



Botswana Life

KNOW YOUR CUSTOMER: **LEGAL ENTITIES**

Please use black pen and block letters. TICK APPROPRIATE BLOCK UNLESS OTHERWISE INDICATED

CORPORATE ENTITY

Company Name _____ Registration No _____

Postal Address _____

Physical Address _____

Email Address _____ Country of Incorporation _____

Website _____

Brief description of business _____

CONTACT PERSON

Title _____ Name(s) _____ Surname _____

Date of Birth _____ National ID / Passport No _____

Nationality _____ Capacity / Position _____

Email _____ Telephone _____

Physical Address _____ Fax _____

Village / Town / City _____ Country _____

BANKING DETAILS

Bank Name _____ Branch _____

Account Number _____ Account Type _____

DECLARATION OF BENEFICIAL OWNERSHIP

The Company hereby confirms and declares that as at the date hereof, the following individual(s) is / are the ultimate beneficial owners(s) of the Company through ownership in the intermediate or ultimate holding companies. Please input the details required in the spaces provided below, or if necessary, in a separate document to be attached.

Full Name	Residential Address	Date of Birth	Nationality	Percentage of ownership (%)

ANTI - MONEY LAUNDERING AND COUNTER TERRORIST FINANCING REQUIREMENTS

In accordance with the Financial Intelligence Regulations, the following documents should be provided for verification:

Natural Persons

- Identification document within 3 months validity e.g. certified copy of ID / Passport - work and / or residence permit for foreign nationals
- Source of funds / proof of income e.g. pay slip, bank statement, affidavit
- Proof of residence e.g. 3 months utility bill, lease agreement, title deed and affidavit, tribal authority letter or letter from employer

Companies

- Certification of incorporation
- Memorandum and Articles of Association / Constitution
- Notice of Registered Office and Postal Address
- Identification documents of the person(s) managing the company
- Resolution specifying who is authorised to act on behalf of company
- Identification document(s) of the person(s) authorised to act on behalf of the company
- Shareholder certificate
- Tax clearance certificate
- Details of registered office and place of business

Partnerships

- Partnership agreement
- Identification documents of the natural persons who are partners e.g. Certified copy of ID / Passport
- Resolution specifying who is authorised to act on behalf of the partnership
- Identification document(s) of the person(s) authorised to act on behalf of the partnership
- Tax clearance certificate

Trusts and Societies

- Certificate of Registration or other founding documentation
- Copy of Constitution
- Identification documents for Office Bearers
- Identification document(s) of the person(s) authorised to act on behalf of the society/ church/ club
- Details of Registered Office
- Copy of Resolution authorising the transaction/ business relationship
- Nature of Business (Where applicable)

DECLARATION

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 Name Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Place Signature