KNOW YOUR CUSTOMER FORM (Financial Intelligence Agency Act 2019)

FORM LAST COMPLETED IN (MM/YR) ____________________

1. IDENTITY DETAILS

FOR INDIVIDUALS

Title: _________ Name(s): _______________________ Surname: _____________________

Date of Birth: ____________________ Nationality: _____________________________

Omang/Passport Number: _________________

FOR COMPANIES

Company Name: ____

Trade Name: ____

Company Registration Number: ___________________ VAT Reg Number :_____________

Nature of Business of the Entity: ____ Directors

Full Names: _________________________________ ID ______________________

_________________________________ ID ______________________

_________________________________ ID ______________________

_________________________________ ID ______________________

2. ADDRESS AND CONTACT DETAILS

Postal Address: ____

Physical Address: ____

Village/Town/City: _________________________________Country: ______________________ Duration of Stay at above address: __________________ If >than 2 years, previous address:

____

Tel.: Business: _________________Home: ________________Mobile No.: __________________Occupation: _________________________ Employer: _____________________________ Email Address:______________________________________

3. BANKING DETAILS

Bank Name: _______________________________Branch: ____________________________

Branch Code: _______________________

Account No: __________________ Account Type: ______________________

4. ANTI-MONEY LAUNDERING REQUIREMENTS

In accordance with the Financial Intelligence Act (FIA) (2009) the following documents should be provided for verification.

Natural Persons

a. Certified Identification documents (Omang for all citizens and Passports for foreign nationals)

b. Birth Certificate- minor/child (applicable to child / minor contracts)

c. Work and Residence permit for foreign nationals

d. Source of funds proof/ Proof Income e.g. Pay slip and Bank statements (6 months)

e. Proof of residence i.e. Utility bill not older than 3months or lease agreement, title deed, letter from employer or affidavit from Commissioner of Oaths(police/lawyer)

f. ITC clearance from Botswana Post

For Companies

a. Certificate of Incorporation, List of directors, shareholding (All CIPA extracts)

b. Identification documents of all listed Directors (Omang if Batswana or Passports

c. Residence permits and or work permits for foreigners

d. Resolution specifying who is authorized to act on behalf of the company from the company secretary

e. Proof of residence of the person(s) of Shareholders/Directors (Utility bill showing plot number not older than 3 months or lease agreement, title deed, affidavit from commissioner of oaths)

f. Tax Clearance Certificate

g. Latest 6 months bank Statements

h. ITC Clearance for directors and or Shareholers from Botswana Post and Company from Transunion (company can get this through sending the certificate of incorporation and copy of ID to Teto.Lesole@transunion.com P: +267 390 3535 M: +267 727 090 81)

5. DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and undertake to inform you of any changes that may occur therein. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I am liable for it.

Full Name: ___________________________________Date: _____________________________

Place: ___________________________________ Signature: ____________________________