



BIC KNOW YOUR CUSTOMER FORM – TO BE COMPLETED ANNUALLY 20__

FORM LAST COMPLETED IN (MM/YR)_____

FOR NON-INDIVIDUALS

IDENTITY DETAILS

CORPORATE ENTITY

Company Name: Trading Name:

Registration No:

Postal Address:

Physical Address:

Email Address:

Country of Incorporation: Website:

If External Head Office Address:.....

Brief description of business:

.....

Income Tax Number:..... VAT Registration Number (if applicable):.....

CONTACT PERSON

Title:..... Fore Name(s):..... Surname:.....

Date of Birth: .../.../..... National ID / Passport No.:..... Nationality:.....

Position:

Physical Address:.....

Village / Town / City: Country:

Telephone: Mobile: Email Address:

BANKING DETAILS

Bank Name: Branch: Account Number:

Account Name:..... Account Type:

Source of Funds:.....

DECLARATION OF BENEFICIAL OWNERSHIP

The Company hereby confirms and declares that as at the date hereof, the following individual(s)/entity is/are the ultimate principal beneficial owner(s) of the Company through ownership in the intermediate or ultimate holding companies:

Full Name	Residential Address	Date of Birth	Nationality	Percentage of ownership (%)	*Are you a PIP/PEP?

ANTI-MONEY LAUNDERING AND COUNTER TERRORIST FINANCING REQUIREMENTS

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

LEGAL ENTITY

- ✓ **Founding Documentats**
 - Certificate of Incorporation, Registration Certificate, Partnership Agreement, Act of Parliament, Deed of Trust, etc
 - ✓ **Notice of Registered Office and Postal Address**
 - Company Extract, Utility Bill, Title Deed, Lease Agreement, letter from secretary, etc
 - ✓ **Resolution specifying who is authorised to act on behalf of the company/Power of Attorney**
 - ✓ **Resolution specifying the authorised signatory of business account(s) on behalf of the company**
 - ✓ **Share Allocation Certificate/Company extract**
 - ✓ **Certified Identification Documents for Key Persons:**
 - Omang/Passport of person(s) authorised to act on behalf of the legal entity (as per Resolution/Power of Attorney)
 - Omang/Passport of authorised signatories for the legal entity (as per Resolution/Power of Attorney)
 - Omang/Passport of CEO/Managing Director
 - Omang/Passport of Ultimate Beneficial Owner(s) (minimum 10% Shareholding)
 - Omang/Passport of Beneficiaries as referred to by name in the founding document
- NB: If key person is a PIP/PEP, in addition, proof of address and proof of income are required**
- ✓ **Proof of bank account**
 - Letter from the bank, bank statement (not older than the past 3 months)

****Note: A Prominent Influential Person (PIP) is person who is entrusted with public functions within Botswana or by a foreign country or an international organization, his or her close associates or immediate member of the family as defined by Section 2 of the Financial Intelligence Act 2019.**

***PEP: Politically Exposed Person**

DECLARATION

I hereby declare that the details furnished above are true and correct for 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: _____

Designation / Position: _____

Date _____ Place _____ Signature _____