

Foreign Bank Account Opening Form – Treasurer’s Office

Business Area/Department _____
Requestor of account(s) _____
Country of account request _____
Department approval _____
Business Office Approval _____

REQUIRED INFORMATION BY DEPARTMENT

1. Registration Obtained Y/N _____ If no, supply an update from the International Compliance Department.
Are there any specific regulatory restrictions you are aware of? If yes, explain.

2. Registered Office:

Address: _____

Phone #: _____

Email address: _____

3. Is the account opened as: Johns Hopkins University, Jhpiego or an affiliate? If an affiliate, please
Provide Articles of Incorporation/Memorandum of Understanding.

4. Bank account name/project _____

5. Local account yes/no _____ IF so, list currency _____
USD account yes/no _____

6. Authorized signer(s) (local and U.S) Passport Picture/Passport and Driver’s License Sent?

_____ Yes/No _____

_____ Yes/No _____

_____ Yes/No _____

_____ Yes/No _____

_____ Yes/No _____

7. Local Contact

Name: _____

Address: _____

Phone #: _____

Email address: _____

8. Physical Business/Operating Address

9. Background Information:

Reason for account: _____

Objective of Project: _____

Type of Award (i.e. USAID, Gates): _____

Amount of Award: _____

Annual Anticipated Volume of Transactions (checks, wires, EFT to local vendors): _____

Projected Annual Expenses (Please provide copy): _____

Ceiling Amount: _____

10. Cheque book requirements (Choose One):

Individual checks in a checkbook? Yes/No _____
Checks to run through printer? Yes/No _____

11. Requesting local electronic banking users? Yes/No _____ If yes, please provide name of user(s), User ID, and email address:

Treasury Use Only

Bank Selected for Service: _____

Account Opening Documents Available _____

General Ledger Set up

Vendor Set up

Dashboard Update

International Database

Add New Account to:

Kyriba

Electronic Banking Platform