

Know Your Customer Form

Legal Persons

Section 1: Person										
1.1 Basic information r	equired									
Registered name										
Registration number	Cour				untry of incorporation					
Nature of business										
elephone number	Mobile number									
Physical address										
Physical address										
ncome tax number				VAT number						
Email address										
1.2 Manager (Chief Ex	ecutive Officer/Mar	naging Dire	ector) and/or autho	prised person(s)						
Γitle Fore	names						Surname			
nitials	Date of birth			Natio	nality					
Identity card nu	mber Passpo	ort number	Refugee i	dentification numb	er (Plea	se tick ON	IE)			
dentification Documer	nt Number									
Position	Email address									
elephone				Cellphone						
Physical address										
1.3 Banking details										
Account holder name										
Account number										
Bank name			Branch Name			Accoun	nt type			
1.4 Declaration of be	neficial ownership									
Please provide certif			imate Beneficial C	wners (natural pe	rsons w	ith a share	holding of 10% or m	ore).		
The company hereby through ownership in	confirms and declar the intermediate or	res that at ultimate h	the date hereof, the olding companies:	e following individu	al(s) is/a	are the ulti	mate beneficial owne	ers of the company		
Name of company/in	dividual	Resident	ial address		Date o	f birth	Nationality	Percentage of ownership		

Section 2: Verification of Basic Information Required									
2.1 Verification of registered name and number of legal persons									
Please provide ONE of the following (please indicate by ticking the relevant box)									
A certificate of incorporation or registration from Registering Authority (CIPA, Registrar of Societies, Master of High Court, etc)									
Any reliable document, data or information that reasonably serves to verify any of the information obtained by. Please specify									
2.2 Verification of registered address									
Please provide ONE of the following (please indicate by ticking the relevant box)									
A water/electricity/telephone/utility or any service bill reflecting the name and residential address of the person (less than 3 months old); or									
A lease agreement reflecting the name and residential address of the person (less than 12 months old); or									
A tax return reflecting the name and residential address of the person (less than 12 months old); or									
A mortgage statement reflecting the name and residential address of the person (less than 3 months old); or									
Any other reliable document, data or information that reasonably serves to verify any of the information obtained. Please specify									
2.3 Verification of Income/ Value Added Tax Registration Number									
Please provide ONE of the following (please indicate by ticking the relevant box)									
Tax Clearance Certificate BURS Confirmation of registration									
Other, Please specify									
2.4 Verification of Beneficial Ownership / Verification of authority to act									
Please provide ONE of the following (please indicate by ticking the relevant box)									
CIPA Company Extract Partnership Agreement Deed of Trust detailing beneficial ownership									
Other, Please specify									
2.5 Verification of full names, date of birth and identity/passport number of Beneficial Owners									
Please provide ONE of the following (please indicate by ticking the relevant box)									
A certified copy of Omang A certified copy of Passport A certified copy of Refugee Card									
2.6 Verification of full names, date of birth and identity/passport number of Manager (Chief Executive Officer/Managing Director) and/or authorised person(s)									
Please provide ONE of the following (please indicate by ticking the relevant box)									
A certified copy of Omang A certified copy of Passport A certified copy of Refugee Card									
Section 3: Prominent Influential Person (PIP) - Director/Partner/Trustee/ Authorised Person Self Declaration									
3.1 Please tick the appropriate box to indicate the position the director, partner, trustee or authorised person holds or ever held									
President, Vice President A Kgosi									
Vice President A Councillor									
Cabinet Minister *A Senior Executive of a Private Entity with a turnover of P1,000.000 and above									
Speaker of the National Assembly *A Senior Executive of a Political Party									
Deputy Speaker of the National Assembly *Senior Executive of an International Organisation operating in Botswana									
Member of the National Assembly *Senior Executive of a Public Body in Botswana									
*A Senior Government Official A Judicial Officer									

*Please indicate position in the space provided below							
Title of position							
Entity Name							
Name							
If more than one Director/Partner/Trustee/Authorised Person are PIPs please provide an annexure detailing this							
Section 4: Declaration statement by director, partner, trustee or authorised person							
To be completed by the individual completing this form:							
I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be liable for it.							
Full names							
Signature		Date					

