

Business Account Opening Requirements

Limited Companies Incorporated in Kenya

- › Duly Completed and signed Account Opening Form incorporating General Terms and Conditions.
- › Duly signed signature cards
- › Board of Directors Resolution
- › ID/Passport of all signatories of the account (Certified)
- › ID/Passport of the Chairman of the Board or at least one Director (Certified)
- › 1 Passport photo of all signatories of the account
- › Pin Certificate of all signatories to the account
- › Documentary evidence of the physical address of at least one Director
- › References: One introductory reference
- › Memorandum and Articles of Association -Certified (Declaration of Compliance to be provided where applicable)
- › Certificate of Incorporation (Certified)
- › Latest Audited Financial Statements.(Except for New Accounts)
- › PIN Certificate of Business Entity (Certified)
- › Company Search – Where search results are different from details provided, a letter from the Company Secretary should be obtained.

Partnerships

- › Duly completed Account Opening Form
- › Duly signed signature cards
- › Partners Resolution
- › ID/Passport of all signatories of the account (Certified)
- › ID/Passport of at least 2 partners, one of whom must be a General Partner
- › 1 Passport photo of all signatories of the account
- › Pin Certificate of all signatories to the account
- › References: One introductory reference
- › Partnership Deed (Certified)
- › Certificate of registration (Certified)
- › Financial Statements
- › Business License (Certified)

***Where the Partnership Deed is not provided the Bank must be provided with a certified true copy of the partners resolution signed by all the partners confirming whether or not the partnership survives the death of a partner in terms of the Partnership Deed.

Sole Proprietors

- › Duly completed Account Opening Form
- › Duly signed signature cards
- › ID/Passport of all signatories of the account (Certified)
- › 1 Passport photo of all signatories of the account
- › Pin Certificate of all signatories to the account
- › References: One introductory reference
- › Certificate of business registration (Certified)
- › Financial Statements (audited or un-audited) for the prior financial year with approval by senior mgt. if un-audited

Clubs, Associations, Charities, NGO's and Trusts

- › Duly Completed and signed Account Opening Form incorporating General Terms and Conditions.
- › Duly signed signature cards
- › Executive Committee Resolution
- › ID/Passport of all signatories of the account (Certified)
- › ID/Passport of at least two officials if different from signatories (Certified)
- › 1 Passport photo of all signatories of the account
- › Pin Certificate of all signatories to the account
- › References: One introductory reference
- › Constitution/Trust Deed/NGO Charter (Certified)
- › Certificate of Registration (Certified)

In addition for NGOs

- › A letter of authorization (signed by the Board Signatories as advised from time to time) from the NGO Co-ordination Board (Under Ministry of Devolution & Planning) before opening/ change of signatories and closing of an account.
- › At least one of the Proposed Signatories to the NGO account is a Kenyan Citizen and a resident at any given time.

Chama Account Opening Requirements

REGISTERED GROUPS (Formal Groups)

- › 1 colored passport size photo per signatory member
- › Original IDs or Passport and Copies of each signatory
- › Original individual PIN certificate and Copy
- › Introduction from an existing customer or proof of physical address e.g. utility bills
- › Resolution/Minutes to open account (for company, it must be on company letterhead)
- › Certificate of Chama registration from Social Development Office or company registration if group has a registered company.

NON REGISTERED GROUPS (informal groups)

- › 1 colored passport size photo per signatory member
- › Original IDs or Passport and Copies of each signatory
- › Original individual PIN certificate and Copy for each signatory
- › Introduction from an existing customer or proof of physical address e.g. utility bills
- › Resolution/Minutes to open account
- › Constitution/by-laws for the group

Diplomatic Account Opening Requirements

- › Dully Completed Account Opening Form incorporating General Terms and Conditions (Blank spaces crossed)
- › Executive committee Resolution or equivalent governing body
- › ID / Passport of all signatories to the account (Certified)
- › ID / Passport of at least two officials if different from signatories (Certified)
- › 2 recent Color passport photos of all signatories to the account
- › PIN Certificate of all signatories to the account where applicable or Equivalent for other countries (Certified)
- › Clearance certificate from Foreign Affairs ministry in Kenya
- › Work permit for the account signatories (for foreign nationals)