

KYC Private Company

A **PRIVATE COMPANY** is a company with a share capital as defined in Section 1 of the Companies Act. It has a separate legal personality and its assets are completely separate from those of the members or shareholders. Its purpose and objectives are stated in its Memorandum of Agreement and it is governed and managed in accordance with the provisions of its Articles of Association. Its shares are unlisted and are not freely transferable. All companies must be registered.

A private company name must end with the words "(Proprietary Limited)" or an approved abbreviation thereof. All documents in the Company's name must display its registration number.

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.

We must have verified all documents required for compliance with the Financial Intelligence Act 13 of 2012 (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 THE COMPANY ITSELF

- a) Certificate of Incorporation **CM1**
- b) Certificate to commence business. **CM46**
- c) Subsequent Certificate of Name Changes (if applicable) **CM9**
- d) Memorandum of Association. **CM2**
- e) Articles of Association. **CM44**
- f) Notice of Registered Office and Postal Address which must reflect the stamp of the Register of Companies and carry the signature of the company secretary. **CM22**
- g) Special Resolution. **CM26**
- h) Contents of register of Directors, Auditors and Officers. **CM29**
- i) A list/schedule of shareholders controlling [20% or more of the voting rights](#) at the AGM.
- j) Documents issued by the Receiver of Revenue reflecting the income tax number and Receiver of Revenue documents reflecting the VAT number (if applicable)
- k) If applicable, copy of Judicial Management Order & copy of Certificate of Appointment (for Companies under judicial management.)
- l) If applicable, copy of Certificate of Appointment of liquidator and of Liquidation order (for companies in voluntary liquidation).

2. WE REQUIRE THE FOLLOWING DOCUMENTS FROM KYC RELATED PARTIES OF YOUR NAMIBIAN COMPANY

The following persons are Related Parties of your Namibian Company.:

- 1) The person exercising executive control of the company (CEO/Manager)
 - 2) The Directors of your Namibian Company
 - 3) All Shareholders (natural & Legal Persons) that hold [20% or more of the voting rights](#) at an Annual General Meeting.
 - 4) Any person/s that you authorise to establish a business relationship or enter into a single transaction with the Bank on your behalf of your Company including people who you appoint as your authorised representative and account users.
 - 5) Beneficial owner/s
- 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) If a juristic person refer to the documents required for that specific legal entity.

3. OUR BANK FORMS SUPPORTED BY RELEVANT TERMS AND CONDITIONS

- a) Mandate by a Company
- b) List of signing officers for a company
- c) Selected Product 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.

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