

National Investment Bank Limited Account Opening Form (Home Bound)

Account Name	
Branch	
Customer Number	
Account Number	
Date	

	Affix passport photograph here
1. Account Information (Please indicate the category and type of account to open by completing the applicable sections below)	
Ownership Type: Individual Joint Trust	
Account Type: Savings: Standard Savings Standard Plus Savings Investment Plus	Savings NIB Hybrid
Current: Standard Current Account FEA FCA Excel Gold	Excel Silver
Others Specify Currency: GHS USD GBP EUR Others	
Purpose of Account: Investment Salary Personal Savings Loan Servicing Others	
2. Personal Information	
Title: Mr. Mrs. Ms. Dr. Others	
FULL NAME IN BLOCK LETTERS :	
Surname	
First Name Other Name	
Maiden Name (If applicable)	
Mother's Maiden Name	
Date of Birth D D M M Y Y Y Place of Birth	
Gender: M F Marital Status: Single Married Other	
Name of Spouse	
Number of Dependents: Children	
Nationality Country of Origin	
Country of Residence	
Identification Type: Passport ECOWAS ID Card (Ghana Card)	
ID No.	Y Y Y
Expiry Date D M M Y Y Personal Contact Number	
Occupation	
Mailing Address	
Residential Address (Ghana)	
Residential Address (Foreign)	
Email Address	



3. Employment Details

Employment Status: Employed Self Employed Student Others
Name of Business
Employer's Name
Employer's Address
City/State/Province Country
Office Tel
Indicate Source of Funds: Investment Dividends Loan Salary Others
Indicate Source of Wealth: Business Ownership Income from Emp. Inherittance Investment Others
4. Expected Account Activity
Expected Income Currency
Expected Deposits Currency
Frequency of Deposits: Weekly Monthly Quarterly Semi Annually Annually
Level of Withdrawals (Amount) Currency
Frequency of Withdrawals: Weekly Monthly Quarterly Semi Annually Annually
Expected Income from Other Source Currency
5. Details of Next of KIN / Key Contact Person in case of Emergency
Title: Mr. Mrs. Ms. Dr. Others
Surname
First Name
Middle Name
Date of Birth D D M M Y Y Y Gender M F
Relationship: Spouse Parent Child Sibling Others
Telephone No. Image: Second Secon
City/Town Country
Key Contact Person:
Mobile/Tel. No.



FATCA /Common Reporting Standard

Self Certification

Common Reporting Standard (CRS)/ Foreign Account Tax Compliance Act (Fatca) Form.

Standard for Automatic Exchange of Financial Account Information Act, 2018.

This form must be completed by any individual/entities who wishes to open account with National Investment Bank Ltd.

Full Name (Individual OR Entity)

Please circle YES or NO for each of the following:

1. Are you a Tax residence of any country apart from Ghana.?

If YES to question (1) above, please provide the following information

Country/Countries of Tax Residency	Tax Reference Number of (Indv. /Entity)	Tax Refence Number Type

2. Are you a U.S Citizen?

If.	VEC	provide	+bo	foll	owing	inforr	nation
		DIOVIUE	LIE	TOIL	UWINE	ILLIOL	nation

1. U.S Passport numbe	2r		
Issue Date		Expiry Date D D M M Y Y	Y Y
2. U.S Residential Addr	ress		
	Postal Addre	SS	
If jurisdiction does not	issue or you are unable to procure a tax reference nur	nber or functional equivalent.	
Please provide reason			

Declaration and Undertakings (Mandatory)* COMMON REPORTING STANDARD (CRS).

Automatic Exchange of Financial Account Information Act, 2018 (Act 967) and Guidance Notes made pursuant to this Act, and treaties and competent authority agreements entered into by Ghana in relation to the automatic exchange of information for tax matters (collectively "AEOI"), to collect certain information about each account holder's tax status.

FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA)

The Bank - NIB LTD, which is registered as a participating financial institution under FATCA. You hereby consent to the Bank ascertaining your FATCA status and forwarding information on your account to the United States Internal Revenue Service.

I/We declare (as an authorized signatory of the Entity) that the information provided in this form is, to the best of my/our knowledge and belief, accurate and complete. I/We undertake to advise the recipient promptly and provide an updated Self-Certification form within 30 days where any change in circumstances occurs.



Yes No

Full Name of authorized signature(is)	Position/Title	Signature	Ghana Card Number
Branch Manager/Operations			
Date D D M M Y Y Y Y	Signature		
For Office Use Only			

Section I

Checklist

Documents Required	Checked	Deferred	Waived	N/A
1. Duly completed Account Opening Form				
2. Specimen Signature Card duly completed				
3. Recent Passport Photograph/Webcam				
4. Proof of Identity: Passport, ECOWAS ID Card (Ghana Card), Birth Certificate (minor) (copy of ID Card to be verified)				
5. International Passport/Non-Citizen Identity Card, Resident/Work Permit (copy for verification)				
6. Proof of Address (Digital Address, Utility Bill, Tenancy Agreement, etc (certified true copy is acceptable if original is not held)				
7. Letter from Employer/School (for salary account or student)				
8. Reference Letter (where applicable)				

SECTION II

If the account holder(s) or authorized signatories fall into any of the following categories, tick the appropriate box(es) and specify details.

	Yes	No
The customer is a Politically Exposed Person (PEP) or closely associated with a PEP. Please specify details of PEP position and relationship		
If Yes		
An overseas customer residing or operating in high-risk jurisdiction. Please specify country or territory		
The customer's source of funds is from high-risk jurisdictions. Please specify country or territory		
Does the Applicant operate/reside in a black listed country?		
If Yes (Please specify country)		

Any mandatory checks not completed or ticked 'No' must be supported by suitable comments by the staff responsible, Branch Manager or designated officer must review the checklist for completeness and decide on whether to allow the account opening while documenting reasons for the decision on the checklist

Related Party Information (This information is to be completed on behalf of the customer by a Bank Offical)

	Shareholder, Director or Employee) of Natio any official of National Investment Bank? Y name of the official		No
Relation to NIB	Shareholder Related (You are a Sha Director Related (You are a Director Employee Related (You are an Empl		
Customer Type Related	Corporate Shareholder Director Related Interest	Individual Shareholder Employee Related Person	
Related Employee Level	Top Level Management Lower Level Management	Middle Level Management Other Employees	
Relationship To Official	Spouse Stepson Niece Father Aunt Stepbrother	Son Stepdaughter Brother Mother Uncle Stepfather	Daughter Nephew Sister Cousin Stepsister Stepmother

Industry

Sector

Agriculture Forestry & Fishing:	Cocoa Production Livestock Breeding Poultry Farming Fishing Forestry Logging Other Agriculture
Electricity Gas & Water:	Electric Light & Power Gas Manufacturing & Distribution Water Supply
Commerce & Finance:	Motor Vehicle Import & DeclarationCocoa MarketingMachinery & Heavy EquipmentHigh-Purchase CompaniesOther Import ItemsOil & Gas - DownstreamBuildiung Bodies & CorperationsInsurance CompaniesOther Export ItemsCocoa ExportsTimber ExportDiamond MarketingTimber MarketingMortgae FinancingOther Unclasified
Transport, Storage and Communication	Railway transport Road transport Air transport Communications Ocean and Other Water transport Storage and Warehousing
Service	Business Services Recreation Services Personal Services Salary Credit Printing, Publishing and Allied Products Other Services including Government Services
Cottage Industries Others Specify	Cottage Industries

Action	Name	Date	Signature
(a) Account Opened By:			
(b) Deferral/waiver of Documents (If Any) Authorised By:			
(c) Documents Verification Carried Out By:			
(d) Account Opening Authorised/ approved By:			

Comments:

For High Risk Customers, Refer To Compliance; For Senior Management Approval

Name		
Designation:	Date	Signature



NATIONAL INVESTMENT BANK

SPECIMEN SIGNATURE CARD			NIB/SSC/202
Mandate Authorization (please	tick as appropriate) Sole	e Signatory Either to	Sign Both to Sign
Signature Message:			
Account Name:			
Address:			
Office Tel. No.:	Branch:	Da	ate:
Account Number:			
Name:	рното	Name:	рното
Job Designation:		Job Designation:	
Class of Signatory:		Class of Signatory:	
Mobile No.:		Mobile No.:	
Signature:		Signature:	
Name:	рното	Name:	РНОТО
Job Designation:		Job Designation:	
Class of Signatory:		Class of Signatory:	
Mobile No.:		Mobile No.:	
Signature:		Signature:	
Branch Manager's Name:			
Signature:		Date:	

Please read this page carefully. It provides you with important Information about Data Protection.

1.0 PERSONAL DATA

Personal data means all data that can relate to you personally. The Bank would process the hard copy data collected electronically and store it to deliver quality customer service. NIB would delete the data collected in this context after its storage is no longer necessary. You have the right to obtain information and complain about your personal data processed and stored by us. You are also obliged to update your records with current and accurate information. The Data collected now and in the future are well secured per the Data Protection Act 2012 (Act 843), BoG Cyber and Information security directive and Banks and Specialized Deposit-Taking Institutions Act 2016 (Act 930).

NIB processes customers' data to operate Online Banking. To this end, NIB may have to communicate to these partners some customer's Personal data to provide these services, excluding any other use (especially advertising activities). NIB shall take the necessary actions to ensure customer data confidentiality, security and integrity.

2.0 SHARING OF DATA

National Investment Bank Limited (NIB) will treat information relating to the Customer confidential subject to any statutory, judicial, or regulatory exceptions or unless you consent to the transfer and disclosure by NIB of any information relating to yourself or your Account.

NIB may grant access to your information to and between the representative offices, affiliates and agents of NIB and authorized third parties wherever situated, for confidential use (including in connection with the provision of any Service -and for data processing, statistical and risk analysis purposes).

National Investment Bank Limited (NIB) and any representative office, affiliate, agent or third party may transfer and disclose any such information as required by any law, court, regulator or legal process.

3.0 MONEY LAUNDERING/TERRORISM FINANCING

Transfer of funds shall not be executed if the transaction contravenes the laws and regulations on Money Laundering and Terrorist financing or its related Acts. Payment could be delayed, suspended or refused where a party implicated in violating the law or authority requires information or clarification to comply with the law or regulation. NIB shall not be liable for funds deposited for a transfer which is subsequently discovered from criminal or other illegal sources

4.0 FATCA

National Investment Bank will collect additional information about any US citizens as required by the United States of America. This information would include account tax information submitted to the Foreign Account Tax Compliance Act (FATCA) upon request. This requirement forms part of the terms and conditions governing your relationship with NIB. This policy shall bind you, and you must agree to adhere to this requirement.

5.0 DORMANT ACCOUNTS

If you do not operate your account for a period of twenty four (24) months, the Bank (NIB) will classify your account as dormant. If you wish to use an inactive account, you must write to us or complete a dormant account re-activation form.

Per the Banks and Specialized Deposit-Taking Institutions Act, 2016 (Act 930) defines dormant accounts as follows: where a current or savings account has not been operated for a period of two (2) years or a time deposit account has not been operated for a period of two (2) years after the date of maturity of the deposit.

Please read this page carefully. It provides you with important Information about National Investment Bank Limited (NIB)account(s).

1. TERMS/SCOPE

The information contained on this page together with any further instructions and conditions that may be prescribed by the Bank from time 'to time shall constitute the terms of the agreement between the customer ("you") and National investment Bank Limited (NIB). When this application form has been signed, it will be deemed to have been accepted as binding on the customer and (NIB), its representative office or affiliate where the account is held. These conditions apply to each account opened under the Account Opening Form or in any other acceptable manner prescribed by the Bank.

The Customer will provide National -Investment Bank Limited (NIB) all documents and other Information reasonably required by it in relation to any Account or any Service.

2. THE ACCOUNT

The Customer shall assume full responsibility for the genuineness, correctness and validity of all endorsements appearing on all cheques. orders, bills, notes, negotiable instruments, receipts or other instructions deposited into the account.

The Bank will not be responsible for any loss of funds deposited with it arising from any future Government order, law (statutory, judicial or administrative), levy, tax, embargo, moratorium, exchange restriction or any other cause beyond its control.

Your account shall be debited for any service charge that is set by the Bank from time to time.

All notices or correspondence will be sent to the location (mentioned above) or electronic address supplied by you and will be considered duly delivered and received at the time it is delivered or seven days after posting. NIB will not be liable for funds handed over to members of its staff or any other persons other than the Cashiers/Tellers in the Bank's premises with the appropriate deposit slip.

Any anomaly in the entries on your Bank statements must be brought to the attention of the Bank within 30 days of the date on the statement and you agree that failure to give such notice absolves the Bank from liabilities arising thereof.

The Bank may exercise its general lien or any similar right it is entitled to including the right to combine and consolidate all or any of the Customer(s) accounts with the Bank and the right to set off or transfer any sum or sums standing to the credit of anyone of such accounts against liabilities in any other account provided if both are owned or controlled by the same Customer.

3. INSTRUCTIONS

National Investment Bank Limited (NIB) may rely on the authority of each person designated (In a form acceptable to NIB by the Customer) to send instructions or do any other thing until National Investment Bank Limited (NIB) has received written notice or other notice acceptable to it of any change from a duly authorized person and National Investment Bank Limited (NIB) has had a reasonable time to act (after which time it may rely on the change).

Each of the Customer and NIB will comply with certain agreed security procedures (the 'procedures')-designed to verify the origination of instructions between them such as enquiries, advises' and instructions.

National Investment Bank Limited (NIB) is not obliged to do anything other than what is contained in the Procedures to establish the authority or identity of the person sending an instruction. National Investment Bank Limited (NIB) is not responsible for errors or omissions made by the Customer or the duplication of any instruction by the Customer and may act on any instruction by reference to an account number only, even if an account name is provided.

You agree and accept that NIB may act on an Instruction if it reasonably believes it contains sufficient information. You further agree that NIB may decide not to act on an instruction where it reasonably doubts its contents, authorization, origination or compliance with the Procedures and will promptly make efforts to notify the Customer (by telephone if appropriate) of its decision.

If you inform NIB that you wish to recall, cancel or amend an Instruction, National Investment Bank Limited (NIB) will use its reasonable efforts to comply.

You agree, understand and accept that if NIB acts on any Instruction sent by any means requiring manual intervention (such as telephone. telex, telefax, electronic mail or disks sent by messenger) then, if NIB complies with the Procedures, the Customer will be responsible for any loss that may result from the Bank's compliance.

4. CHEQUES

The Bank is under no obligation to honour any cheques drawn on the account unless there are sufficient funds in the account to cover the value of the said cheques and such cheques may be returned unpaid for lack of sufficient funds.

All cheques or other orders signed by you (or either or both of you if a joint account) will be processed by the bank and your account will be debited for such cheques if such account is for the time being in credit.

The Bank may exercise its discretion in allowing withdrawals against uncleared cheque(s) where the cheque are returned unpaid thereafter, the Bank shall have the right to hold on to the returned cheque and take further action it deems appropriate to recover the value of the withdrawal fromyou. "National Investment Bank Limited (NIB) is under no obligation to confirm cheques issued by its customers to third parties. National Investment Bank Limited (NIB) will however, when deemed necessary and at Its own discretion. contact customers to validate the authenticity of an instrument presented for payment."

You must ensure that your cheque book is kept in a safe place to prevent unauthorized persons from gaining access to same as failure to do this, may be a ground for any consequential loss being charged to your account.

If your cheque book is lost, missing or stolen you must notify the Bank immediately. The Bank shall not be held liable for any unauthorized use of your cheque book where the loss or otherwise of same was not reported immediately or prior to your reporting any such loss.

National Investment Bank Limited (NIB) may supply cheques, payments instruments and related materials to the Customer and the Customer will make



reasonable efforts to avoid any fraud, loss, theft, misuse or dishonor in respect of them. The Customer will promptly notify NIB in writing of the loss or theft or any cheque or payment instrument and will return to NIB or destroy any unused cheques, payment instrument and related materials when the relevant Account is closed

5. OVERDRAWN ACCOUNTS

Overdraft may be available to customers upon arrangement with the Bank. If you do not have such arrangement the Bank may in its discretion, nonetheless honour a cheque even though such account may become overdrawn in consequence. In such a case, the Customer agrees to repay

the overdraft within 7 days and bear the extra fee and interest at our current rate/or unauthorized borrowing for the period that the account remains in debit.

If your account does not have enough cleared funds to cover an amount you want to draw, we reserve the right to return your cheque unpaid.

The Bank reserves the right to use credit balances on your current account(s) to offset any outstanding exposures on any of your other accounts.

5.1 ISSUANCE OF DUD CHEQUES

Issuance of dud cheque for the first time

The bank shall issue a warning notification to a customer who issues a dud cheque for the first time and report the offence to the credit reference bureau.

suance of dud cheque for the second time within three vears of first offence

Where a customer issues a dud cheque for the second time within three (3) years of the first offence, the Bank shall report the conduct of the customer to the Bank of Ghana and the customer's details and breach shall be recorded in a dud cheque register maintained at Bank of Ghana.

Issuance of dud cheques for the third occasion within the three years of first offence

- Bank of Ghana shall ban such a customer from issuing cheques within the a.
- country for a minimum period of three (3) years. Bank of Ghana shall notify all Banks and SDIs of the ban and publish a list of b. all third offenders in two daily Newspapers of national circulation.
- Bank of Ghana, shall ban such a customer from accessing new credit С facilities from the Banking system for a period of three (3) years.

Upon receipt of the notification of the ban by BoG, NIB shall recall all unused cheque books until sanctions are lifted.

6. STATEMENTS AND ADVICES

Statements and Advices can be delivered to the Customer either at the address provided the Bank, by post to that address or electronically (e-Statements or e-Alerts) unless otherwise expressly stated by the Customer, the Bank will provide SMS Alerts for Information on all transactions.

Where requested, the Bank may provide electronic Statements and other similar services to provide Information on transactions. The service is provided 'as available' and without any warranty of/fitness for a specific purpose. We do not warrant that this service will always- be uninterrupted, or that any Information provided is accurate and current as at the time it is received. The Bank disclaims responsibility for the service provided by any network provider. Requests can only be made by yourself (personal account) or where it is a corporate account, authorized mandates or at least two directors or a majority shareholder of the entity or as determined by a court order.

Irrespective of the channel used to deliver the statement or advice, the Customer will notify NIB in writing of anything incorrect in a statement or advice promptly and in any case, within thirty(30) days from the date on which the statement or advice is sent to the Customer

7. INTEREST, FEES AND OTHER AMOUNTS

You will be liable for the payment of interest charges at the rate fixed by the Bank from times to time for any outstanding debit on your current account. Your current account may also be debited for the Bank's usual banking charges, interest, commission and such related charges as determined from time to time by the Bank

Unless otherwise agreed, National Investment Bank Limited (NIB) may modify at any time the rate of interest, fees or other amounts applicable to any Account or Service in response to operational costs or prevailing market conditions subject only to notice to you.

8. FORCE MAJEURE

Neither the Customer nor NIB will be responsible for any failure to perform any of its obligations with respect to any Account if such performance would result in it being in breach of any law, regulation or other requirement of any government or other authority where the act required or if its performance is prevented, hindered or delayed by a Force Majeure Event. In such case obligations will be suspended, for so long as the force Majeure Event continues (in case of the NIB, no other representative office or branch shall become liable).

"Force Majeure Event" means any event due to any cause beyond the reasonable control of the relevant party, such as restrictions on convertibility or transferability, requisition, involuntary transfers, unavailability of any system, sabotage, fire, flood, explosion, acts of God, civil commotion, strikes or industrial action of any kind, riots, insurrection, war or acts of government.

9. ELECTRONIC MONITORING OR RECORDING

The Customer and National Investment Bank Limited (NIB) consent to telephonic or electronic monitoring or recording for security and quality of service purposes and agree that either may produce telephonic recording or computer records as evidence in any proceedings brought in connection with these conditions or any local conditions.

10. CHANGE OF MANDATE

You hereby undertake without delay (or within 30days) to notify the Bank immediately of any change in your location, directors, relevant committee members, trustees, designated members, secretaries. Any modification of change in authorised signatories must be signed in accordance with the existing mandate or by all the Directors and majority shareholders and must be accompanied by a resolution to that effect.

11. TERMINATION

Either party may terminate this agreement any time (but subject to any legal requirement as to notice) by notifying the other in writing.

On closure of an Account, the termination becomes effective after any cheque drawn on the account or outstanding on it have been paid: all cheque books and cards issued to you have been sent back to the Bank; and all information and equipment supplied by NIB have been returned to the Bank.

Where the Bank is terminating the agreement and your account is overdrawn, you must pay all sums outstanding on the account otherwise the Bank may take appropriate legal action for recovery. All mandatory documentation should be completed by the Customer within three (3) months of opening the account. If you do not provide the required document within three (3) months, the account will be automatically closed after prior notice to you.

12. JURISDICTION

In relation to any account these conditions are governed by the law of the Republic of Ghana.

13. DISCLAIMER CLAUSE

You confirm that the funds/assets deposited are not derived from any illegal source or activities.

The Bank disclaims liability for any funds/assets deposited by you which are subsequently found to have derived from illegal source or activities.

14. INDEMNITY

The Customer hereby agrees that the Customer shall, at his/its own expense, indemnify, defend and hold harmless National Investment Bank Ltd from and against any and all liability any other loss that may occur, arising from or relating to the operation or use of the Account or the Services or breach, non-performance or inadequate performance by the Customer of any of these Terms or the acts, errors, representations, misrepresentations, misconduct or negligence of the Customer in performance of its obligations.

The Customer shall keep National Investment Bank Ltd indemnified at all times against, and save National Investment Bank Ltd harmless from all actions, proceedings, claims, losses, damages, costs, interest (both before and after judgement) and expenses (including legal costs on a solicitor and client basis) which may be brought against or suffered or incurred by National Investment Bank Ltd in resolving any dispute relating to the Customer's Account with National Investment Bank Ltd or in enforcing National Investment Bank Ltd rights under or in connection with these Terms and conditions contained herein, r which may have arisen either directly or indirectly out of or in connection with National Investment Bank Ltd performing its obligations hereunder or accepting instructions, including but not limited to, fax and other telecommunications or electronic instructions, and acting or failing to act thereon.

Date:
Name In Full:
Signature:
Date:
Name In Full:
Signature:



National Investment Bank Limited Branches

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