



Know Your Customer (KYC) - For Non-Individuals

CORPORATE ENTITY

Company Name: Registration No:

Postal Address: Physical Address:

Email: Country of Incorporation:

Income Tax/ Value Added Tax Registration Number

Brief description of business:

INDIVIDUAL AUTHORIZED TO ESTABLISH BUSINESS ON BEHALF OF THE COMPANY

Title: Name(s): Surname:

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

Capacity / Position: Email:

Telephone No. Alternative No.

Physical Address:

Village / Town / City: Country:

BANKING DETAILS

Account Name: Account No.

Bank Name: Branch: Branch Code:

Source of funds: Company turn over 1million ☐ Above 1million ☐

SENIOR / EXECUTIVE MANAGEMENT

The Company hereby confirms and declares that as the date hereof, the following individual(s) is/are the appointed company Senior managers.

Full Name	Residential Address	Position	PIP/PEP

DECLARATION OF BENEFICIAL OWNERSHIP

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

Full Name	Residential Address	Nationality	PIP/PEP	Ownership
				%
				%
				%
				%

ANTI-MONEY LAUNDERING AND COUNTER TERRORIST FINANCING REQUIREMENTS

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

Company/ Partnerships/ Other Entities

- Certificate of incorporation, Company extract/ Act
- Copy of Partnership agreement/ Constitution
- Certified ID copy (for Botswana citizens) or Passport copy (for non-citizens) of the Directors/ Executive Management (Resident & work permit for non-citizens)
- Certified ID copy (for Botswana citizens) or Passport copy (for non-citizens) of the Shareholders/ Board members (Resident & work permit for non-citizens)
- Board resolution specifying the person authorized to act on behalf of the company, identification document(s) and proof of residency of the authorized person(s)
- Proof of business address
- Trade license
- Tax clearance certificate
- **Atleast 3 months** bank statement/ Latest financial statements and/or bank account confirmation later

Societies/ Associations/ Unions/ Religious Organizations/ Trusts

- Certificate of registration or other founding documentation
- Copy of Constitution/ Rules
- Trust instrument
- Identification documents for Office bearers/settlor, trustee, beneficiaries, protector
- Copy of resolution authorizing the transaction/ business relationship, identification document (s) and proof of residency of the person(s) authorized to act on behalf of the society/church/club/trust
- Proof of business address
- Tax Certificate
- Nature of business (where applicable)
- **Atleast 3 months** bank statement/ Latest financial statements and/or bank account confirmation later

DATA PROTECTION CLAUSE

Metropolitan will collect and use personal data relating to you and your directors, shareholders, agents, and authorized representatives as necessary to perform this agreement, conduct mandatory onboarding, and fulfil legal or regulatory obligations, including anti-money laundering and credit screening. In order to deliver our services and meet our legal obligations, Metropolitan may disclose such personal data to trusted parties such as members of the Momentum Group, third-party service providers, or professional advisers for storage and processing on our behalf.

Furthermore, Metropolitan is obligated to disclose personal data to governmental authorities, regulators, law enforcement, or exchanges where required by applicable law, in the public interest, or as necessary for the performance of a contract. Any such sharing is done only where necessary and with appropriate safeguards in place to protect your information.

Following the termination of your relationship with Metropolitan, your personal data will be retained in accordance with our data & document retention policies only for as long as is required to satisfy legal, tax, or regulatory requirements. Detailed information regarding your data protection rights and Metropolitan's processing practices, including how to exercise your data rights, is available in our Privacy Notice at: metropolitan.co.bw/life

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. I undertake to notify Metropolitan of any changes to the information provided in my customer profile or KYC documentation, including but not limited to changes in employment status, residence, or PIP/PEP status. Metropolitan shall take reasonable steps to ensure that personal data is kept accurate and up to date, including requesting updated information as required to ensure the integrity of its records.,

Full Name: Designation / Position:

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