



## CURRENT ACCOUNT RULES

1. Current accounts are opened with sums of \$50 or upwards for parties satisfactorily introduced. A credit balance of \$20 should always be maintained.

An account may be opened in the name of one person or in the names of two or more persons; arrangements can be made for any one or more of them to operate the account and the balance to be paid to the survivors or survivor.

2. All payments to Current Accounts made by local Customers should be accompanied by paying-in slips (Books of paying-in-slips are supplied free of charge to customers) and the Bank's stamp and authorised initials should be obtained on the counter-foil thereof.

3. Separate paying-in-slips should be used for cash collection of local cheques and cheques on upcountry Banks. Cheques on local Banks if received after 1.p.m. on week days will be cleared on the next working day.

4. Cheques must be drawn on the printed forms provided by the Bank. The Bank reserves to itself the right to refuse payments or cheques drawn otherwise.

Application for Cheque book must be made by the customers personally or in writing. It is particularly requested that the printed requisition form inserted in the cheque-books be used when a new cheque-book is required.

To prevent forgeries, frauds, etc., customers are particularly requested to:

- (a) Keep the cheque-book under lock and key;
- (b) Fill in the body of the cheque before delivery;
- (c) Fill in the amount in words as near as possible to the words "Dollars" and amount in figures as near as possible to \$.

5. The writing of cheques should be clear and distinct and cheques must be drawn in such a way as to prevent any alteration or addition after issue.

6. The amount in cheques must be stated both in words and figures distinctly.

7. All alterations on cheques must be authenticated by the drawer's full signature; otherwise the cheques are liable to be returned unpaid.

8. Payments of cheques are liable to be refused on which the signature does not exactly correspond with that on record at the Bank. Signatures other than in Roman characters on cheques may be accepted only by special arrangements.

9. The Bank will register instructions from the drawer of a cheque to stop its payment but cannot undertake any responsibility in case such instructions are inadvertently overlooked.

10. No cheque should be drawn for a sum less than \$2 the Bank reserves to itself the right to refuse payment of cheques drawn for amounts smaller than \$2.

11. Cheques post-dated, i.e. bearing a date sub-

sequent to the date of presentation will not be paid. Cheques bearing date over six months prior to the date of presentation are liable to be refused payment.

12. Customers are requested to cross all cheques intended for collection before paying them into their accounts.

13. Accounts can be overdrawn only after previous arrangement with the Manager.

14. Cheques must not be issued before the necessary funds have been credited to the account. If cheques be presented when there are insufficient funds to meet them, payment may be refused and the cheques returned. Repeated disregard of these instructions will entail summary closing of the account.

15. The Bank should be immediately notified of the cancellation of any authority given to third parties to operate the account. Any such notice will be operative only after its receipt by the Bank.

16. A statement showing record of all sums paid in and all cheques drawn is issued to each account-holder periodically. No entry should be made in the statement except by an official of the Bank.

On statement being received by a customer, the entries therein should be carefully examined and any error or omission should be immediately brought to the notice of the Bank; otherwise, it will be concluded that the account has been found correct. The Bank will not be responsible for any loss arising from the neglect to these precautions.

It should be understood that although entries may have been made to the credit of an account and such entries initialled by officer in the statement, should such entries be made up of cheques which have to be collected the amount they represent is not available for drawing until the proceeds have been realised by the Bank.

17. The Bank reserves to itself the right of closing any account after previous intimation if it is not operated upon satisfactorily.

(a) Basic fee and activity fee as fixed by the bank from time to time will be levied each quarter on all current accounts.

(b) a further charge will be made on all accounts where the average balance does not compensate for the number of cheque forms and the amount of stationery used and labour involved in keeping the accounts.

The Bank's decision in the above matter will be final.

18. The Bank does not recognise trusts.

19. The Bank reserves to itself the right of closing any account which in its opinion is not operated upon satisfactorily or if a minimum balance of \$20 is not maintained or for any reason whatsoever. The Bank's decision in such matters will be final.

20. Any change of address should be notified to the Bank as soon as possible.

21. The Rules of business are subject to alteration from time to time.

(Partnership Letter)

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Dear Sirs,

We, the undersigned, beg to inform you that we are the only Partners in the Firm of.....

and are jointly and severally responsible for the liabilities thereof. We shall advise you in writi  
immediately of any change that may take place in the Partnership and all the present partners will  
liable to you on any obligations which may be standing in the firm's name in your books on the date  
the receipt of such notice until all such obligations shall have been liquidated.

We jointly and severally declare that the firm is registered under the Registration of Business Nam  
ordinance Cap. 187.

Yours faithfully,

(Full Names of Partners.)

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(Personal signatures of Partners)

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