

Instructions

- Please select and complete all relevant request types below.
- Ensure you provide the necessary supporting documents for each request to enable processing.
- Completing the Personal Information & certification section is mandatory.

Please refer to the note in **RED for the required documents for each request.

Valid ID for Nigeria Residents: Driver's License, Voter's Card, NIN Slip, Nigerian Passport Bio-Data Page.
Valid ID for Diaspora: Nigerian Passport Bio-Data Page & Valid Visa/Notarized Residence Permit, or a (Notarized) Valid foreign passport/Driver's License.
Valid ID for Foreigners: Nigerian Passport Bio-Data Page & Valid CERPAC.
Utility Bill (Nigerian Residents/Diasporans/Foreigners): Electricity, Water, Waste, etc. issued within the last 3 months from the date of issuance.

SECTION A (Personal Information)

FOR INDIVIDUAL ONLY:
Title: (MR/MRS/MISS/DR/CHIEF/PROF)
First Name: Middle Name: Surname:
Sex: ☐ Male ☐ Female Date of Birth:

Account Number:

Phone Number:

Bank Verification Number:

Current Country of Residence:

Email Address:

WhatsApp Number:

Home/Office Address:

FOR ENTERPRISE/SOLE PROPRIETORSHIP ONLY
Business Name: BVN: TIN:

SECTION B (Account Management Request)

Request	Required Information		Documents Required
☐ Account Statement	Start Date:	End Date:	Valid ID
☐ Account Migration	Old Acct Class:	New Acct Class:	Valid ID & Utility bill
☐ Dormant Account Reactivation	Reason for Dormancy		Valid ID, Utility bill & Compliance Form
☐ Account Closure Request	Reason for Closure		Valid ID
☐ Signature Update Request	Old Signature	New Signature:	Valid ID of signatories
☐ Mandate Request	☐ Single to sign	☐ Either to sign: ☐ Both to sign	Valid ID of signatories & Passport Photo
☐ PND Lift/Account Unblock	Reason for PND:		Valid ID
☐ Letter of Non-Indebtedness	Addressed To:		Valid ID
☐ Phone Number Update	New Phone No:		Valid ID
☐ Email Address Update	New Email Address:		Valid ID

Section C (Certification)

I/We certify that the information provided is true and correct and hereby authorize this request.

Signatory A

Authorized Signatory and Date

Signatory B

Authorized Signatory and Date