

# KYC NON-INDIVIDUAL FORM

As part of our Compliance Assessment Process on business partners, please complete the form and return to your contact person.

## Section A: Customer Information

1. Type of Entity (select one):

- |                                      |  |   |  |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> Company     | <input type="checkbox"/> Business              | <input type="checkbox"/> Club                   | <input type="checkbox"/> Parastatal      |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Trust                 | <input type="checkbox"/> Society                | <input type="checkbox"/> Political Party |
| <input type="checkbox"/> NGO/NPO     | <input type="checkbox"/> Government Department | <input type="checkbox"/> Religious Organisation | <input type="checkbox"/> Other           |

2. Name: \_\_\_\_\_

3. Registration Number: \_\_\_\_\_

4. Nature of Business/Operations: \_\_\_\_\_

5. Source of Funds: \_\_\_\_\_

## Section B: Contact Information

1. Physical Address: \_\_\_\_\_

2. Postal Address: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

## Section C: Person authorised to act on behalf of Entity

1. Full Name: \_\_\_\_\_

2. Designation: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

## Section D: Bank Details

1. Bank Name: \_\_\_\_\_

2. Account Number: \_\_\_\_\_

3. Branch: \_\_\_\_\_

## Section E: Declaration of ultimate Beneficiary Owner

For Companies, complete the table below:

Note before the table:

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

For more information:

Hollard Life: (+267) 363 3060

(+267) 76 230 009

customerservice@hollard.co.bw

Hollard Insure: (+267) 395 8023

servicecentre@hollard.co.bw

## Section E: Declaration of ultimate Beneficiary Owner (Cont.)

Full Name	Residential Address	DOB	Nationality	Ownership (%)

### Documents attached:

#### 1. Company:

- Certificate of incorporation and CIPA extract.
- Notice of Registered Office and Postal Address.
- Certified identification documents of the person(s) managing the company.
- Resolution specifying who is authorised to act on behalf of the company not more than 2 years.
- Certified Identification document(s) of the person(s) authorised to act on behalf of the company.
- Proof of bank account (letter from the bank or bank statement).
- Certified identification of Ultimate Beneficiary Owner (Where applicable).

#### 2. Partnership:

- Partnership agreement.
- Identification documents of the natural persons who are partners.
- Resolution specifying who is authorised to act on behalf of the company not more than 2 years.
- Certified Identification document(s) of the person(s) authorised to act on behalf of the partnership.
- Confirmation of physical address.

#### 3. Business:

- Certificate of registration.
- Notice of Registered Office and Postal Address.
- Certified Identification documents of the person(s) managing the business.
- A letter specifying who is authorised to act on behalf of the business.
- Certified Identification document(s) of the person(s) authorised to act on behalf of the business.
- Proof of bank account (letter from the bank or bank statement).

#### 4. Trust:




- Trust deed.
- Letters of Authority from the Master of the High Court.
- Certified Identification documents of the trustees.
- Certified identification documents of named beneficiaries.
- Certified identification of document of any other parties to the Trust e.g Founder, Protector.
- Proof of bank account (letter from the bank or bank statement).

#### 5. Society/Club:

- Constitution.
- Certified Identification documents of the executive committee members.
- A letter specifying who is authorized to act on behalf of the business.
- Certified Identification document(s) of the person(s) authorized to act on behalf of the business.
- Proof of bank account (letter from the bank or bank statement).
- Registration certificate from Register of Societies.

# Hollard.

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### Documents attached (Cont.):

#### 6. Parastatals/Government Department:

- A letter specifying who is authorized to act on behalf of the entity.
- Certified Identification document(s) of the person(s) authorized to act on behalf of the entity.
- Confirmation of physical address of the person authorized to act on behalf of the entity.

#### 7. Religious Organization:

- A letter specifying who is authorized to act on behalf of the organisation.
- Certified Identification document(s) of the person(s) authorized to act on behalf of the organization.
- Confirmation of physical address of the person authorized to act on behalf of the organisation.
- Proof of bank account (letter from the bank or Bank statement).
- Registration certificate from Register of Societies.

#### 8. Political Parties:

- Constitution.
- A letter specifying who is authorized to act on behalf of the entity.
- Certified Identification document(s) of the person(s) authorized to act on behalf of the entity.
- Confirmation of physical address of the person authorized to act on behalf of the entity.
- Proof of bank account (letter from the bank or Bank statement).
- Registration certificate from Register of Societies

### Declaration:

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

Pursuant to the provisions of the Data Protection Act, I hereby explicitly and unambiguously consent to the collection, use and transfer, in electronic or other form, of my personal data as described in this document by and among the staff members of Hollard for the exclusive purpose of implementing, administering, and managing my policy.

Full Name: \_\_\_\_\_

Designation/Position: \_\_\_\_\_


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

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

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