

## ACCOUNT OPENING REQUIREMENTS - LIMITED COMPANY

- ☐ Certified Board Resolution (Annexure D) authorizing the company to open an account with Prime Bank indicating mode of operation with names of authorized signatories (Two Directors Or One Director And The Company Secretary Should Sign The Resolution)
- ☐ Certificate of Incorporation (For Main And Holding Companies)
- ☐ Company KRA PIN Certificate
- ☐ Form CR 1 & CR 2 , CR 12 (For Companies Registered Post 2nd December 2015) or Memorandum & Articles of Association (For Companies Registered Prior To 2nd December 2015)
- ☐ License required based on nature of business - Industry / Professional licenses (As Applicable)
- ☐ For Foreign registered companies – Certificate of Compliance, Forms FC 1, 3 and CR 12, foreign entity registration documents i.e. Certificate of Registration, MOA and shareholding structure
- ☐ CRS-E Form for non-resident companies
- ☐ FATCA declaration - W9 Form for US Citizens
- ☐ BO Forms (Mandatory) and CRS-CP form (If Applicable)
- ☐ Latest Audited Financial Statements (Except For Newly Registered Companies)
- ☐ Annual Returns
- ☐ Proof of physical address/registered office/principal place of business e.g., utility bill, tenancy agreement

### Company officials authorized to open an account as per Board Resolution (Non-Signatory To The Account):

- ☐ Resident Citizen – National ID or Passport, Mobile number, email address, KRA PIN
- ☐ Non-Resident Citizen – National ID and Passport, Mobile number, email address, KRA PIN
- ☐ Resident Non-Citizen - Foreign Passport, mobile number, email address, KRA PIN
- ☐ Non-Resident Non-Citizen – Foreign Passport notarized or attested by a bank of international repute, mobile number, email address, KRA PIN

| SIGNATORIES RESIDENT IN KENYA:  | SIGNATORIES NON-RESIDENT IN KENYA:   |
|---|--|
| <b>Citizen:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> National ID or Passport</li> <li><input type="checkbox"/> KRA PIN</li> <li><input type="checkbox"/> One colour photograph</li> <li><input type="checkbox"/> FATCA (If Applicable)</li> </ul>          | <b>Non-Resident Citizen:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Passport and National ID</li> <li><input type="checkbox"/> KRA PIN</li> <li><input type="checkbox"/> One colour photograph</li> <li><input type="checkbox"/> FATCA or CRS-I Form</li> <li><input type="checkbox"/> Work or Resident Permit in country of residence</li> </ul>   |
| <b>Non-Citizen:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Passport</li> <li><input type="checkbox"/> KRA PIN</li> <li><input type="checkbox"/> One colour photograph</li> <li><input type="checkbox"/> Applicable Permit Class or PR Certificate</li> </ul> | <b>Non-Resident Non-Citizen:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Passport</li> <li><input type="checkbox"/> KRA PIN</li> <li><input type="checkbox"/> One colour photograph</li> <li><input type="checkbox"/> FATCA or CRS-I Form</li> <li><input type="checkbox"/> Investor Permit for Investors or PR Certificate (If Applicable)</li> <li><input type="checkbox"/> Bank Statement<br/>(For 1 Year And Certified By Bank Where Account Is Held)</li> </ul> |

### Beneficial/Ultimate owners – Natural Persons owning 10% and over/exercising ultimate control

|   |  |
|---|--|
| <b>Resident Citizen:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> National ID or Passport</li> <li><input type="checkbox"/> KRA PIN</li> </ul>     | <b>Resident Non-citizen:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Passport</li> <li><input type="checkbox"/> KRA PIN</li> <li><input type="checkbox"/> Applicable Permit Class or PR Certificate</li> </ul>                             |
| <b>Non-Resident Citizen:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> National ID or Passport</li> <li><input type="checkbox"/> KRA PIN</li> </ul> | <b>Non-Resident Non-Citizen:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Passport</li> <li><input type="checkbox"/> KRA PIN</li> <li><input type="checkbox"/> CRS-CP or FATCA for BOs of Passive non-financial Entities (PNFEs)</li> </ul> |

\* N.B: Non-Resident Investor/Beneficial Owner should provide Investor's Permit (Class G Permit) or permanent residency certificate

\* Documents for foreign entities registered outside Kenya must be attested by the foreign embassy either in Kenya or abroad or notarized in the home country.

\* Documents submitted to the Bank must be self-attested by customers and originals verified by bank officials.