



Serial No. _____

BRANCH CONTACTS

Kerugoya : 0724 256 461
Mwea : 0722 781 092
Kitengela : 0711 356 753
Kiserian : 0740 485 382
Kimana : 0748 031 196

P.O. Box 83 - 10300,
Kerugoya

Email: info@ollin.co.ke Website: www.ollin.co.ke

BRANCH CONTACTS

Kianyaga : 0758 576 624
Narok : 0707 031 630
Thika : 0790 271 036
Kajiado : 0707 557 304
Nairobi : 0748 670 430

ACCOUNT OPENING FORM

I/We wish to open an account at Ollin Sacco Limited and undertake to comply, observe and be bound by the general terms and conditions in force from time to time governing the operation of the account with the Sacco.

Customer A/C Number _____ Date: _____ Branch: _____

PART A

TYPE OF ACCOUNT

FOSA Ordinary A/C Group A/C Mapato A/C
Business A/C Estate A/C Others (Specify) _____

PART B

PERSONAL ACCOUNT DETAILS

DATE OPENED _____
TSC NO./PF NO.(If applicable) _____
FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____
Nationality _____ Date Of Birth _____ ID/Passport No. _____
KRA PIN _____ County _____ Sub-County _____
Ward _____
Address P.O Box _____ Code _____ Town _____
Mobile No _____ Email: _____ Occupation _____
Work Station _____
Employer _____ Employer Postal Address/Email _____
Mobile No. _____ Town _____

Together We Prosper

PART C

JOINT ACCOUNT DETAILS



1ST APPLICANT

Name _____
Nationality _____ Date Of Birth _____ ID/Passport No. _____
KRA PIN _____ County _____ Sub-County _____
Ward _____
Address P.O Box _____ Code _____ Town _____
Mobile No _____ Email: _____ Occupation _____
Work Station _____
Employer _____ Employer Postal Address/Email _____
Mobile No. _____ Town _____

2ND APPLICANT

Name _____
Nationality _____ Date Of Birth _____ ID/Passport No. _____
KRA PIN _____ County _____ Sub-County _____
Ward _____
Address P.O Box _____ Code _____ Town _____
Mobile No _____ Email: _____ Occupation _____
Work Station _____
Employer _____ Employer Postal Address/Email _____
Mobile No. _____ Town _____

3RD APPLICANT

Name _____
Nationality _____ Date Of Birth _____ ID/Passport No. _____
KRA PIN _____ County _____ Sub-County _____
Ward _____
Address P.O Box _____ Code _____ Town _____
Mobile No _____ Email: _____ Occupation _____
Work Station _____
Employer _____ Employer Postal Address/Email _____
Mobile No. _____ Town _____

PART D



SIGNING INSTRUCTIONS

Either To Sign All To Sign Any Two To Sign Other(Specify) _____

PART E

CONTACT PERSON

Name: _____ Mobile No: _____ Email Address: _____

I hereby authorize the Sacco to contact the above mentioned if I am unavailable.

Signature _____

NOMINATED BENEFICIARY / BENEFICIARIES

I, the undersigned, in the event of my death whilst a member of the society, hereby instruct the society to pay all amounts due to me less debts to the society, to the person(s) named in the nominee card and in its absence, the person(s) named herein.

FULL NAME: _____ RELATIONSHIP _____ ID _____

Mobile No: _____

RISK FUND

Would you like to become a member of the Risk Fund / Member welfare fund?

Yes No

PART F

I LEARNT ABOUT OLLIN SACCO FROM

Media _____ Staff(Name) _____ B.O.D _____

Others _____

DEPOSIT CONTRIBUTIONS

Sacco Deposit Contributions Kshs. _____ Start Date _____

Modes of Contribution: Check Off Standing Order (External / Internal) Cash Deposit

PART G

MOBILE BANKING SERVICE

Would you like to use mobile Banking Service? Yes No

ID No _____ Sign: _____ Date: _____

Please provide this service as per details provided below:

Mobile No: _____ Account No _____

Mobile phone registered in the name of _____

AGENCY BANKING

Would you like to patronize Agency Banking Services? Yes No

ID No _____ Sign: _____ Date: _____

ATM SERVICE

Would you wish to be issued with an ATM card? Yes No

ID No _____ Sign: _____ Date: _____

PART H**DECLARATION**

I/We confirm that the information I/we have provided herein and the disclosure made are true; and I/we have read and understood the general terms and conditions of the SACCO and undertake to comply, observe and be bound by the same.

Name in Full (BLOCK LETTERS) of Authorised Signatories	National ID/Passport No.	Specimen Signature(s)

PART I**FOR OFFICIAL USE ONLY**

I confirm that I have verified that all the details have been completed in accordance with KYC procedures and that all the relevant documents are attached.

Details Captured By:

Name _____ Signature _____ Date _____

Details Approved By: Head of Operations / Branch Manager

Name _____ Signature _____ Date _____

TERMS & CONDITIONS

1. For the purpose of these Terms and Conditions, "Sacco" shall refer to Ollin Sacco Limited, its successors in title and assigns. These terms and conditions ("the Terms") govern our respective rights and obligations and come into effect when the account holder opens an account with the Sacco or when the account holder uses/accesses his/her account.
2. Any person (s) opening an account with the Sacco, making use or accessing his/her account (whether resident or non-resident), will be deemed to have read and understood these terms and conditions and the applicable Schedule of Sacco Charges issued and amended from time to time.
3. All products and services provided by the Sacco are subject to such product's terms and conditions. These terms (governing the use of the account) must be read together with and form part of each product agreement.
4. The Sacco may from time to time and at any time revise, amend, delete or supplement any of these terms and conditions whether in whole or part. Such changes shall be effective from the date specified by the Sacco for such modification.
5. Identification (Kenyan International Passport, Kenyan National Identity Card, Certificate of Incorporation or Registration Certificate where applicable) will be required prior to the Sacco opening any account. Any change in the Name, Address, Registration Certificate (Business Names) and Certificate of Incorporation (companies) should be immediately communicated to the Sacco in writing.
6. Upon submission of duly completed Account Opening Forms and the supporting documents, the Sacco will generate an Account Number for the Account Holder in accordance with the Sacco's policies and procedures on account opening. Each account shall possess a distinctive number which shall be quoted in all correspondence with the Sacco relating to the account.
7. Any person intending to open an account with the Sacco has a right to review the documentation provided to enable them make a considered decision to engage in a banking relationship with the Sacco.
8. The Sacco shall reference its tariffs, fees and charges for its products and services in the product agreements. The Sacco reserves the right at any time to impose charges or increase charges for the use of its services and products.
9. The post office/courier firms and other agents of mail delivery shall be considered agents of the Account Holders for delivery of statements, letters and related communication. No responsibility shall be accepted by the Sacco for access by third parties, loss, delay or non-delivery of such items including cheque books sent by post/courier at the request of the Account Holders.
10. The Sacco is authorised to effect such orders in respect of the account as may be required by any court order or competent authority or agency under any applicable law.
11. The Sacco may at its discretion pay interest on deposits at such manner, rates and periodic intervals as the Sacco may in its sole discretion determine from time to time having regard to the prevailing laws, regulations and Sacco policies which are subject to changes from time to time.
12. Cheques may only be drawn on printed cheques supplied by the Sacco. The Sacco reserves at all times, the right to refuse payment of cheques drawn otherwise. Cheques should be signed by the account signatory(ies) as per specimen signature and mandate, supplied to the Sacco and any Post-dated, stale and defective cheques shall not be paid by the Sacco.
13. Upon the Sacco receiving notice of the demise of an individual Account Holder, the Sacco will not be obliged to allow any operation or withdrawal from the account by any person except on production of a death certificate or any other relevant documents recognised by law for succession purposes where the funds will be transferred to the nominated beneficiary(ies) or public trustees.
14. In cases of a joint account and one of the Account Holder dies and where the account mandate allows, then the money in the account and any other benefit, interest or obligation relating to that account will revert to the surviving joint holder(s).
15. Periodic statements of account shall be issued by the Sacco to the Account Holder upon request. The Sacco will take due care to see that the credit and debit entries are correctly recorded in the accounts of the account holder. Any discrepancy in the statement of account should be promptly brought to the notice of the Sacco in writing within fourteen days of dispatch of statements, failure to which the statement of account shall be deemed to be final and conclusive for all purposes whatsoever. In case of any error, the Sacco reserves the right, at all times to make adjusting entries to rectify the error without notice and recover any amount wrongly paid or credited to any person together with any accrued interest or profit. However, the Sacco shall not be liable to any loss or damage due to such error or any consequential loss arising thereof from any party.

16. No Account Holder may annotate or delete any entries in the statement of account. Any discrepancy found, should at once be brought to notice of the Sacco, if the statement of account is lost or spoilt, a duplicate statement of account may be provided by the Sacco, subject to such charge as is applicable under its schedule of charges.
17. The Sacco reserves the right in its sole discretion to close any account with prior reasonable notice, which in its opinion is not satisfactorily operated at the Sacco discretion, or forthwith if the account is involved in illegal activity or pursuant to a court order.
18. Account Holders wishing to close their account must, surrender any unused cheques and any other documents or instruments issued by the Sacco on the account. The Account Holder will also be liable for account closing charges as in force, before he/she can be paid the last remaining credit balance, if any.
19. The Sacco shall have discharged its liability with respect to an account so closed by processing a transfer on instruction from the Account Holder, in the currency of such account, payable to the Account holder in the amount of the then credit balance of such account less deduction (s) in respect of the amount of any claim that the Sacco may have on such funds constituting the credit balance.
20. Where the Account Holder is issued with an ATM Card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account, the Account Holder undertakes not transfer the same to any other person and undertakes to exercise due care and attention to ensure their safety and the secrecy of the PIN thereof. Where the account is a joint account, the joint holders undertake to ensure that the ATM Card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account is only used by authorised persons who operate that account. If a card is lost or stolen or if the PIN is disclosed to an authorised person, the Account Holder (s) must immediately notify the Sacco in writing and the cardholder will be liable for any transaction made prior to the receipt by the Sacco of such notification. The Account Holder may at anytime cancel his or her ATM Card, mobile phone access codes or any other tool or code for the purpose of gaining access to one's account and notify and return the same the Sacco provided that the Account Holder must not attempt to use the mobile phone access codes or any other tool or code for the purpose of gaining access to their account, after such notification of cancellation. The Sacco reserves the right to withdraw the right to use the card, refuse to renew the card or replace or reissue a card without assigning a reason and without incurring any liability to a cardholder.
21. The Sacco and its Affiliates are committed to keeping your personal data private. We shall process any personal data we collect from you in accordance with Data Protection Legislation and the provisions of the Data Privacy Policy as well as the Sacco's Data Retention Policy.
22. Unless restricted by applicable laws, you agree that any and all personal data relating to you collected by the Sacco in respect to your account may from time to time be used and disclosed for such purposes and to such persons as may be in accordance with the Sacco's prevailing Privacy Policy as amended from time to time.
23. The Sacco will keep all your personal data confidential. However, in order to service your needs and provide you with the products and services you require, we may share information you provide to us with our agents, counter parties and support service or data providers, wherever located. If you have provided information to the above, these entities may also share that information with us. We will ensure that if we share such information with third parties, any such disclosure is at all times in compliance with the law.
24. You consent to us collecting your personal information from you and where lawful and reasonable, from public sources for the purposes set out below and in the Sacco's Data Privacy Policy.
25. To verify your identity in order to protect you and your assets, to carry out our obligations from any contracts entered into between you and us or to take steps to enter into an agreement with you, to meet our regulatory compliance and reporting obligations, to provide our services to you, manage your accounts and our relationship with you, to keep you informed about products and services you hold with us and to send you information about products or services (including those of other companies) which may be of interest to you unless you have indicated at any time that you do not wish us to do so, to prevent, detect, and investigate fraud and alleged fraudulent practices and other crimes, to protect our business interests and to develop our business strategies, to contact you, by post, phone, text, email or other methods.
26. If you give us personal information about or on behalf of another person, you confirm that you are authorised to consent on their behalf to give and process their personal information into and outside the country where the products or services are provided and to generally act on their behalf.
27. You consent to the Sacco processing your personal information with third parties wherever located and ask all parties that receive your personal information to agree to our private policies.

28. You hereby expressly consent and authorise the Sacco to disclose, receive or utilize your personal information or data relating to your account and use the services:
- i) To and from any local international law enforcement or competent regulatory or government agencies so as to assist in the prevention, detection, investigation or prosecution of criminal activities or fraud;
 - ii) To and from the Sacco's service providers, dealers, agents or any other company that may be or become the Sacco's subsidiary or holding company for reasonable commercial purposes relating to the services.
 - iii) To the Sacco's lawyers, auditors or other professional advisors or to any court or arbitration tribunal in connection with any legal or audit proceedings; and where need be to your loan guarantors (in case of default) and the related third parties.
 - iv) To your mobile service provider in relation to this agreement.
 - v) For reasonable commercial purposes connected to your use of the services, such as marketing and research related activities.
 - vi) To Credit Reference Bureau in accordance with the laws and regulations; and
 - vii) In business practices including but not limited to quality control, training and ensuring effective systems operation.

Permission to process personal information.

29. You have several rights in relation to the information that we hold about you, including:

- 30. i) The right to access your personal data in our custody.
- ii) To object or restrict to the processing of all or part of your personal data. We may however continue to process where we have a legitimate reason to do so, or required by law.
- iii) To correction of false or misleading data; and the right to request that we delete false or misleading data about you.

31. I, the undersigned confirm that I have read and understood the terms of the this Privacy Policy and hereby give express, unequivocal, free, specific and informed authority to the Sacco and its affiliates to use and process my data pursuant to the terms as set out herein and as further set out in the Sacco's Data Privacy Policy available at the Sacco Website: www.ollin.co.ke

32. The Account Holder consents and agrees that the Sacco may withhold amounts in any account at any time, if any tax authority requires us to do so, or we are otherwise required by law or pursuant to agreements with tax authority to do so, or if we need to comply with internal policies or with any applicable order or sanction of a tax authority.

33. The Sacco may request additional information from the Account Holder when required.

34. The Account Holder authorizes the Sacco to gather, store, use, process, disclose and report to any lawful entity as may be required by any law. You authorize us to disclose any information relating to any transactions to any regulator, tax authority, Credit Reference Agency or any other institution or third party as required by the laws of any country and as we deem necessary.

35. These terms are subject to the laws of the Republic of Kenya.

36. Any dispute, difference or question whatsoever which may arise between the parties including the interpretation of right and liabilities of either party shall be referred to the Co-operative Tribunal as stipulated in the Co-operative Act 2004 Section 76 or any statutory modification or re-enactment for the time being in force.

37. The Account Holder has a right at anytime to lodge a complaint by communicating with the Sacco through the various communication channels provided below. The Sacco will provide you with a reference number upon receipt of your complaint. The Sacco shall respond to your complaint within a reasonable period thereafter. Please quote your reference number when you make a follow up.

You may exercise your right to lodge a complaint or raise a query about your account, the Sacco's service or products by visiting any of one our branches countrywide or by contacting the Sacco through the following channels.

Email: info@ollin.co.ke
 Postal Address: Ollin Sacco Limited
 P.O. Box 83 Kerugoya, Kenya
 Telephone Number: 0724 256 461
 Website: www.ollin.co.ke

I/We, the undersigned, confirm that I/we have read and understood the terms and conditions contained herein above and hereby freely agree to be bound by the said terms and conditions. I/We, further confirm that the information and documentation provided to the Sacco is correct and accurate to the best of my/our knowledge.

Name: _____	ID/PP No: _____	Signature: _____
Name: _____	ID/PP No: _____	Signature: _____
Name: _____	ID/PP No: _____	Signature: _____
Name: _____	ID/PP No: _____	Signature: _____



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