

ACCOUNT OPENING REQUIREMENTS - PUBLIC BENEFIT ORGANIZATION (PBOs) – FORMALLY NON-GOVERNMENTAL ORGANIZATION (NGOs)

- ☐ Certificate of Registration for Local PBOs; Certificate to operate in Kenya for International PBOs operating in Kenya and where a PBO is exempted from registration, permit to operate in Kenya (From PBORA)
- ☐ PIN of the PBO
- ☐ A copy of the Organization's constitution or the rules and regulations or charter or by-laws registered with PBORA
- ☐ Letter of introduction from PBORA indicating the office bearers and signatories
- ☐ Resolution to open an account from the PBO (Annexure E)
- ☐ Identification documents of all the office bearers and signatories with 1 color passport size photograph (Address Proof For All Non-Resident Signatories)
- ☐ List of Office Bearers/Executive/Management Committee members in accordance with the Constitution and the identification documents
- ☐ Proof of physical address/registered office/principal place of business e.g., utility bill, tenancy agreement
- ☐ FATCA requirements - W9 Form for US Citizens, for BOs
- ☐ Work Permit (As Applicable)
- ☐ The BO (Beneficial Owner)/ Controlling persons details together with their identification documents
- ☐ Source of funds - get a list of approved donors where funds will be received from
- ☐ Use of funds – justification which should be in line with the core purpose of the PBO

OFFICE BEARERS/ SIGNATORIES:

Resident Citizen:

- ☐ National ID or Passport
- ☐ KRA PIN
- ☐ One colour photograph
- ☐ FATCA (If Applicable)

Non-Resident Citizen:

- ☐ Passport and National ID
- ☐ KRA PIN
- ☐ One colour photograph
- ☐ FATCA or CRS-I Form
- ☐ Work or Resident Permit in country of residence

Resident Non-Citizen:

- ☐ Foreign Passport
- ☐ KRA PIN
- ☐ One colour photograph
- ☐ Applicable Permit Class D or Class G or PR Certificate or Foreigner's Certificate
- ☐ FATCA or CRS-I Form (If Applicable)

Non-Resident Non-Citizen:

- ☐ Foreign Passport
- ☐ KRA PIN
- ☐ One colour photograph
- ☐ FATCA or CRS-I Form
- ☐ Investor Permit for Investors or PR Certificate (If Applicable)
- ☐ Bank Statement (For 1 Year And Certified By Bank Where Account Is Held)

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