



LCB

INTRODUCTION LETTER

TO. The Manager _____ Branch _____ Date _____

DETAILS OF NEW ACCOUNT HOLDER

Surname _____ Other Names _____

Post Office Box _____ Town _____

Boma _____ Payam _____ County _____ State _____

DETAILS OF REFEREE

Full Names:

Post Office Box _____ Town _____

Telephone Number(s) _____ ID/Passport/Alien ID/Diplomatic Passport/

Laissez Passer (Tick Appropriately) _____ Nationality _____

Bank Account Held at: _____

Branch: _____ Account No. _____ Tax Number _____

Certificate by Referee

I _____ confirm that I have known the above account applicant for _____ years and that the physical location and address indicated herein is correct.

I also confirm that I consider the new account holder to be respectable and trustworthy to operate the bank account.

I confirm that you may make inquiries with my bankers who may confirm my signature and respectability to act as a new account referee.

Date _____ Signature _____

Customer Type

Requirements

Sole Personal
Accounts/Join Account

1. Complete Account Opening Application Form
2. Complete ATM application form or Photocard accounts. Form
3. Complete Cheque book form if Current account.
4. Have introduction letter from referee filled.
5. Avail coloured photograph
6. Avail TAX number certificate original and copy if necessary
7. Avail National ID/Passport Original and copy laissez passer/Military ID

Business Account

1. Complete Account opening Application form
2. Complete Cheque book requisition form if a current account.
3. Have introduction letter from referee filled
4. Avail coloured photograph of directors
5. Certificate of Registration (Where Applicable)

Additional for Limited Company

1. Avail certified Memorandum and articles of association
2. Have certified copy of certificate of incorporation
3. Avail Board resolution to open the account
4. Have certificate of change of particulars (If required)
5. Avail change of business name (if required)
6. Avail trading certificate
7. Avail TAX Number certificate original and copy (when applicable)

Club, Society, Association, Mission,
NGO, UN Organizations

1. Avail registration certificate/letter from relevant authority e.g. Ministry of Education, Social Services Church, UN Organizations/HQ, Ministry of Justice, legal & constitutional Affairs

Non-Trading Partnership
Professionals not engaged in
buying and selling of goods e.g.
lawyers, Doctors.
Accountants, Auditors

2. Avail Constitutional. Rules/By-Laws
3. Avail Certificate of registration of Registration
4. Avail resolution of Application of Bankers
5. Fill Specimen Signature card
6. Have introduction letter from referee filled
7. Avail TAX number certificate original and copy (where applicable)