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Berhan Bank S.C.

**Non- Residence Ethiopians and Ethiopian Origin (Diaspora) Foreign Currency and or Non- Repatriatable
Saving Birr Account Opening Application Form (Directives No. FXD/69/2021)**

_____ Department/Branch

Date: DD _____ MM _____ YY YY _____

- 1) Applicant's Full Name _____
First Name _____ Middle Name _____ Last Name _____
- 2) Mother's Full Name _____
- 3) Gender: ☐ Male ☐ Female
- 4) Nationality _____
- 5) Date of Birth (if EC.) _____ (if GC.) _____
- 6) Marital status: ☐ Single ☐ Married ☐ Other (please specify) _____
- 7) Educational Level: ☐ Grade 12 or less ☐ Diploma ☐ Degree ☐ Master Other (please specify) _____
- 8) Purpose of the Diaspora Account: ☐ Investment ☐ Import Business ☐ Saving ☐ Personal/ Familiy expense
Other (please specify) _____
- 9) Type of Diaspora Account to be opened: ☐ Current Account ☐ Non-Repatriatable Saving Birr Account)
☐ Fixed or Time Deposit
- 10) Type of Foreign Currency: ☐ USD ☐ EURO ☐ GBP ☐ ETB (For Non-Repatriatable Saving Birr Account)
- 11) Source of FCY deposit: ☐ Salary ☐ Self- Business Turnover ☐ Gift Other (please specify) _____
- 12) Foreign Average Monthly income in FCY _____ and /or Average annual Income _____
- 13) Foreign Employment Status: ☐ Government Organization ☐ Private Company ☐ Self-employed (self- business)
Others (Please specify) _____
- 14) Foreign Employer/self-business address: Company /Self- Business Name _____ Country _____
State _____ city _____ Street address _____ office phone no. _____
Business Email Address _____
- 15) Foreign home (permanent residence) Address: Country _____ State _____ City _____
Street address _____ House or Apartment no. _____
Landline No. _____ Mobile No. _____ Email _____

Customer signature: _____

**It is important that you complete this application form in full and sign as required.
Missing information may cause a delay**

16) Local Business address (If any): Business Name _____ City _____ Subcity _____
 Woreda/Kebele _____ H.no. _____ Office Telephone. _____ Email _____
 17) Local Home Address: City _____ Subcity _____ Woreda/Kebele _____ H.no. _____
 Mobile no. _____ Email _____
 18) Local Contact Person Name & Address: Name _____ City _____
 Subcity _____ Woreda _____ H.no. _____ Mobile _____ Email _____
 19) Valid ID Details: ID/Passport No. _____ place of Issue _____
 Issuing Authority _____ Date of Issue _____ Expiry Date _____
 20) Initial Deposit _____ (_____)

For the applicant: Kindly please read and sign the under important notice and consider as undertaking letter

- 1) The information above is accurate to the best of my /our knowledge, information and belief. I/we agree to inform you of any changes to the information provided during my/our account opening process.
- 2) I/ we have read and understood all the terms and conditions mentioned here under and others with respect of National Bank of Ethiopia Directives No. FXD/69/2021 and Berhan Bank SC. procedures and other rules and regulations that may, from time to time, be issued by National Bank of Ethiopia and Berhan Bank SC. and agreed to operate my/our account unless and otherwise the bank will be forced to suspend the account and immediately report the case to National Bank of Ethiopia.
- 3) For Non-Residence Ethiopia shall present resident permit/certification, authenticated and registered by pertinent authority to confirm the Ethiopian National living and working abroad for more than one year and subject to renewal upon presentation of valid documents on a yearly basis.
- 4) For Non-Residence Ethiopia living and working in neighboring and Middle East countries authenticated valid residence permit and/or work permit by Ethiopian Embassy and Legations resident abroad and subject to renewal upon presentation of valid documents on yearly bases.
- 5) Applicants who could not be physically present to open NR account in the bank shall use Ethiopian Embassy residing abroad.
- 6) 6.1) a foreign currency account opened by non-resident Ethiopian and non-residence Ethiopian Origin shall be credited through the banking system by:
 - I. The account holder
 - II. The spouse of the account holder upon presentation of marriage certificate
 - III. The employer upon presentation of valid employment agreement
 - IV. The business entity owned by the account holder or share company upon presentation of documents ascertaining the shareholding
 - V. Other institutions as per the valid agreement presented
 - These all valid presented documents shall be authenticated and registered by the pertinent authority
- 6.2) Foreign currency cash notes for exceeding USD3, 000.00 or equivalent in any other convertible foreign currency provided that the account holder present a signed and sealed foreign currency declaration from Ethiopian Revenue and customs Authority.

Customer signature: _____

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- 6.3) Residence living in Neighboring and Middle East Countries are required to account holder present signed and sealed foreign currency declaration form for any FCY amount from Ethiopian Revenue and customs Authority to deposit in the account.
- 6.4) Depositing foreign currency cash notes for the amount less than USD3,000.00 can only be allowed upon presentation of entry visa not exceeding 30 days for resident other than neighboring and Middle East Countries.
- 6.5) The account will be closed and legally liable if depositing cash notes with deferent branch of the bank or with a more than one bank for single trip violating the above mentioned under 6.4.
- 6.6) Valid and original customs declaration forms shall be retained by the bank to deposit as per 6.2 & 6.3 above.
- 6.7) A transfer from one type of non- resident foreign currency account to another type of non-resident foreign currency account owned by same individual and or enterprise.
- 7) From the total foreign currency credited/deposited into the foreign currency current account, 30% of which shall be automatically converted in to birr at the prevailing buying rate of the day.
- 8) A bank is allowed to set their own interest rate payment on Non-Repatriable Saving Birr Account upon negotiation but not less than the minimum saving deposit rate set by NBE.
- 9) The foreign currency accounts may be used as per the Directives no. FXD/69/2021 Article 8.
- 10) Not allowed opening current account in more than one domestic authorized bank. If found opening Diaspora current account with more than one banks, the account will be closed and legally liable.
- 11) Non- Residence Ethiopian/Ethiopian Origin has an obligation to report to the bank in which the account is maintained up on permanent return to Ethiopia. This account will not be credited however, he/she may be allowed to utilize until the balance fully drawn.
- 12) The customer must ascertain and verify the accuracy of the number of cheques at the counter,
- 13) Cheques cannot be issued before providing sufficient fund in the account. In case of loss of cheque books, the customer has to notify the bank in writing without delay,
- 14) If an account shows three or less transactions or movements for six months, the account will be handled separately under inactive accounts for precaution purpose,
- 15) If an account reflects a balance of USD 100.00 or less, USD 5.00 will be charged every six months including the preceding 6 months. For balance USD 5.00 and below, the amount will be deducted and the account will be closed.
- 16) The correctness of monthly bank balance shall be collected bank statement and reconciled by the customer monthly bases and confirmed by the customer within fifteen days after the receipt of the monthly statement of account.
- 17) Not allowed despositing local currency (ETB) to any of Diaspora accounts (Saving, Current and Time Deposit).
- 18) Not allowed withdrawing foreign currency cash without getteing the bank's written authorization.
- 19) The account holder and/or the agent shall present letter or electronic system for cancellation of the power of attorney to the bank before or at the time of the power of authorney cancelled at the pertinet authority.
- 20) The bank may not accept the power of authory if the account holder signature under power of authorny is differ with the account holder signature given to the bank to operate the account.
- 21) The bank may request account holder(s) confirmation through letter or other electronic system in addition to the legal power of authorney presented to the bank during the operating of the account or at any time.

Remarks _____

I/we authorize the bank to account the specimen signature appearing here below as valid and genuine to operate the stated account.

Customer specimen signatures 1) _____ 2) _____ 3) _____

For office use only

Diaspora Account number _____ Date _____ LCY Account _____

Account Opened by _____ Approved by _____

Audited/ Checked by (Internal Auditor) _____

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