

MERCANTILE CREDIT BANK LIMITED

ACCOUNT UPDATE REQUIREMENTS.

Personal Savings Account	Education Institution Account
<ol style="list-style-type: none"> 1. Valid Photocopy of Passport or Driver's license or Voters card or National Identity Card. 2. Financial card. 3. 3 passport size photographs. 4. Letter from L.C1 or place of work or school with stamped photo. 5. Utility bills: either a telephone, water or electricity bill, tenancy agreement, kibanja agreement. 	<ol style="list-style-type: none"> 1. Certificate of registration. 2. Ministry of education valid operations license or letter from the ministry. 3. Registered resolution or minutes to open account. 4. Valid Photocopy of Passport or Driver's license or Voters card or National Identity Card financial card of each signatory. 5. 3 Passport size photos for @ signatory. 6. Confirmation of residential for all signatories' e.g Utility bills, tenancy agreement, L.C letter.
Limited Liability Company	Partnerships/ Sole Proprietorships
<ol style="list-style-type: none"> 1. Certificate of incorporation certified. 2. Memorandum & Articles of association certified 3. Trading license 4. Certified copy of board of directors resolution to open A/C 5. Company form 7 certified 6. Valid Photocopy of Passport or Driver's license or Voters card or National Identity Card financial card of each signatory. 7. Confirmation of residential for all signatories' e.g Utility bills, tenancy agreement, L.C letter, Kibanja agreement.. 8. 2 Passport photos for @ signatory. 	<ol style="list-style-type: none"> 1. Certificate of registration. 2. Trading license. 3. Statement of Particulars. 4. Partnership deed for partnerships. 5. Valid Photocopy of Passport or Driver's license or Voters card or National Identity Card financial card of each signatory. 5 Confirmation of residential for all signatories' e.g Utility bills, tenancy agreement, L.C letter, Kibanja agreement. 6 3 Passport photos for @ signatory.
Societies/Clubs/Assoc/NGO	Estates A/C
<ol style="list-style-type: none"> 1. Certificate of registration or affiliation. 2. Constitution or Bye- laws Certified. 3. Certified copy of B.O.D resolution to open A/C. 4. Letter of introduction or recommendation from funding agency or permanent secretary or LC1. 5. Confirmation of residential for all signatories' e.g Utility bills, tenancy agreement, L.C letter, Kibanja agreement 6. 3 passport photos for @ signatory. 7. Valid Photocopy of Passport or Driver's license or Voters card or National Identity Card financial card of each signatory. 	<ol style="list-style-type: none"> 1. Letters of Administration. 2. Valid Photocopy of Passport or Driver's license or Voters card or National Identity Card financial card of each signatory. 3. Letter of introduction from LC1 4. 2 passport photos