

## KYC - CLOSE CORPORATIONS

A **CLOSE CORPORATION** is a registered business defined in terms of Section 1 of the Close Corporation Act. Its members may be natural persons only.

### How to submit documentation for our records:

Copies of documents that we need you to provide us with for our records can be certified by a commissioner of oaths. Alternatively the originals of the documents you present to us will be returned after being verified and copied by an FNB Staff member.

Check with us if any documents or information are not easily available.

We must have verified all documents required for compliance with the Financial Intelligence Act 3 of 2007 (FIA) before we are permitted to enter into any transactions or allow any transaction to be made (including deposits) over any account in your name or your trading name:

### 1. WE REQUIRE THE FOLLOWING DOCUMENTS FROM YOU AS *THE CLOSE CORPORATION ITSELF*

- a) The founding Statement or Amended Founding Statement
- b) Certificate of Incorporation
- c) Certificate of Change of Name (if applicable)
- d) Approved document/s reflecting the registered name, registered physical address and trading name of the close corporation. If Head office who is to be our client is different, a separate document is required for each address.
- e) Documents issued by the Receiver of Revenue/ similar authority reflecting the income tax number and documents reflecting the VAT number (if applicable)

### 2. WE REQUIRE THE FOLLOWING DOCUMENTS FROM *KYC RELATED PARTIES OF YOUR CLOSE CORPORATION*

The following persons are Related Parties of your Close Corporation:

- 1) All members of the Close Corporation
- 2) Any person/s authorized to establish a business relationship or a signatory on the account of the close corporation

#### Documents required for the 1 & 2 above.

##### a) *Identification Documents*

##### Namibian residents:

- A Namibian Identity Document
- A Valid Namibian Passport

##### Foreign National Persons:

A valid foreign passport including a copy of the relevant permit or visa (must include "business" if trading in Namibia)

##### b) Authority to Act.

A Document to verify the authority to act on behalf of your Close Corporation (if applicable)

### 3. OUR BANK FORMS SUPPORTED BY RELEVANT TERMS & CONDITIONS

- a) Mandate by a Close Corporation
- b) Signature Card
- c) Selected Produce application forms and their relevant terms and conditions
- d) Applications for various value added and special service solutions, together with their respective terms of use.