

**EQUITY BANK**  
**KNOWN AGENTS INTRODUCTION FORM**  
 (To be completed in duplicate)

To \_\_\_\_\_

Branch \_\_\_\_\_

**For official use only:** These instructions have been Reviewed and Authorized.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A: Customer Details**

Account Number(s) (To which the known agent will have authority to transact with)	
Name(s) in full [Surname first]	
Current Address.	

**B: Details of Known Agent Introduced**

Names in Full \_\_\_\_\_ ID Card No. \_\_\_\_\_ Specimen \_\_\_\_\_

1. Please provide a certified copy of ID and passport size photograph of the above named Known Agent.
2. The Account holder must advise the bank in writing immediately this person ceases to be your Known Agent.

The Bank will not be responsible for any actions perpetrated by such person should the account holder delay informing the bank

**C: Functions the Known Agent is authorized to perform [Tick as appropriate]**

Collect Bank statements

Collect/deliver other bank Mail

Collect Cheques books

Collect cash from company Cheques

For a maximum limit of Ksh \_\_\_\_\_ per Cheque  
 Ksh \_\_\_\_\_ per transaction

**D: Indemnity in favour of EQUITY BANK (the Bank')**

I/We authorise the Bank to accept the above named person who has my/our express authority, in the manner set out herein and to proceed as herein advised. To give effect thereto, I/We shall indemnify and keep indemnified, the Bank, its officers, employees and agents, against all actions, liabilities, losses, claims, demands, damages, costs and expenses (including unlimited legal fees) that may be suffered, incurred or awarded against the Bank and any damages or compensation paid by the Bank on the advise of it's legal advisers to compromise or settle any claim arising out of breach or at all, including alleged breach of performance and/or non performance of obligations and undertakings on the part of the Bank, its officers, employees and agents, as herein set out.

**For and on Behalf of:** \_\_\_\_\_ (Account Name)

Authorized Signatories:

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Revenue

Stamp

(This form must be signed as per Bank Mandates)

EB 028

Date \_\_\_\_\_