



# Know Your Customer (KYC)

Form Last Completed (MM/YY) \_\_\_\_\_

## FOR INDIVIDUALS

### Personal Details

Title	Name(s)	Surname
Date of Birth	National ID / Passport No.	Nationality

### Address & Contact Details

Postal Address	Physical Address			
Village / Town / City	Country			
Duration of Stay	if >2 years, give previous country of residence			
Telephone No.	Mobile No.			
Fax No.	Email			
For proof of address please submit any of the following valid documents (latest)	Telephone Bill <input type="checkbox"/>	Electricity Bill <input type="checkbox"/>	Water Bill <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>

### Banking Details

Bank Name	Branch
Account No.	Account Type

### Anti-Money 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 e.g. certified copy of ID / Passport
- Omang or Passport if not a citizen
- Work and Residence Permit if not a citizen
- Confirmation of income in the form of most recent payslip or letter from employer
- Confirmation of residential address in the form of a utility bill valid within a period of current 3 months

### Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be liable for it.

Full Name	Designation / Position	
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](mailto:kyc@metropolitan.co.bw)