Personal PIN _____

Position _____

Nationality _____ Date of Birth _____ Place of Birth _____

Citizenship i) _____ ii) _____

Marital Status _____

Permanent Postal Address _____ Code _____ City / Town _____

Tel Number _____ Code _____ Mobile Number _____

Email Address _____

Physical Residential Address:

_____ (State) _____ (County)

_____ (Street Name) _____ (Building / Road)

THIRD APPLICANT

Name _____

ID / Passport Number _____ Personal PIN _____

Position _____

Nationality _____ Date of Birth _____ Place of Birth _____

Citizenship i) _____ ii) _____

Marital Status _____

Permanent Postal Address _____ Code _____ City / Town _____

Tel Number _____ Code _____ Mobile Number _____

Email Address _____

Physical Residential Address:

_____ (State) _____ (County)

_____ (Street Name) _____ (Building / Road)

FOURTH APPLICANT

Name _____

ID / Passport Number _____ Personal PIN _____

Position _____

Nationality _____ Date of Birth _____ Place of Birth _____

Citizenship i) _____ ii) _____

Marital Status _____

Permanent Postal Address _____ Code _____ City / Town _____

Tel Number _____ Code _____ Mobile Number _____

Email Address _____

Physical Residential Address:

_____ (State) _____ (County)

_____ (Street Name) _____ (Building / Road)

STATEMENT OF AFFAIRS

Capital Invested

What amount of capital has been / will be invested? _____

Please state source of funds _____

Signature authority or the account mandate: (Delete or tick as appropriate)

Singly Either to sign All to sign Any two to sign

Others _____

Expected Turnover

What is the business' annual turnover likely to be? _____

Expected Expenditure

What is the business' annual expenditure likely to be? _____

Cheque Book Requisition

No. of cheque leaves in a book: 25 50 100

DECLARATION

I/We confirm that the information I/We have provided herein and the disclosures made are true and I/We have received, read and understood the general terms and conditions of the Bank and undertake to comply, observe and be bound by the same.

I the undersigned confirm I have read and understood the terms of the Privacy Policy and hereby give express, unequivocal, free, specific and informed authority to Equity Bank Rwanda PLC and its Affiliates to collect, use and process my data as per the policy provided at <https://equitygroup Holdings.com/privacy-policy/>

Names in full (block letters) of authorised signatories / directors / partners	National ID / Passport Number and official position	Specimen Signature
1 st applicant		
2 nd applicant		
3 rd applicant		
4 th applicant		

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Account opened by _____ Signature _____ Date _____

	Form completed by / In the presence of	Details input by	Account verified by
PF No./Signature			
Date			

DOCUMENTS REQUIRED CHECKLIST

- Original IDs / Passports sighted
- IDs / Passports copies obtained
- Application details completed
- Specimen signature obtained
- Cheque book ordered
- Mandate forms completed
- Bios taken
- Equitel line issued
- Photos taken

I confirm that I have checked that all the above details have been completed in accordance with KYC procedures and that relevant documents are attached. I confirm acceptance of this customer's contract with Equity Bank Rwanda Plc.

Branch Manager _____ PF Number _____ Date _____

TERMS & CONDITIONS

1. For the purpose of these Terms and Conditions, "Bank" shall refer to Equity BankRwanda Plc, its successors in title and assigns. These terms and conditions ("the Terms") govern our respective rights and obligations and come into effect when the account holder opens an account with the Bank or when the account holder uses/accesses their account.
2. Any person(s) opening an account with the Bank, making use or accessing their account (whether resident or non-resident), will be deemed to have read and understood these terms and conditions and the applicable Schedule of Bank Charges issued and amended from time to time.
3. All products and services provided by the Bank are subject to such product's terms and conditions. These terms (governing the use of the account) must be read together with and form part of each product agreement.
4. The Bank may from time to time and at any time revise, amend, delete or supplement any of these terms and conditions whether in whole or part. Such changes shall be effective from the date specified by the Bank for such modification. These amendments / alterations shall be displayed at the Bank's premises and / or website <http://www.equitygroupholdings.com/rw> from time to time and shall be binding on the Account Holder.
5. Only valid and acceptable means of Identification (International Passport, Rwandese National Identity Card, Certificate of Incorporation or Registration Certificate) will be required prior to the Bank opening any account. Any change in the Name, Address, Registration Certificate (Business Names) and Certificate of Incorporation (companies) should be immediately communicated to the Bank in writing.
6. Upon submission of duly completed Account Opening Forms and the supporting documents, the Bank will generate an account number for the account holder in accordance with the Bank's policies and procedures on account opening. Each account shall possess a distinctive number which shall be quoted in all correspondence with the Bank relating to the account.
7. Any person intending to open an account with the Bank has a right to review the documentation provided to enable them make a considered decision to engage in a banking relationship with the Bank. Upon the issuance of the account number the account holder shall have the right to a "Cooling Off" period of five (5) working days within which period the account holder may decide to terminate the Banking relationship with the Bank without incurring any penalties and / or costs save for costs incurred by the Bank in providing the products / services already availed.
8. The Bank shall reference its tariffs, fees and charges for its products and services in the product agreements. The Bank reserves the right at any time and with notice to impose charges or increase charges for the use of its services and products.
9. The post office / courier firms and other agents of mail delivery shall be considered agents of the account holders for delivery of statements, letters and related communication. No responsibility shall be accepted by the Bank for access by third parties, loss, delay or non-delivery of such items including cheque books sent by post/courier at the request of the account holders.
10. The Bank is authorised to effect such orders in respect of the account as may be required by any court order or competent authority or agency under any applicable law.
11. Domiciliary accounts (foreign currency accounts) may be established in such foreign currency as the Bank shall determine from time to time, as allowed by local regulations in force from time to time and shall be subject to foreign exchange regulations, directives of the Government of Rwanda or any of its organisation / agencies, foreign regulations as adopted in Rwanda and the National Bank of Rwanda from time to time.
12. The Bank may at its discretion pay interest on deposits at such manner, rates and periodic intervals as the Bank may in its sole discretion determine from time to time having regard to the prevailing laws and regulations of the National Bank of Rwanda and Bank policies which are subject to change from time to time.
13. Uncleared instruments though credited in the account, shall not be drawn against unless in the complete discretion of the Bank and at such drawings will attract uncleared effects charges as may be set from time to time. Even if such instruments are credited to account holder's account and / or allowed to be drawn against, the Bank shall at all times have the right to debit the account holder's account, if the instruments are not realised without prior notice to account holder / depositor.
14. Cheques may only be drawn on printed cheques supplied by the Bank. The Bank reserves at all times, the right to refuse payment of cheques drawn otherwise. Cheques should be signed by the account signatory(ies) as per specimen signature and mandate, supplied to the Bank and any alteration(s) thereon must be authenticated by drawer(s) full signature. Post-dated, stale and defective cheques shall not be paid by the Bank.
15. Upon the Bank receiving notice of the demise of an individual Account Holder, the Bank will not be obliged to allow any operation or withdrawal from the account by any person except on production of a death certificate and a court order from a court of competent jurisdiction or any other relevant document recognised by law for succession purposes.
16. In cases of a joint account and one of the account holder dies and where the account mandate allows, then the money in the account and any other benefit, interest or obligation relating to that account will revert to the surviving joint holder(s).

17. Periodic statements of account shall be issued by the Bank to the account holder. The Bank will take due care to see that the credit and debit entries are correctly recorded in the accounts of the account holder. Any discrepancy in the statement of account should be promptly brought to the notice of the Bank in writing within fourteen days of dispatch of statements, failure to which the statement of account shall be deemed to be final and conclusive for all purposes whatsoever. In case of any error, the Bank reserves the right, at all times to make adjusting entries to rectify the error without notice and recover any amount wrongly paid or credited to any person together with any accrued interest or profit. However, the Bank shall not be liable for any loss or damage due to such error or any consequential loss arising there from to any party.
18. No account holder may annotate or delete any entries in the statement of account. Any discrepancy found, should at once be brought to notice of the Bank, if the statement of account is lost or spoilt, a duplicate statement of account may be provided by the Bank, subject to such charge as is applicable under its schedule of charges.
19. Minimum balance requirements (if any) will be notified by the Bank from time to time. The Bank may charge a penalty for any failure or omission to maintain such minimum balance.
20. The Bank reserves the right in its sole discretion to close any account with prior reasonable notice, which in its opinion is not satisfactorily operated at the Bank's discretion, or forthwith if the account is involved in illegal activity or pursuant to a court order.
21. Account holders wishing to close their account must, surrender any unused cheques, Equity cards and any other documents or instruments issued by the Bank on the account. The account holder will also be liable for account closing charges as in force, before they can be paid the last remaining credit balance, if any.
22. The Bank shall have discharged its liability with respect to an account so closed by processing a transfer on instruction from the account holder, in the currency of such account, payable to the account holder in the amount of the then credit balance of such account less deduction(s) in respect of the amount of any claim that the Bank may have on such funds constituting the credit balance.
23. Where the account holder is issued with an equity card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account, the account holder undertakes not to transfer the same to any other person and undertakes to exercise due care and attention to ensure their safety and the secrecy of the PIN thereof. Where the account is a joint account, the joint holders undertake to ensure that the Equity card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account is only used by authorised person(s) who operate that account. If a card is lost or stolen or if the PIN is disclosed to an unauthorised person, the account holder(s) must immediately notify the Bank in writing and the cardholder will be liable for any transaction made prior to the receipt by the Bank of such notification. The account holder may at any time cancel his or her Equity card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account and notify and return the same to the Bank provided the account holder must not attempt to use the mobile phone access codes or any other tool or code for the purpose of gaining access to their account, after such notification of cancellation. The Bank reserves the right to withdraw the right to use the card, refuse to renew, replace or reissue without assigning a reason and without incurring any liability to a cardholder.
24. The Bank and its Affiliates are committed to keeping your personal data private. We shall process any personal data we collect from you in accordance with Data Protection Legislation and the provisions of the Data Privacy Policy as well as the Bank's Data Retention Policy.
25. Unless restricted by applicable laws, you agree that any and all personal data relating to you collected by the Bank in respect to your account may from time to time be used and disclosed for such purposes and to such persons as may be in accordance with the Bank's prevailing Privacy Policy as amended from time to time.
26. The Bank will keep all your personal data confidential. However, in order to service your needs and provide you with the products and services you require, we may share any information you provide to us with our group companies and their agents, counterparties and support service or data providers, wherever located. If you have provided information to other members of our group, those entities may also share that information with us. We will ensure that if we share such information with third parties, any such disclosure is at all times in compliance with the law.
 - 26.1 You consent to us collecting your personal information from you and where lawful and reasonable, from public sources for the purposes set out below and in the Bank's Data Privacy Policy.
 - 26.2 To verify your identity in order to protect you and your assets, to carry out our obligations from any contracts entered into between you and us or to take steps to enter into an agreement with you, to meet our regulatory compliance and reporting obligations, to provide our services to you, manage your accounts and our relationship with you, to keep you informed about products and services you hold with us and to send you information about products or services (including those of other companies) which may be of interest to you unless you have indicated at any time that you do not wish us to do so, to prevent, detect, and investigate fraud and alleged fraudulent practices and other crimes, to protect our business interests and to develop our business strategies, to contact you, by post, phone, text, email or other methods.
 - 26.3 If you give us personal information about or on behalf of another person, you confirm that you are authorised to consent on their behalf to give and process their personal information into and outside the country where the products or services are provided and to generally act on their behalf. Any dispute, difference or question whatsoever which may arise between the parties including the interpretation of right and liabilities of either party shall be referred to an arbitrator under the rules of the Arbitration Acts of Rwanda or any statutory modification or re-enactment for the time being in force.

26.4 You consent to us processing your personal information with third parties wherever located and to ask all parties that receive your personal information to agree to our privacy policies

26.5 You hereby expressly consent and authorise the Bank to disclose, receive or utilise your personal information or information or data relating to your account and use of the services:

- i. To and from any local or international law enforcement or competent regulatory or governmental agencies so as to assist in the prevention, detection, investigation or prosecution of criminal activities or fraud;
- ii. To and from the Bank's service providers, dealers, agents or any other company that maybe or become the Bank's subsidiary or holding company for reasonable commercial purposes relating to the Services;
- iii. To the Bank's lawyers, auditors or other professional advisors or to any court or arbitration tribunal in connection with any legal or audit proceedings;
- iv. To your mobile service provider in relation to this agreement;
- v. For reasonable commercial purposes connected to your use of the services, such as marketing and research related activities;
- vi. To Credit Reference Bureau in accordance with the laws and regulations; and
- vii. In business practices including but not limited to quality control, training and ensuring effective systems operation.

27. Permission to process personal information

28. You have several rights in relation to the information that we hold about you, including:

- 28.1 the right to access your personal data in our custody;
- 28.2 to object or restrict to the processing of all or part of your personal data. We may however continue to process where we have a legitimate reason to do so, or when required by law;
- 28.3 to correction of false or misleading data; and
- 28.4 The right to request that we delete false or misleading data about you.

29. I/We the undersigned confirm I/we have read and understood the terms of the this Privacy Policy and hereby give express, unequivocal, free, specific and informed authority to the Bank and its Affiliates to use and process my/ our data pursuant to

the terms as set out herein and as further set out in the Bank's Privacy Policy available at <https://equitygroupholdings.com/privacy-policy/>

- 30. The account holder consents and agrees that the Bank may withhold amounts in any account at any time, if any tax authority requires us to do so, or we are otherwise required by law or pursuant to agreements with any tax authority to do so, or if we need to comply with internal policies or with any applicable order or sanction of a tax authority.
- 31. The Bank may request additional information from the account holder when required.
- 32. The account holder authorises the Bank to gather, store, use, process, disclose and report to any lawful entity as may be required by any law. You authorise us to disclose any information relating to any transactions to any regulator, tax authority, Credit Reference Agency or any other institution or third party as required by the laws of any country and as we deem necessary.
- 33. These terms are subject to the laws of the Republic of Rwanda. Any dispute, difference or question whatsoever which may arise between the parties including the interpretation of right and liabilities of either party shall be referred to an arbitrator under the rules of the Arbitration Act of Rwanda or any statutory modification or re-enactment for the time being in force.
- 34. The account holder has a right at any time to lodge a complaint by communicating with the Bank through the various communication channels provided below. The Bank will provide you with a reference number upon receipt of your complaint. The Bank shall respond to your complaint within a reasonable period thereafter. Please quote your reference number when you make a follow up.

You may exercise your right to lodge a complaint or raise a query about your account, the Bank's services or products by visiting any one of our branches countrywide or by contacting the Bank through the following channels:

Email: customerservice@equitybank.co.rw

Postal Address: Equity Bank Rwanda Plc

P O Box 494, Kigali

Telephone Number: +250 0788190000

I/We the undersigned confirm I/we have read and understood the terms of the terms and conditions contained herein above and hereby freely agree to be bound by said terms and conditions. We further confirm that the information and documentation provided to the Bank is correct and accurate to the best of my/ our knowledge.

Name _____ ID / PP No. _____ Signature _____

Name _____ ID / PP No. _____ Signature _____

Name _____ ID / PP No. _____ Signature _____

Name _____ ID / PP No. _____ Signature _____

PRIVACY POLICY CONSENT FORM



INTRODUCTION

Equity Bank Rwanda Plc and its Affiliates are committed to keeping your personal data private. This Privacy Policy Consent Form shall apply to all products and services offered by Equity Bank and its Affiliates. This consent form shall be read together and is supplemental to the Bank's general terms and conditions as amended from time to time and which are available at any of our Branches and the Bank's website at www.equitygroupholdings/rw/terms-and-conditions

We shall process any personal data we collect from you in accordance with Data Protection Legislation and the provisions of the Privacy Policy.

Please read this form carefully to understand our practices regarding your personal data and how we will treat it.

COLLECTING INFORMATION FROM YOU

We may collect and process your personal data through information that you provide us such as when you fill out application forms, through our website, face-to-face and electronic communication (including telephone conversations) in order to provide our services to you.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

We may collect, store and use the following categories of personal data about you:

- Personal contact details such as name, title, addresses, telephone numbers and personal email addresses
- Personal information such as passport photos, date of birth, gender, marital status, employment status and next of kin
- Financial information
- Copies of your identity documents such as IDs or passports
- Information we obtain from third parties, such as information that we obtain when verifying details supplied by you and information collected from publicly available sources such as Companies Registry. Such third parties may include fraud prevention agencies, banks, merchants and credit reference agencies
- Other information about an individual that you or they disclose to us when communicating with us
- CCTV footage and other information obtained through electronic means in our premises
- IP addresses
- Cookies (please see our privacy policy)

In addition we may collect, store and use information about you while you access our services through online means, such as the browser or device you use to access our sites and platforms, how you use the sites, traffic and location data.

Please note, however, that in certain circumstances it may be still lawful for us to continue processing this information even where consent has been withdrawn, if one of the other legal bases described below is applicable.

HOW WE USE YOUR INFORMATION

We'll only use your information where we have your consent or where we have another lawful reason including:

- to carry out our obligations from any contracts entered into between you and us or to take steps to enter into an agreement with you
- to meet our regulatory compliance and reporting obligations;

- to provide our services to you, manage your accounts and our relationship with you
- to respond to your queries and complaints to us and any other requests that you may have made to us
- to keep you informed about products and services you hold with us and to send you information about products or services (including those of other companies) which may be of interest to you unless you have indicated at any time that you do not wish us to do so
- to prevent, detect and investigate fraud and alleged fraud practices and other crimes
- to verify your identity in order to protect you and your assets;
- For assessment, testing (including systems tests) and analysis (including credit and/ or behaviour scoring), statistical, market and product analysis and market research. [We may use this information to prepare statistical reports to be shared internally or with our group companies. We compile these reports from information about you and our other customers. The information in these reports is never personal and you will never be identifiable from them]
- to evaluate, develop and improve our services to you and other customers
- to protect our business interests and to develop our business strategies
- to contact you, by post, phone, text, email and other digital methods. This may be for reasons such as to collect any debts owing to us

AUTOMATED DECISION MAKING

If you apply to us for a product, your application may be processed by an automated decision-making process such as:

- Credit and affordability assessment checks to determine whether your application will be accepted as well as decide credit limits
- Anti-money laundering and sanctions checks

INFORMATION SHARING

We keep all your personal data confidential. However, in order to service your needs and provide you with the best products and services, we may share any information you provide to us with our group companies and their agents, counterparties and support service or data providers, wherever located. If you have provided information to other members of our group, those entities may also share that information with us. We will ensure that if we share such information with third parties, any such disclosure is at all times in compliance with the law.

To help us provide services, your data will be processed internally and externally by other third parties. We use third parties for administrative, servicing, monitoring and storage of your data. We will outsource some services to third parties whom we consider capable of performing the required processing activities so that there is no reduction in the service standard provided to you by us.

The recipients or categories of recipients, of your information may also include:

- Regulatory authorities in connection with their duties such as revenue authorities and investigative agencies

- Anyone to whom we may transfer our rights and/or obligations
- Any other person or organisation after a restructure, sale or acquisition, as long as that person uses your information for the same purposes as it was originally given to us or used by us (or both)
- Credit Reference Bureau, identity and address verification organisations

DETAILS OF DATA TRANSFERS OUTSIDE RWANDA

Information about you in our possession may be transferred or stored in other countries outside Rwanda for any of the purposes described in Privacy Policy Form including countries that may have differing (and potentially less stringent) laws relating to the degree of protection of personal information. It holds that such information can become subject to the laws and disclosure requirements of such countries for any lawful purposes.

When we, or our permitted third parties, transfer information outside Rwanda we or they will ensure that it is lawful and that it has an appropriate level of protection.

We may also transfer your information where you have consented to the transfer.

If we transfer your information outside Rwanda in other circumstances (for example because we have to provide such information by law), we will use best endeavours to put in place appropriate safeguards to ensure that your information remains adequately protected.

RETENTION AND DISPOSAL OF DATA AND OUTPUT

We will only keep the information we collect about you on our systems or with third parties for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject.

We will normally destroy or erase data after statutory timelines lapse. However, we may retain your information, or information relating to your account after you cease to be a customer for longer than this, provided it is necessary for a legal, regulatory, fraud prevention or other legitimate business purpose.

STORAGE OF YOUR PERSONAL DATA AND DATA SECURITY

All information you provide to us is stored in our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Please read the section on our website relating to data privacy available at <https://equitygroupholdings.com/privacy-policy/>

OUR COMMUNICATION WITH YOU

We may communicate with you via electronic mail (e-mail), post, phone, text and other digital methods. We will never ask you for your password or account number.

When you contact us through any of our communication channels including visiting a local branch or calling the telephone banking service, we will verify your identity by asking you a number of questions based on information known to us about you and

the transactions on your account. We may record your calls for training, quality and security purposes.

MARKETING INFORMATION

We and other members of our group may use your information from time to time to inform you by letter, telephone, text (or similar) messages, email or other electronic means, about similar services which may be of interest to you or them.

You may, at any time, request that we cease or do not send such information by one, some or all channels, by contacting us using the contact details set out below.

If you would like to contact us in relation to any of the rights set out above please contact us using the contact details provided herein. To protect your privacy and security, we may take reasonable steps to verify your identity before providing you with the details.

YOUR RIGHTS

You have several rights in relation to the information that we hold about you, including:

- the right to access your personal data in our custody;
- to object or restrict to the processing of all or part of your personal data. We may however continue to process where we have a legitimate reason to do so, or are required by law;
- to correction of false or misleading data; and
- the right to request that we delete false or misleading data about you.

You have the right to lodge a complaint with Equity Bank or raise a question about this Privacy Policy Consent Form.

Please contact us on:

Email: customerservice@equitybank.co.rw or

Postal address: Equity Bank Rwanda Plc

P.O. Box 494,

Kigali.

PRIVACY POLICY

The content or services mentioned on our website may be changed in future and consequently our Privacy Policy Form may also change. Any changes we may make to our Privacy Policy Form in the future will be available at <https://equitygroupholdings.com/privacy-policy/> and where appropriate, notified to you through our various communication channels.

CONSENT

I/We the undersigned confirm I/We have read and understood the terms of this Privacy Policy consent form and hereby give express, unequivocal, free, specific and informed authority and consent to Equity Bank Rwanda Plc and its Affiliates to use and process My/ Our data under the terms hereinabove written.

Name _____

Signature _____

Date _____