



how can we help you?

## KYC Sole proprietors

We refer to a **SOLE PROPRIETOR** or a sole trader as a natural person (i.e. not a legally constituted person or a form of legal arrangements such as partnerships or trust) who trades for his or her own benefit. The trading operation (the **SOLE PROPRIETORSHIP**) and all legal rights and obligations flowing from that operation form part of the sole proprietors own personal estate.

### 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.

#### 1. WE REQUEST THE FOLLOWING DOCUMENTS FROM YOU AS *THE SOLE PROPRIETOR*

a) Identification documents:

##### **Namibian residents:**

A Namibian Identity Document  
A Valid Namibian Passport  
Birth Certificate for a minor.

##### **Foreign National Persons:**

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

Documents issued by the Receiver of Revenue reflecting your income tax number (if applicable).

#### 2. DOCUMENTS REQUIRED FROM KYC RELATED PARTIES OF YOUR SOLE PROPRIETORSHIP

The following persons are Related Parties of your Sole Proprietorship:  
The Sole Proprietor themselves:

Any other natural person that you authorize to establish a business relationship or enter into a single transaction with the Bank on your behalf including people who you appoint as your authorized representative and account users.

a) Identification documents:

##### **Namibian residents:**

A Namibian Identity Document  
A Valid Namibian Passport

##### **Foreign National Persons:**

A valid foreign passport  
A Foreign National Identity Document.

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

- (F31)(a) Declaration of a Sole Proprietorship
- Selected Product application forms and their relevant terms and conditions
- 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.