



KYC CHECKLIST - NATURAL PERSON

PART A **INFORMATION REQUIRED**

1.	Full Name(s) and Surname:				
2.	Previous Names (if any):				
3.	Nationality:				
4.	National Identity Number or Passport Number				
5.	Residential Address:				
6.	Contact Particulars:	Tel: 		Cell: 	
7.	Email Address:				
8.	Postal Address:				
9.	Occupation:				
10.	Source of Funds:				
11.	Income Tax Number:				
12.	Are you entrusted with a prominent public function?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
13.	Do you have relatives or close associates entrusted with a prominent public function?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

PART B **COMPULSORY VERIFICATION DOCUMENTS TO BE PROVIDED**

NATURAL PERSON - The original or certified copies of the original documents must be provided (1 to 3)

1.	National Identity Document or Passport	
2.	Proof of Physical Address	Signed Lease Agreement (less than one year old); or Utility Bill such as Municipality Account or Telephone Account (not older than three months old)
3.	Proof of Source of Funds	Bank Statements or Pay slip or Bank Confirmation letter etc. (any document suited to prove source of funds)

In addition (where applicable)

4.	National Identity Document issued under the Namibian Refugee Act 2 of 1999 or the UN Convention of 28 July 1951 Relating to Status of Refugees
5.	Certificate of Domicile (in case of non-Namibian)

I CONFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I FURTHER CONFIRM THAT I HAVE PROVIDED THE NECESSARY DOCUMENTATION AS LISTED UNDER PART B.

Name and Surname: _____

Date: _____

Signature: _____

**FOR OFFICE USE ONLY
CHECKLIST**

NATURAL PERSON

Copies of Document Required		Tick
1.	National Identity Document or Passport	
2.	Proof of Physical Address	Signed Lease Agreement or Utility Bill
3.	Proof of Source of Funds	Bank Statements or Pay slip or Bank Confirmation letter (any document suited to prove source of funds)
4.	United Nations Sanctions Screening	

In addition (where applicable)

Copies of Document Required		Tick
5.	National Identity Document issued under the Namibian Refugee Act 2 of 1999 or the UN Convention of 28 July 1951 Relating to Status of Refugees	
6.	Certificate of Domicile (in case of non-Namibian)	

PEP	YES <input type="checkbox"/>	NO <input type="checkbox"/>
United Nations Sanctions Screening	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Verified by (employee name and surname):		Verified by (Partner/Associate name and surname):	
Signature:			
Date:			