

Banking Checklist Worksheet

Preparing to Open a Bank Account for Your Organisation

Instructions: Use this checklist to identify what documents and steps your organisation has already completed, and what is still needed to open your account.

Part 1: Organisation Information

Item	Do You Have It?
1. Certificate of Registration or Incorporation	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Certificate of Registration of a Registered Charitable Organisation (Charities Certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Taxpayer Registration Number (TRN) for the organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Memorandum/ Articles of Association/Incorporation	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Proof of physical address (utility bill or lease agreement)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Constitution or Bylaws	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Minutes authorizing account opening	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Resolution to appoint signing officers	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2: Signatory Information

Item	For Each Signatory	Complete?
1. Government-issued photo ID (e.g., passport, license)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. TRN (Taxpayer Registration Number)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Proof of address	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Proof of income	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 3: Bank-Specific Requirements

Requirement	Confirmed with Bank?	Notes
Minimum deposit amount	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Types of accounts available (e.g., chequing, savings)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bank officer contact or appointment made	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Application form collected	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are signatories required to attend in person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can documents be submitted in part?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a timeline within which the submission of documents must be completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Notes & Questions for the Bank

(Write any questions you need to ask the bank or items to clarify.)

Action Plan Template: Opening Your Bank Account

Organization Name: _____

Contact Person: _____

Phone/Email: _____

Steps to Be Completed Post-Workshop

Task	Responsible Person(s)	Deadline	Done?
Collect missing documents			<input type="checkbox"/>
Draft and approve resolution for signatories			<input type="checkbox"/>
Schedule appointment with bank			<input type="checkbox"/>
Submit application with all documents			<input type="checkbox"/>
Receive confirmation from bank			<input type="checkbox"/>

Support Needed / Next Steps

- Bank you plan to use: _____
- Any support needed from JN Foundation or partner agencies:
