

# Account Management Request Form



## 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
<input type="checkbox"/> Account Statement	Start Date:	End Date:	Valid ID
<input type="checkbox"/> Account Migration	Old Acct Class:	New Acct Class:	Valid ID & Utility bill
<input type="checkbox"/> Dormant Account Reactivation	Reason for Dormancy		Valid ID, Utility bill & Compliance Form
<input type="checkbox"/> Account Closure Request	Reason for Closure		Valid ID
<input type="checkbox"/> Signature Update Request	Old Signature	New Signature:	Valid ID of signatories
<input type="checkbox"/> Mandate Request	<input type="checkbox"/> Single to sign	<input type="checkbox"/> Either to sign: <input type="checkbox"/> Both to sign	Valid ID of signatories & Passport Photo
<input type="checkbox"/> PND Lift/Account Unblock	Reason for PND:		Valid ID
<input type="checkbox"/> Letter of Non-Indebtedness	Addressed To:		Valid ID
<input type="checkbox"/> Phone Number Update	New Phone No:		Valid ID
<input type="checkbox"/> 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

