



**GDC SACCO  
SOCIETY LIMITED**  
*Pamoja Twaweza*

**PERSONAL ACCOUNT  
APPLICATION FORM**

Account Number: 

1	2	0	0															
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Payroll No. M/No. 

--	--	--	--	--

Please complete this form in (BLOCK LETTERS) AND TICK WHERE APPLICABLE

I/we wish to open the following account and related services and undertake to comply, observe and be bound by the Terms and Conditions and tariffs made by the SACCO in force and as amended from time to time.

Type of Account : (Tick Appropriately)

Savings A/C  Business A/C  Minor A/C  Akiba A/C  Diaspora A/C  Vijana Tumeamua A/C

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

**APPLICANTS DETAILS**

Full Name(As per the ID) - Mr./Mrs./Miss/Dr./Prof./Eng: \_\_\_\_\_

ID /PP No:( Attach copy) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Nationality: \_\_\_\_\_

Address: P. O. Box. \_\_\_\_\_ Code \_\_\_\_\_ RESIDENCE \_\_\_\_\_

Mobile Tel. No. \_\_\_\_\_ Email address: \_\_\_\_\_ Physical Location \_\_\_\_\_

KRA PIN No: \_\_\_\_\_ Occupation: Business  Employed  Other \_\_\_\_\_

Next of kin – Nominee/Beneficiary \_\_\_\_\_ Relationship: \_\_\_\_\_

Next of kin; ID/ Passport No. \_\_\_\_\_ Tel: \_\_\_\_\_ ADDRESS \_\_\_\_\_

REFEREE/CONTACT PERSON NAME: \_\_\_\_\_ Relationship: \_\_\_\_\_ Tel: \_\_\_\_\_

**ADDITIONAL GDC SACCO SERVICES - ALTERNATE CHANNELS APPLICATION (Tick as appropriate)**

ATM APPLICATION : YES  NO

I accept all the terms & conditions for the ATM Signature \_\_\_\_\_

MOBILE BANKING SERVICES: YES  NO

Register Mobile Number 

+	2	5	4															
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I accept the terms & conditions for mobile banking services Signature \_\_\_\_\_

AGENCY BANKING SERVICES : YES  NO

I accept the terms & conditions for agency banking services Signature \_\_\_\_\_

ACCOUNT STATEMENT: PLEASE SEND VIA  Email Address As Provided  Only On Request

SMS ALERTS : Yes  No  Mobile Tel. No.: \_\_\_\_\_

CHEQUE BOOK ORDER: Yes  No  Number of books  Leaves 25  50  100

**MEMBERS DEPOSIT ACCOUNT Details: (Shares A/C)**

I/We (Full Name) \_\_\_\_\_ undertake to make a monthly contribution of

Ksh \_\_\_\_\_ Sign \_\_\_\_\_

**TO GDC SACCO SOCIETY LTD**

I/We agree that this account shall be opened solely at the discretion of the Sacco and hereby agree to indemnify the Sacco at my/our cost against any loss or claims arising out of the account being closed by the Sacco without notice/due to unsatisfactory performance.

PhotoNo	Name in Full (BLOCK LETTERS)	National ID/ Passport No.	Phone Number	Specimen Signature

**AUTHORIZATION**

PhotoNo	Name in Full (BLOCK LETTERS)	National ID/ Passport No.	Phone Number	Specimen Signature

**MANDATE /SIGNING INSTRUCTIONS**

For Official use only

Recruited by & Signed in the presence of: \_\_\_\_\_ Signature \_\_\_\_\_ Designation \_\_\_\_\_

Date & Stamp: \_\_\_\_\_

**CUSTOMER INFORMATION CHECKLIST**

- Valid identification documents obtained and authenticated
- Photographs obtained /captured and authenticated
- Diaspora – Verify validity of the Passport
- Nominee form completed
- Sacco Membership registered.
- Customer contact information available
- Mandates signatures obtained
- Mobile banking registered
- ATM Card Application form

Opened BY \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Verified by: Branch Manager: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Terms & conditions A/C opening, mobile banking, ATM

<b>FOSA Account Requirements</b>	<b>BOSA Account requirements</b>
<ul style="list-style-type: none"> <li>i. Duly completed registration form;</li> <li>ii. If 18 years and above, a copy of the national ID/ Valid Passport</li> <li>iii. If below 18 years, a copy of Birth Certificate and copy of the guardian's ID</li> <li>iv. One (1) passport size photographs and additional one (1) for the guardian if a minor</li> <li>v. Completion of Nominee form</li> <li>vi. Copy of KRA PIN</li> <li>vii. Account minimum balance of 500</li> </ul>	<ul style="list-style-type: none"> <li>i. Duly completed registration form;</li> <li>ii. If 18 years and above, a copy of the national ID</li> <li>iii. Completion of Nominee form</li> <li>iv. Registration fee of Kshs.500</li> <li>v. Share capital of 2000 shares</li> <li>vi. Minimum monthly contribution of Ksh. (600)</li> </ul>

## **Terms & Conditions of Accounts**

For the purpose of these terms and conditions, "Sacco" shall refer to GDC Sacco Society Ltd. its successors and assigns

1. Any person(s) opening an account with the Sacco will be deemed to have read and understood these terms and conditions and the applicable schedule of charges issued and amended.
2. The Sacco shall open an account only after the submission of duly completed account opening forms together with the requisite supporting documents.
3. Upon submission of duly completed account opening forms, the Sacco will generate an Account Number for the customer in accordance with the Sacco's policies and procedures on account opening.
4. Only valid means of identification (Kenyan National Identity card or Kenyan Passport) will be accepted before the Sacco opens any account.
5. Each account shall possess a distinctive number, which shall be quoted in all correspondence with the Sacco
6. Any change in the name, address, registration certificate (business names) and certificate of incorporation (Companies) should be immediately communicated in writing to the Sacco.
7. 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 other related communication and no responsibility shall be accepted by the Sacco for access by third parties, loss, delay and non-delivery of such items sent by post/courier at the request of the account holder.
8. Interest on savings and fixed deposits is paid as a periodic interval as determined by the Sacco and / or upon respective maturity dates of such deposits at such rate as may be determined by the Sacco from time to time.
9. The Sacco is authorized to effect such orders in respect of the accounts as may be required by any court order of competent authority or agency under the applicable laws of the land.
10. Un-cleared instruments though credited in the account, shall not be drawn against unless at the complete discretion of the Sacco and such drawings will attract un-cleared effect charges as may be set from time to time. Even if such instruments are credited to customer's account and/or allowed to be drawn against, the Sacco shall have at all times the right to debit the account holders account, if the instruments are not realized without prior notice to the account holder/depositor.
11. In case the deposit matures on a public holiday, the Sacco shall pay the deposit on the next working day when the Sacco is open for ordinary business.
12. Upon the Sacco receiving notice of the demise of an individual customer, the Sacco 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 recognized by law for succession purposes.
13. In case of a joint account and one of the account holders dies, the money in the account and any other benefit, interest or obligation relating to that account will revert to the surviving account holder.
14. The Sacco shall take due care to see that the credit and debit entries are correctly recorded in the accounts of the account holder/depositor. Any discrepancy in the statement of account shall be brought to the attention of the Sacco in writing within fourteen days of dispatch of statement; failure to which the statement of account shall be deemed to be final and conclusive, for the purposes whatsoever. In the case of an error, the Sacco 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 Sacco shall not be liable for any loss or damage due to such an error or any consequential loss arising therefrom to any party.
15. The Sacco reserves the right to close with or without any prior notice, any account which in its opinion is not satisfactorily operated upon or for any reason whatsoever on the sole discretion of the bank.
16. Any account holder/depositor wishing to close the account must surrender ATM cards and any other documents and instruments issued by the Sacco. The account holder will also be liable for account closing charges as in force at the Sacco before he can be paid the last remaining credit balance.
17. The Sacco shall have discharged its liability with respect to an account to be closed by processing a transfer on instrument from the customer, payable to the account holder/depositor in the amount of the then credit balance of such account less deduction(s) in respect of the amount of any claim that the Sacco may have on such funds constituting the credit balance.
18. Where the account holder is issued with an ATM card, mobile phone access codes, or any other tool or code for purpose of accessing ones' account, the account holder undertakes not to transfer the same to any other person and to exercise due care and attention to ensure the safety of the ATM card, mobile logging code or any other tool or code.
19. The Sacco may from time to time amend, delete or supplement any of these terms and conditions in whole or in part including without limitations the charges leviable in respect to its services. Such charges shall be effective from the date specified by the Sacco for such modification.