



# Know Your Customer (KYC)

Form Last Completed (mm/yy) \_\_\_\_\_ Policy Number \_\_\_\_\_

## FOR INDIVIDUALS

### PERSONAL DETAILS

Title	Name(s)	Surname
Date of Birth	National ID / Passport No.	Nationality

### ADDRESS & CONTACT DETAILS

Postal Address				
Place of Residence	Plot No.	Ward	Town/Village	Country
Duration of Stay	If less than 2 years, provide previous address details below:			
	Plot No.	Ward	Town/Village	Country
Telephone No.	Mobile No.			
Fax No.	Email			
For proof of address please submit any of the following valid documents (latest)	Utility Bill <input type="checkbox"/>	Affidavit <input type="checkbox"/>	Employer letter <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>

### BANKING DETAILS

Bank Name	Branch
Account No.	Account Type
Source of Income - e.g. salary	

### ANTI-MONEY LAUNDERING AND COUNTER TERRORIST FINANCING REQUIREMENTS

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

#### Natural Persons

- Identification document with 3 months validity e.g. certified ID/Passport, work & residence permit for foreign nationals
- Source of funds/proof of income in the form of payslip or bank statement
- Proof of residence: utility bill not older than 3 months, lease agreement, affidavit or letter from employer

### 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, untrue, misleading or misrepresenting, I am aware that I may be liable for it.

Full Name		
Date	Place	Signature

Please submit the completed form and specified documents to your nearest Metropolitan office or Broker, alternatively it can be scanned and emailed to: [kyc@metropolitan.co.bw](mailto:kyc@metropolitan.co.bw)