

# Annexure A

## KYC checklist



Before we can enter into a transaction with you, the Financial Intelligence Act of Botswana (2019) and the Financial Intelligence Regulations (2019) as well as the Non-Bank Financial Institutions Regulatory Authority (NBFIRA) requires that we verify both the identity of the Legal Entity in whose name the Unit Trust Investment will be opened, as well as the identities of all beneficial owners, controlling persons and authorised signatories associated with the Legal Entity. We also require certain information from the legal entity and its beneficial owners, controlling persons and authorized signatories to establish residency, citizenship, countries of incorporation and/or operation and tax in order to perform regulatory reporting.

### Please submit the following verification documents:

#### The following documents must be submitted for all beneficial owners, controlling persons, and authorized signatories;

Copy of identity document (ID) e.g Omang; or

Copy of Passport (if foreign national).

Proof of residential address

*Please ensure that documents clearly show your Full names, Surname, ID number and issue date.*

#### 1. Close Corporations

Certificate of Incorporation

Stamped Amended Certificate of Incorporation, only applicable if changes have been made

Proof of physical address for the Close Corporation

Resolution of Authorised Signatories with specimen signatures

Proof of Identity of all Members, beneficial owners and controlling persons of the Close Corporation

Proof of Identity of all persons authorised to act on behalf of the Close Corporation

Proof of residential address of all beneficial owners and controlling persons of the Close Corporation

Form C – completed by all members and authorised signatories of the Close Corporation

Latest Audited Financial Statements

Proof of registration for Income tax and VAT (if applicable) with BURS

If exempt from tax, proof of exemption

Proof of regulation, if applicable

Proof of banking details

Ownership structure

#### 2. Partnerships

Stamped Founding Statement and/or Partnership Agreement

Proof of physical / Operating address for the Partnership

Resolution of Authorised Signatories with specimen signatures

Proof of Identity of all Partners, beneficial owners and controlling persons of the Partnership

Proof of Identity of all persons authorised to act on behalf of the Partnership

Proof of residential address of all beneficial owners and controlling persons of the Partnership

Form C – completed by all Partners and authorised signatories of the Partnership .

Proof of registration and registration number of the partnership

Proof of banking details

Proof of registration with BURS for income tax and VAT

#### 3. Trusts

##### Inter Vivos

Trust Deed

Letters of Authority (Stamped by the Master of the High Court)

Proof of physical address of the Trust

Resolution of Authorised Signatories with specimen signatures

Proof of Identity of Founder and all Trustees

Proof of Identity of all persons authorised to act on behalf of the Trust

Proof of Identity of all named beneficiaries of the Trust, if beneficiaries are not named, we require detailed particulars of how beneficiaries will be determined

Proof of residential address of all beneficial owners of the Trust

Form C – completed by all Authorised Signatories of the Trust

Form C – completed by all Trustees and Founders

Form C – completed by all Named beneficiaries who have a tax liability outside of Botswana; are citizens of another country or are resident outside of Botswana

Proof of banking details

##### Testamentary, Curatorship and Trusts by Court Order

Last Will and Testament or Trust Deed

Letters of Authority (Stamped by the Master of the High Court)

Resolution of Authorised Signatories with specimen signatures

Proof of identity of the Trustee(s)

Proof of Identity of all persons authorised to act on behalf of the Trust

Proof of residential address of all persons authorised to act on behalf of the Trust

Form C – completed by all Authorised Signatories of the Trust

Proof of banking details

## 4. Companies

### Public Listed Company

Certificate of Incorporation  
Proof of physical address  
Proof of Banking Details  
Certificate of Name change (if applicable)  
Organogram showing ownership and control structure of the Public Listed Company;  
Directors Resolution of Authorised Signatories with specimen signatures on a company letterhead  
Proof of Identity of all controlling persons and persons/entities that hold 10% or more voting rights  
Proof of Identity of all Authorised Signatories  
Proof of residential address of all Authorised Signatories  
Form C – completed by controlling persons and persons/entities that hold 10% or more voting rights  
Form C – completed by all Authorised Signatories of the Public Listed Company  
Proof of registration with BURS for Income tax and VAT registration  
Latest audited financial statements (if not available on BSE and company website)  
Confirmation of the nature of the business (Regulatory licenses and AFS may be used)  
Tax exemption certificate (if applicable)

### Private Unlisted Company

Certificate of Incorporation  
Proof of Address  
Proof of Banking Details  
Certificate of Name change (if applicable)  
Organogram showing ownership and control structure of the Private Company;  
Directors Resolution of Authorised Signatories with specimen signatures on a company letterhead  
Proof of Identity of all controlling persons and persons/entities that hold 10% or more voting rights  
Proof of Identity of all Authorised Signatories  
Proof of residential address of all Authorised Signatories  
Form C – completed by all controlling persons and persons/entities that hold 10% or more voting rights  
Form C – completed by all Authorised Signatories of the Private Unlisted Company  
Proof of registration with BURS for Income tax and VAT registration  
Latest audited financial statements (if not available on BSE and company website)  
Confirmation of the nature of the business. Regulatory licenses and AFS may be used  
Tax exemption certificate (if applicable)

## 5. Other Legal Entities

Proof of principal activities

### 5a Unions, Associations, Medical Schemes, Clubs, Churches, etc.

Founding Document  
Proof of physical address  
Proof of Banking Details  
Members Resolution of Authorised Signatories with specimen signatures  
Proof of Identity of all persons authorised to act on behalf of the Legal Entity  
Proof of residential address of all persons authorised to act on behalf of the Legal Entity  
Form C – completed by all Authorised Signatories of the Legal Entity

### 5b Motshelo

Founding Statement.  
Proof of Address for the Motshelo. If the Motshelo does not have an operating address, then the address of the Chairperson will suffice.  
Members Resolution of Authorised Signatories with specimen signatures  
Proof of Identity of all persons authorised to act on behalf of the Motshelo, including the Chairperson.  
Proof of residential address of all persons authorised to act on behalf of the Motshelo, including the Chairperson.  
Form C – completed by the Chairperson and all Authorised Signatories of the Legal Entity  
Proof of Banking Details

## 6. Pension/Provident Funds

A copy of a registration document reflecting the Fund's Registration Number  
Resolution of Authorised Signatories with specimen signatures on a company letterhead that shows registered address  
Proof of Identity of all persons authorised to act on behalf of the Retirement Fund  
Proof of residential address of all persons authorised to act on behalf of the Retirement Fund  
Form C – completed by all Authorised Signatories of the Retirement Fund  
Fund rules  
Proof of banking details  
Proof of Address  
Certified copy of tax exemption certificate  
Identification documents of all the trustees  
Confirmation of any beneficial owners with 10% or more of the fund

## 7. Government Entity

Act of Parliament  
Proof of physical address  
Proof of Banking Details  
Certificate of Name change (if applicable)  
Directors Resolution of Authorised Signatories with specimen signatures on a company letterhead  
Proof of Identity of all Authorised Signatories  
Proof of residential address of all Authorised Signatories of the Public Listed Company  
Form C – completed by all Authorised Signatories of the Public Listed Company  
Proof of registration with BURS for Income tax and VAT registration  
Latest audited financial statements (if not available on BSE and company website)  
Tax exemption certificate (if applicable)

## 8. Discretionary Financial Services Providers and Brokers

### 8.1 Onboarding a Financial Services Provider / Broker

A copy of brokerage license and Annexures reflecting the FSP/Broker number

Resolution of Authorised Signatories for the FSP/Broker with specimen signatures on a company letterhead that shows registered address

Proof of Identity of all persons authorised to act on behalf of the FSP/Broker

Proof of residential address of all persons authorised to act on behalf of the Financial Services Providers

Certificate of incorporation / Certificate of registration

Proof of banking details

### 8.2 Onboarding a Client of the FSP/Broker

Proof of Identity for client that the FSP/Broker is authorised to act on behalf of of the FSP/Broker

Proof of residential address of all persons authorised to act on behalf of the FSP/Broker

Signed Discretionary Mandate between the client and the FSP/Broker

Form C – completed by all Authorised Signatories of the FSP/Broker who are allowed to sign on behalf of the client

## 9. We may require additional documents if:

- You are not a Botswana citizen or Botswana registered entity
- We are unable to verify your information
- You are tax resident outside of Botswana

### 9.1 These may include:

- Proof of Address
- Proof of Banking Details
- Proof of Source of Funds

## 10. Documents that we accept as proof of address:

- Utility bill in the entity's name (Council Rates and Taxes, Water, Electricity)
- Copy of Telecommunications contract statement in the entity's name
- Letter from the Rental company on a rental letterhead
- Copy of BURS document (excluding assessments or e-filing documents) which displays physical address.
- Copy of lease or rental agreement which displays physical address (it is acceptable to only accept the first and last page of the lease agreement if the lease period is reflected in these pages)
- Affidavit
- A letter from the company secretary