

# CORPORATE FIXED DEPOSIT FORM



**FORMS  
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## CORPORATE FIXED DEPOSIT FORM

Date

D	D	/	M	M	/	Y	Y
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### 1. COMPANY DETAILS

Business Name

Business Tel. Number

Physical Address

Postal Address

Website Address

Certificate Of Incorporation

Number of Employees

Email Address

Date Of Incorporation

D	D	/	M	M	/	Y	Y
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TIN

Type of Business  Sole Proprietor  Limited Liability  Partnership  Other (Please Specify)

### 2. INVESTMENT DETAILS

Investment Tenor:  91 Days

182 Days

365 Days

Amount Deposited (In Figures)

Amount Deposited (In Words)

Mode Of Deposit

Bankers Draft

Transfer

Cash

Cheque

Bank/Cheque No.:

Agreed Interest Rate:

Source of funds

### 3. MATURITY INSTRUCTIONS

Rollover Principal Only

Rollover Principal + Interest

Rollover Interest Only

Redeem Principal Only

Redeem Principal + Interest

Redeem Interest Only

### 4. MODE OF INTEREST PAYMENT

Monthly

Quarterly

Half Yearly

End Of Investment

### 5. CLIENT'S BANK ACCOUNT DETAILS

Name of Bank:

Branch:

Account Name:

Account Number:

## 6. CONTACT PERSON'S DETAILS

(A)

Mr.    Mrs.    Ms.    Miss.    Dr.    Prof.    Other (Please Specify)

Surname  First Name(s) and Middle Name(s)

Date of Birth  Contact Number  Nationality

Position  Email Address

Type of ID Card:  Passport    Voter ID    Driver's License    Other (Please Specify)

Issue Date  Expiry Date  Place of Issue

(B)

Mr.    Mrs.    Ms.    Miss.    Dr.    Prof.    Other (Please Specify)

Surname  First Name(s) and Middle Name(s)

Date of Birth  Contact Number  Nationality

Position  Email Address

Type of ID Card:  Passport    Voter ID    Driver's License    Other (Please Specify)

Issue Date  Expiry Date  Place of Issue

## 7. DECLARATION OF APPLICANT(S)

We \_\_\_\_\_ hereby declare that we have read, understood and agreed to the terms and conditions set out in this document.

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date:

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date:

## 8. TERMS AND CONDITIONS

### A. APPLICATION FOR FIXED TERM BORROWINGS

The prescribed application form duly filled in and accompanied by funds is to be submitted at Forms Capital – Accra and Kumasi branches. Application form is required to be signed by all applicants who shall also submit photograph and a national identity card (NHIA, VOTER'S ID, and Driver's License).

### B. MATURITY AND ROLLOVER TERMS

The principal and the interest earned shall be made payable at maturity. Upon the maturity of this investment, we will endeavour to contact you for further instructions, however, if we are unable to reach you, we shall re-invest the principal and the accrued interest at our prevailing interest rate for the same duration until we receive further instructions. Please note that premature liquidations require a notice period of 7 working days and is subject to penalty equivalent to 10% of the accrued interest on the investment.

### C. OPERATIONAL INSTRUCTIONS

FIXED TERM BORROWINGS account can be opened with several instructions such as instructions payable to 'either or Survivor', payable jointly, payable to any one of the Borrowers, payable to 'self' etc. It can also be opened with instructions payable to " Former or Survivor" or Former, Survivors jointly or Last Survivor or Latter or Survivor in case operational/ payment instructions at the time of opening the account or subsequent variations, if any, in these instructions, should be by all the joint Borrowers.

### D. TERM BORROWINGS ACCOUNT FOR MINORS

The TERM BORROWINGS account must be opened in a joint name with a natural guardian, the birth certificate and the photograph of the minor.

### E. AUTOMATIC RENEWAL OF TERM BORROWINGS

A matured FIXED TERM BORROWINGS will be renewed on its due date itself without the consent of the investor, for further period at

the applicable rate prevailing on the due date, if not instructed otherwise. When a Borrower at a later date (i.e. after automatic renewal) requests for longer maturity, prepayment as above is to be made without charging penalty and new FTB certificate may be issued as requested.

**F. PAYMENT TO A THIRD PARTY/NOMINEE/LEGAL HEIR**

The proceeds of a TERM BORROWING certificate is not payable to a third party unless the certificate is discharged and is accompanied by a separate letter of authority signed by all Borrowers authorising payment to the third or to the Bank, as the case may be.

**G. PROCEDURE IN CASE OF LOST CERTIFICATES**

- a. An application from the Borrowers is to be given
- b. Application must be properly identified
- c. Duplicates certificate may be issued only in case where
  - the Borrower requires a loan against the receipt.
- d. In all other cases, only a letter of acknowledgement of TERM BORROWINGS is given to the Borrower.

**H. ADDITION OR DELETION OF NAME IN FIXED TERM BORROWINGS RECEIPTS**

If the existing Borrowers makes a request either to add the name of a close relative (his consent should be obtained) or delete the name of one of the existing joint account holders (he should also sign the letter of request), the same are allowed as per under mentioned procedure;-

A letter signed by the Borrower or/all the joint Borrowers should be given requesting FCL to add the name of a relative/friend or to delete the name of one of the existing joint Borrowers. However, a substitution of a name is not permitted.

All additional names must provide KYC documentation. The fact of addition of the name or deletion of the name of one of the joint Borrowers will be noted on the relative TERM BORROWINGS under authentication along with the date of such addition/deletion. In all these, fresh TERM BORROWINGS certificate will not be issued.

In case of demise of one of the Borrowers, the request for deletion of his name should be in writing supported by the death certificate, signed by all the surviving Borrowers giving revised operational instructions. If the surviving Borrowers request/s to add name/s of a relative, such request may be acceded to and the additions may be made on the certificate

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**9. FOR OFFICIAL USE ONLY**

Approved by Head, Business Development:

Authorized by Relationship Officer:

Verified by Finance Officer:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



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