



## APPLICATION FOR MEMBERSHIP - INDIVIDUAL ACCOUNT

### APPLICANT'S DETAILS

Date of Application:.....

Personal Details		
First Name:	Middle Name:	Last Name:
Date of Birth:	ID/PP No:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality:		
Mobile No:	Telephone No (Land line):	
Location:	County:	
District:	Division:	
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Other (specify) <input type="checkbox"/>		
Accounts with other institutions	1.	3.
	2.	4.

Addresses		
Mailing Address		
P.O Box:	Postal Code:	Town
Physical Address/ Residence		
Plot/Hse. No:	Street:	
Location:	How long have you resided at this address?	

Next of Kin (Contact Person) - Fill the Nominee/Beneficiary Form	
Next of Kin name:	Relationship:
Age:	If a minor, name of guardian:
ID No:	
Address (next of kin):	Telephone No:

Employment Details	
If in formal employment	
Name of Employer:	
Employer's Address:	Telephone No:
Position held:	Date of Employment:
Terms of Employment (permanent/temporary)	
If self-employed	
Nature of Business (Sole proprietorship, Partnership etc.):	
Business Name:	
Physical business location:	Year of Commencement:

Expected income per month

Less Than KES 0.5M <input type="checkbox"/>	KES 1M - 2M <input type="checkbox"/>	KES 4M - 8M <input type="checkbox"/>	
KES 0.5M - 1M <input type="checkbox"/>	KES 2M - 4M <input type="checkbox"/>	Greater Than KES 8M <input type="checkbox"/>	

### AUTHORIZED SIGNATORY



Name:.....

Signature:



# KINGDOM SACCO LIMITED

P.O Box 8017 – 00300 Nairobi Tel: 020-2089715 Mobile: 0720 838422  
Website: www.kingdomsacco.com

## APPLICATION FOR MEMBERSHIP - INDIVIDUAL ACCOUNT

### Bosa Account Details

Account Name:

Voluntary Assignment:

I undertake to make contributions of Kshs: \_\_\_\_\_ on a monthly basis.

Signature :

Signing instruction (Myself Only)

With agent (Attach Agent Nomination Form)

### Fosa Account Details

Account Name:

KSA Individual

KSA Salary

Imara Account

Heritage Account

### Alternate Banking Channels (tick as Appropriate and Fill the Application Form)

ATM

Withdrawal Limit  
Signature: \_\_\_\_\_

I accept the terms & Conditions for the ATM

SMS Banking

Preferred Mobile Banking Number:

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Signature: \_\_\_\_\_

Preferred Accounts: 1

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2

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3

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4

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I accept the terms & Conditions for Mobile Banking

E-Statements

Email address: \_\_\_\_\_

Monthly  Quarterly  Weekly  Daily

Signature: \_\_\_\_\_

I accept the terms & Conditions for E-statements

### Referee

Name:

ID NO:

Signature:

SACCO No.:

### Bosa Accounts Requirements

- Duly completed registration form;
- If 18 years and above, a copy of the national ID
- Copy of KRA PIN Certificate
- If below 18 years, a copy of Birth Certificate and copy of the guardian's ID
- One (1) passport size photographs and additional one (1) for the guardian if a minor
- Completion of Nominee form
- Payment of non-refundable registration fee of Kshs. 550
- Fully paid up share capital of 300 shares of Ksh. 20 each
- Minimum monthly contribution of Ksh. 1000

### Fosa Accounts Requirements

- Duly completed registration form;
- If 18 years and above, a copy of the national ID
- If below 18 years, a copy of Birth Certificate and copy of the guardian's ID
- Two (2) passport size photographs and additional two (2) for the guardian if a minor
- Completion of nominee form
- Share capital of Kshs. 500
- Account opening is free



# KINGDOM SACCO LIMITED

P.O Box 8017 – 00300 Nairobi Tel: 020-2089715 Mobile: 0720 838422

Website: [www.kingdomsacco.com](http://www.kingdomsacco.com)

## APPLICATION FOR MEMBERSHIP - INDIVIDUAL ACCOUNT

### TERMS AND CONDITIONS

#### Customer's Instructions.

The member will give to the SACCO in form acceptable to the SACCO a specimen of the signature of the member and any other person authorized by the member to operate the account. The SACCO reserves the right to reject the specimen and the SACCO shall not be obliged for giving its reasons for so doing.

#### Representations and Warranties.

Where a member is borrowing from the SACCO, you hereby represent and warrant to the SACCO that:

- All necessary consents and approvals required for you to accept the facilities and to make all payments to the SACCO have been obtained and are in full force and effect;
- The counter indemnity, the corporate guarantee and the personal guarantees will constitute valid and binding obligations of the parties thereto (other than SACCO) enforceable in accordance with your respective terms;
- No action, suit or proceeding is pending or threatened against you or any guarantor which could or might have a material adverse effect on the borrower's or such guarantors respective condition, financial or otherwise.
- Neither the borrower nor the guarantor (or would with the giving of notice or passing of time or both be) in default in respect of any of its indebtedness whether to the SACCO under the facility and/or to any other person (including obligations under guarantees and indemnities.)
- The borrower is duly incorporated with limited liability as a private company and are validly existing under the laws of Kenya and the borrower has undertaken all necessary corporate authorizations to enter into and perform its obligations under the facilities and the counter indemnity and has complied with all material statutory and other legal requirements relative to their business;
- All information provided to the SACCO by the borrower was, when given, true and did not omit anything material to be known by any proposed lender to the borrower and no change has occurred since the date the information was supplied which renders it inaccurate or misleading.
- Since the date of the borrower's latest audited accounts (which have been prepared in accordance with generally accepted accounting principles and practices in Kenya consistently applied and which fairly and accurately represent the financial position of the borrower, the chargers and the associates) there has been no material adverse change in the borrower's business, assets or financial condition; and the representations and warranties set out here in above shall be deemed repeated by the borrower and as of each day that there are monies due to the SACCO hereunder and/or under the securities referred to herein.

#### Set Off.

The SACCO may, without notice to the member set off against any account or indebtedness of the member or any other person for whom the member is surety;

- Any other account whether transactional, loan, saving or any other type of account; or
- Any time or other deposit

#### Simultaneous Order of Funds

Where the SACCO receives several instructions from the member at approximately the same time, the total amount of which exceeds the available assets of or the credit available to the member, the SACCO may in its sole discretion honour the orders in whatever manner it thinks fit, subject to the limit of the funds available in the account to comply with the said instructions

#### Bank Charges and Expenses

The SACCO is entitled to be paid by the member and may debit the account with:

- Interest-charges (including default interest) on any overdrawn account, loan account or on any other facility granted by the SACCO to the member, at a per annum rate to be determined by the SACCO at its sole discretion, without notice to the member and within the limits permitted by law. Such interest is calculated on daily balances and debited monthly.
- Legal Charges- 'Advocate and Client' costs incurred by the SACCO in obtaining legal advice in connection with the accounts and/or any dealings by the member.
- Commission-commission charges at such rates and at such time or times as the SACCO may decide.
- Other charges and expenses-in addition to the debits set out in sub-clauses (a), (b), and (c) of this clause, all other expenses and charges made

The SACCO may assign and/or transfer all or any of its rights, benefits and obligations under these terms and conditions to any person at any time. Where the customer is borrowing from the SACCO, they shall not be entitled to assign any part or whole of any facilities or to transfer to any or the borrower's (and/or any of the guarantors) the rights and obligations under any facility in the account opening form.

#### Variation

The SACCO may vary these terms and conditions or any part thereof at any time or times subject to the requirements of any statute. Notification of any such variation shall be given to the Customer either in writing or by publication thereof by such means as the SACCO may decide and a variation so effected shall be binding on the member.

#### Safe Custody Item

Any article received by the SACCO for storage or safe keeping is

#### DEFINITIONS OF TERMS:-

- The "Sacco" refers to Kingdom Sacco Society Limited
- The "Bank" refers to the Co-Operative Bank of Kenya Ltd

by the SACCO as more particularly set out in the SACCO's tariff of charges which shall apply from time to time.

#### Statements Deemed Approved

The contents of any statements issued by the SACCO to the member to which the member has not objected to within 28 days of receipt shall be deemed to be approved by the member, shall not be challenged by the member on any ground, including the lack of mandate on the part of the SACCO or;

#### Delay by customer in lodging Complaints

The SACCO is not obliged to make any inquiry into any matter relating to the account unless the member has made a written complaint of the matter to the SACCO as soon as is reasonably possible after receipt by the member of such notification.

#### Deposit of Cheques

Any cheque or any other orders for payment of whatsoever nature shall be accepted by the SACCO for deposit or collection at the risk of the member. Any money credited by the SACCO to the account in error must be repaid to the SACCO together with any applicable interest within twenty four (24) hours upon demand being made by the SACCO to the member.

#### Duty on SACCO to Protest

The SACCO is not liable to the member for any loss or damage suffered or likely to be suffered by the member or any other party, if any dishonoured bill is not protested. The SACCO will nevertheless use its best endeavours to ensure that any dishonoured bill is to be noted or protested (or both) provided that SACCO receives instructions from the member to do so in reasonable times.

#### Repayment of Overdrawn Account.

The SACCO is entitled to demand from the member the immediate repayment in full, together with interest, if the member's account is Overdrawn.

- Where cash cheque is presented not by the member but by a third party, the SACCO may require confirmation from the member or from an authorized person before it makes payment to the third party.
- Where the member requests the SACCO to make a payment clause 16(b) hereto the member indemnifies the SACCO on a full and unqualified basis in respect of all payments made to the presenter of the cheque whether or not the money is received by the member and whether or not the order for payment is in fact the order of the member.

On receipt of a written notice from the account holder to the SACCO to stop payment of a cheque, the SACCO shall within such reasonable period act upon the said notice provided that the notice is signed by an authorized signatory and is received by the SACCO before the payment is effected.

#### Lien

- A member indebted to the SACCO, the SACCO has a general lien over all the property of the member in the SACCO's possession, including but not limited to cash, goods, securities or valuables deposited for safe custody or as security, cheques presented for repayment. Bills and any other property (movable or immovable) charged by the member in favour of the SACCO to secure the repayment of any money (actual or contingent) whether or not that money has been repaid by the member to the SACCO;

- Where the right of set off arises, the property of the members set out in paragraph 12(a) is held by the SACCO as security for the indebtedness so arising;

- The SACCO may, at any time give the member notice in writing that if an accrued debt is not paid within a stipulated period of time after receipt by the member of the said notice, the SACCO may without any further notice to the member enforce any of its rights and remedies under any securities or property held by the SACCO to discharge the debt.

In the event of the SACCO exercising its rights or remedies under the provisions of clause 12(c) hereto then, any money held by the SACCO in foreign currency denomination which is subject to the SACCO's lien may be set off at the SACCO's rate of conversion on the date converted into Kenya shillings of such set off or conversion. The SACCO accepts no liability for any loss caused by such currency conversion fluctuations.

#### Variation & Termination of Relationship.

The SACCO may at anytime upon notice to the member, terminate or vary its business relationship with the member and may require the repayment by the member of any indebtedness of the member to the SACCO resulting from such determination or variation.

#### Freezing of an Account

The SACCO in its sole discretion may at any time freeze the account, if not received on the following terms and conditions:

- The article is received by the SACCO for the account of the depositor.
- The article is received by the SACCO at the sole risk of the depositor as regards any damage to or loss of the article through any cause whatsoever including but not limited to moth, vermin, heat, leakage and the bank accepts no responsibility for any such damage or loss except in so far as this clause expressly provides to the contrary.
- The SACCO undertakes to exercise reasonable care in looking after the article and in ensuring that no one article and its contents (if any) attributable to negligence of the SACCO or its employees shall be limited to Kshs. 5,000 unless the SACCO has acknowledged in writing after such proof as it may require that such article together with its contents (if any) is of a specified value in excess of that sum.
- The SACCO has a lien over the article and any other such article deposited with the SACCO for storage or safe keeping for any

so long as (i) there is any dispute between the member and the SACCO, or (ii) if the SACCO has any reason to suspect that a fraud has been committed or (iii) if the SACCO account is being operated by the member for an illegal transaction (iv) the SACCO has any doubt for any reason that the member is not the person(s) entitled to operate the account.

#### Cheque Books

The cheque book is issued by the SACCO to the member, subject to the cheque book terms and conditions stipulated in the cheque book. The SACCO may refuse to make payment to the member or any third party on any cheque which is not drawn in the manner specified in the cheque book terms and conditions.

#### Payment of Cash.

- The SACCO will only pay cash to the member where the cheque form is signed by an authorized signatory in the presence of the teller; the member's account is overdrawn.
  - Where a cash cheque is presented not by the member but by a third party other, the SACCO may require confirmation from the member or form an authorized person before it makes payment to that third party.
  - Where the member requests the SACCO to make a payment clause 16(b) hereto the member indemnifies the SACCO on a full and unqualified basis in respect of all payments made to the presenter of the cheque whether or not the money is received by the member and whether or not the order for payment is in fact the order of the member.
- On receipt of a written notice from the member to the SACCO to stop payment of a cheque, the SACCO shall within such reasonable period act upon the said notice provided that the notice is signed an authorized signatory and is received by the SACCO before the payment is affected.

#### Liability

The SACCO shall not be liable in any way to the Customer or to any third party for making payment on the presentation of a cheque, even negligently, where the signature or content of the cheque has been forged:

- The member has facilitated in such forgery; or
- There has been a previous forgery of a cheque of the member without the member having objected to the payment.

#### Validity of Documents

The SACCO is not responsible for the authenticity, validity, regularity or value of documents including but not limited to bills of lading, delivery orders, consignment documents, receipts, warrants and insurance policies.

#### Communications

- All notices, statements, letters and other communications to or from the SACCO to the MEMBER (or vice versa) shall be sent to the addresses provided.
- Any written communication from the SACCO to the member including but limited to any notice given pursuant to these terms and conditions shall be deemed to have been received by the member, if delivered, at the date and time of delivery, and if sent by post it shall be sufficient to prove that the letter containing the communication was properly stamped and addressed.
- The member has no claim on the SACCO for damaged resulting from loss, delay, misunderstanding, mutilation, duplication or any other irregularity due to the transmission of any communication whether to or from the member, the SACCO or any other third party by delivery, post, fax, telegraph, telephone, telex or any other form of cable communications.

#### Interpretation

In these terms and conditions the expression the 'Member' shall mean a person admitted to membership after registration in accordance with the by-laws.

#### Disclosure

The SACCO may disclose any information about the member to any person in connection with any actual or likelihood of default by the member. This right to disclose includes disclosing information under these terms and conditions (including the assignments or transfer of all the company's or the SACCO's rights and obligations under these terms and conditions.)

#### Assignment.

outstanding charges payable to the SACCO on account of services provided by the SACCO for storage or safe keeping of the article or any other such article and pursuant to that lien the Bank is authorized to open any package or envelope containing the article or any other such article and to exercise in respect of the article or any other such rights as the Bank is permitted by the general terms and conditions to exercise over any property over which the SACCO has a lien.

- In the event of death of the depositor the SACCO will release the article to the depositor's personal representatives upon the production by such personal representatives of a valid grant of probate or administration and payment of all outstanding charges due to the SACCO in respect of storage or safekeeping of the article.

#### SACCOLINK ATM CARD



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## APPLICATION FOR MEMBERSHIP - INDIVIDUAL ACCOUNT

- "Branch" means a branch of the Kingdom Sacco Society Limited
- "Business day" means a day on which banks are normally open for ordinary business in Kenya excluding Saturday, Sunday and gazetted public holidays.
- "Customer instructions" means any request or instructions from the Cardholder to the Sacco or bank.
- "SaccoLink" refers to the Sacco electron debit card
- "Pin" means any confidential password, code or number, whether issued to the Sacco by the bank or adopted by the Sacco and accepted by the bank which may be used to access Co-opswitch network.
- "ATM" means Automatic Teller Machine
- "Sacco Cardholder" refers to a Sacco customer who has been issued with an ATM card together with a corresponding personal identification number (PIN)
- "Transaction fees" These are the ATM transaction charges.
- "24 hr service hotline" refers to the telephone number on the reverse side of the SaccoLink card.
- HOT CARD A card that is reported stolen or lost.

### JOINT ACCOUNT

Account held jointly by two or more persons whose mandate is "Any to sign" Accounts which require more than one signatory will not be issued with SaccoLink card.

### GENERAL CONDITIONS

Please note that after initial registration we will never contact you (or ask anyone to do so on your behalf), with a request to disclose your security details in full. If you receive any such request from anyone (even if they are using our name and logo and appear to be genuine) then it is likely to be fraudulent and you must NOT supply your security details to them in any circumstances. Additionally, you should report any such requests to us immediately. Where a transaction using the Mobile Banking Service has been carried out using your security details, but you subsequently show that the transaction was not authorized by you, you will not be liable for that transaction provided you have kept your security details secret, not acted fraudulently, acted with reasonable care and acted in accordance with these Terms.

You will be responsible for all instructions given by you or anyone acting with your authority between the times you pass the security procedure until you exit from the Mobile Banking Service. Please note that this includes any input errors or instructions sent by someone other than yourself so please do not leave your mobile phone unattended while you are still logged onto the Mobile Banking Service.

You are responsible for making sure information either shown or stored on your mobile phone is kept secure. You must advise us of any change to your mobile phone number or email address.

### PROPRIETARY RIGHTS AND LICENSE

All trademarks, copyright, database rights and other intellectual property rights of any nature in Mobile Banking together with the underlying software code are owned either directly by Kingdom Sacco or by Kingdom Sacco's licensors. Kingdom Sacco hereby grants you a worldwide, non-exclusive, royalty-free revocable license to use Mobile Banking for your business and personal use in accordance with these terms.

### CONDITIONS OF USE

You will not, nor allow third parties on your behalf to Make and distribute copies of Mobile Banking; Attempt to copy, reproduce, alter, modify, reverse engineer, disassemble, decompile, transfer, exchange or translate Mobile Banking; Create derivative works of Mobile Banking of any kind whatsoever. Mobile Banking is currently made available to you free of charge for your personal, non-commercial use save for transaction fees charged while using the service. Kingdom Sacco reserves the right to amend or withdraw

1. The SaccoLink Card is neither a credit card nor a cheque guarantee card and shall not be presented as such.
2. The SaccoLink Card is for use only at Co-op Bank ATMs, other Bank Visa branded ATMS and at Visa branded merchant point of sales.
3. The Sacco/Bank reserves the right to withdraw the use of SaccoLink Card or to refuse request for authorisation of any SaccoLink card transaction at any time and without prior notice.
4. The SaccoLink Card once issued to the Cardholder is not transferable.
5. The SaccoLink Card is the property of the Sacco and the Card holder undertakes to return the card to the Sacco or Sacco/Fosa on demand.

### USE OF PERSONAL IDENTIFICATION NUMBER (PIN)

1. The Cardholder will be issued with a PIN.
2. The Cardholder shall exercise due care and attention to ensure safety of the card and secrecy of the PIN at all times and to prevent the loss of and or use of the card or PIN by any third party.
3. The Sacco is authorised to debit the Cardholder's account with all amounts withdrawn by means of the SaccoLink Card using the PIN.
4. The cardholder must not put the card and PIN together. The Cardholder should change the PIN immediately on suspicion the PIN is compromised.

### LOST / STOLEN SACCOLINK CARD

1. If the SaccoLink Card is lost or stolen or misplaced the Cardholder must notify the Sacco or call the number on the reverse side of the SaccoLink Service Point. Verbal notification must be confirmed in writing immediately;

### the Mobile

Banking service, or charge for the Mobile Banking service provided to you in accordance with these terms, at any time and for any reason.

You acknowledge that the terms of agreement with your respective mobile network provider ("Mobile Provider") will continue to apply when using Mobile Banking. As a result, you may be charged by the Mobile Provider for access to network connection services for the duration of the connection while accessing Mobile Banking or any such third party charges as may arise. You accept responsibility for any such charges that arise.

If you are not the bill payer for the mobile telephone or handheld device being used to access Mobile Banking, you will be assumed to have received permission from the bill payer for using Mobile Banking.

### AVAILABILITY

This Application is available to handheld mobile devices running Apple iOS and Android Operating Systems. Kingdom Sacco will use reasonable efforts to make Mobile Banking available at all times. However you acknowledge Mobile Banking is provided over the Mobile and mobile networks and so the quality and availability of Mobile Banking may be affected by factors outside Kingdom Sacco's reasonable control.

### SYSTEM REQUIREMENTS

In order to use Mobile Banking, you are required to have a compatible mobile telephone or handheld device, Mobile access, and the necessary minimum specifications ("Software Requirements"). The version of Mobile Banking software may be upgraded from time to time to add support for new functions and services.

### TERMINATION

Kingdom Sacco may terminate use of Mobile Banking at any time by giving notice of termination to you. Upon any termination, (a) the rights and licenses granted to you herein shall terminate; (b) you must cease all use of the Software

### LIMITATION OF LIABILITY

In no event will Kingdom Sacco be liable for any direct, indirect, special, punitive, exemplary or consequential losses or damages of whatsoever kind arising out of your use or access to Mobile Banking. Kingdom Sacco is not liable to you for any damage or alteration to your equipment including but not limited to computer equipment, handheld

and a lost/stolen letter of indemnity shall be signed by the Cardholder.

2. A Lost or stolen card notice shall indicate the particulars of the cardholder including name, address, Branch that issued the Card, account number, card number, and date of reporting. Once the notice is received the particulars of the Lost/stolen SaccoLink Card will then be input on the Hot Cards list.

3. In case of dispute over effective date and time of reporting loss or theft, in relation to 1 above, the time and date of receipt of the written confirmation shall be regarded as the date of notification to the Bank.

4. The Cardholder shall be liable in respect of any transaction instructions affecting the Sacco account that is given with a valid PIN.

5. The Cardholder shall give to the Bank or any person acting on Bank's behalf all necessary assistance in any investigations, avail all information as to the circumstances of the loss or theft of the SaccoLink Card, and take all reasonable steps to assist recovery of the SaccoLink Card.

6. A lost card that is recovered by the Cardholder should be returned to the nearest branch of the Sacco. The Sacco or Bank has discretion on approving continued use of such a card.

If the report of a loss or theft of card is communicated by someone other than the cardholder, the Sacco/Bank shall not be held liable for any damages thereto.

device or mobile telephones as a result of the installation or use of Mobile Banking.

### DISCLAIMER OF WARRANTIES

Kingdom Sacco hereby disclaims all implied warranties with regard to its Mobile Banking. The Mobile Banking platforms are provided "as is" and "as available" without warranty of any kind.

### TERMS AND CONDITIONS FOR LOAN APPLICATION ON MOBILE BANKING

All the information required must be provided for an application to be processed. The applicant must ensure the information provided is true to the best of his/her knowledge and belief.

All loans should be repaid within the specified period failure to which the Society will take the appropriate measures in the recovery process at its disposal and all costs of recovery will be transferred to the member.

The minimum savings to qualify for a loan shall be as determined by the Society. The amount shall not include the share capital. Members with loans will be required to save a percentage amount based on the total loans outstanding.

All loans shall attract a monthly insurance premium which will be determined by the prevailing Insurance rate.

The Board of Directors reserves the right to obtain any information from the applicant that it may deem necessary for purposes of loan processing.

The borrower hereby consents/authorizes to the Society to seek information from a Credit Reference Bureau or any other regulatory body prior to processing the loan application and charge credit referencing fees to his/her account. The credit referencing fees shall be determined by the society from time to time.

The borrower hereby consents to the Society to sharing any relevant information obtained pertaining to the borrower and / or his/her guarantors as may be required by law, credit agencies or credit reference bureaus.

The borrower undertakes to comply with all legal and financial requirements relating to valuation of the collateral and securities perfection.

All loans applied through the Mobile Banking Application shall be deemed to be have been applied in full authority of the applicant and he/she accepts all the above the terms and condition for loan application.

### ACCEPTANCE OF TERMS AND CONDITIONS

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### CUSTOMER INFORMATION CHECKLIST

For each Nationality, Valid identification documents obtained and verified.

- |   |  |
|---|--|
| <input type="checkbox"/> Blacklist checked                              | <input type="checkbox"/> Photographs obtained/captured and authenticated |
| <input type="checkbox"/> Source of Income/Funding obtained and verified | <input type="checkbox"/> Mandate Signatures obtained (where applicable)  |
| <input type="checkbox"/> Diaspora - Verify validity of the Passport     | <input type="checkbox"/> Customer Contact Information obtained           |
| <input type="checkbox"/> IPRS Verified                                  |  |

### For Official Use Only

Authorizing Official's Signature: \_\_\_\_\_

### Verified By

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_ Stamp \_\_\_\_\_

### Approval:

Application approved  Not approved  (Tick as appropriate)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Stamp \_\_\_\_\_