



Know Your Customer (KYC) - Individuals (Update)

1. PERSONAL DETAILS

POLICY NO:

Title: Name(s): Surname:
Date of Birth: Omang /
Passport No: Nationality:

2. ADDRESS & CONTACT DETAILS

Postal Address:
Residential Address Plot No: Ward: Town/Village:
Country:
Duration of Stay If less than 2 years, provide previous address details below:
Previous Plot No: Ward: Town/Village:
Country: Mobile No:
Email: Alternative No:

For proof of address please submit documents that are latest/not more than 3 months)

3. BANKING DETAILS

Bank Name: Branch:
Account No Account Type:
Source of Income - e.g. salary: State nature of Business if funds received from other sources

4. EMPLOYER DETAILS

Employer: Occupation:
Place of work: Work Telephone No:

Prominent Influential Person (PIP) Are you, any family member or close associate of yours, currently in a prominent or influential position in any country or have you or any of them held any such position in the recent past?

Yes ☐ No ☐

If Yes, please indicate

A prominent influential position is:

A person who is entrusted with public functions within Botswana or by a foreign country, his or her close associates or immediate member of the family or an international organisation and includes a

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| a) ☐ President; | i) ☐ Kgosi or Motshwarelela Bogosi |
| b) ☐ Vice President; | j) ☐ Senior executive of a private entity, |
| c) ☐ Cabinet Minister; | k) ☐ Senior Executive of a public body |
| d) ☐ Speaker of the National Assembly; | l) ☐ Senior executives of international organisations |
| e) ☐ Deputy Speaker of the National Assembly; | m) ☐ Senior executives of a political party |
| f) ☐ Member of the National Assembly; | n) ☐ Such a person prescribed who is or has been entrusted with a prominent function by an international organization |
| g) ☐ Senior government official; | |
| h) ☐ Judicial officer | |

If associate or related to a PIP/PEP, who and what is the relationship?

Relationship

Name Surname Position

5. ANTIMONEY 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: Valid and certified ID/Passport, work & residence permit for foreign nationals
- Source of funds/proof of income in the form of current payslip in the company letter head/or most recent 3 months bank statements/ Stamped confirmation of employment in a company letterhead indicating salary amount.
- Proof of residence: Utility bill not older than 3 months indicating customer names and address, lease agreement, Police affidavit or a stamped confirmation of employment in a company letterhead.
- **NB**: Source of income for Stop order payment should be strictly Payslip
- **NB**: Source of income for debit order payment should be strictly 3 months bank statement(within 3 months)

6. 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

6 DECLARTION

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.w

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