

# NEW ACCOUNT REQUIREMENTS

## 1. Personal / Joint Accounts

- National ID i.e. metal or plastic ID, Driver's License, or valid passport.
- Current proof of residence
- Payslip (current) or 3 months previous bank statements for self-employed people
- 1 passport size photo
- Non - residents are to declare their immigrant status. The account is opened subject to Exchange control approval and regulations.

## 2. Corporate / Business Accounts

- Articles and Memorandum of Association
- Form CR1 (Certificate of Incorporation)
- Current Form CR6 (Address of Company's registered office)
- Current Form CR14 (Particulars of Directors and Secretaries)
- Tax Clearance Certificate
- Current Form CR2 (Shareholding Structure) – Please attach ID for all Shareholders with more than 10% shares as listed on the form CR2
- Board Resolution authorizing company to open an account with CABS
- Board Resolution appointing authorized signatories
- Foreign companies to produce the equivalent documents from country in which they were incorporated. Approval from Registrar of companies may be required

### For Signatories, Directors and Shareholders

- Proof of residence (latest utility bill)
  - National identification card/Passport/Driver's License
  - Certificate of Incorporation, if a Shareholder is corporate.
  - 1 recent passport size photo
- NB. Please attach ID for all Directors as listed on the CR14 document.

## 3. Parastatals / Municipality / Government Agencies

- Articles and Memorandum of Association
- Certificate of Registration / Incorporation
- Address of Company's registered office
- Current Form CR14 (Particulars of Directors and Secretaries) or List of directors
- Shareholding Structure
- Certified Copy of Enabling Act of Parliament / Subsidiary Legislation
- Board Resolution authorizing company to open an account with CABS
- Board Resolution appointing authorized signatories
- Foreign companies to produce the equivalent documents from country in which they were incorporated. Approval from Registrar of companies may be required

### For Signatories, Directors and Shareholders

- Proof of residence (latest utility bill)
  - National identification card/Passport/Driver's License
  - 1 recent passport size photo
- NB. Please attach ID for all Directors as listed on the CR14 document.

## 2.2 Informal Body e.g.: club / society / church / association

- Copy of the constitution
- Copy of the minutes / resolution appointing authorized signatories and opening an account with CABS.
- ID's for all representatives / signatories
- Proof of residence for all representatives / signatories in the form of utility bill.
- 1 passport photo for each representative.

## 2.3 Unincorporated Business

- Partnership Agreement
- Mandate letter with names of partners and signatories
- Proof of identification of authorized signatories
- Proof of residence of signatories
- 1 passport size photo of each signatory

## 2.4 Trust Accounts / Partnerships

- Copy of trust deed / partnership deed and any other relevant founding documents
- List of authorized trustees / beneficiaries/ partners
- ID's for all trustees / partners / signatories
- Proof of residence for all trustees / partners and signatories - in the form of current utility bill.
- 1 passport photo of each authorized signatory / partner / trustee

## 3. Textcash / Closed Card Scheme Accounts

- Copy of National ID i.e. metal or plastic, valid Passport or Drivers licence\* (Retain certified copy)
- Proof of residence (Letter from Employer/Scheme)
- Proof of residence (Once - off on first time of collection of funds).

### Additional Notes:

#### Proof of identification

Acceptable proof of identity must have a photograph i.e. National ID, Drivers Licence or valid passport.

For foreigners, copies of identity documents must be certified at their embassy or by a notary public practising in their country. Foreign documents in a foreign language must be translated to English.

#### Proof of residence

Acceptable proof of residence includes:

- Utility bill (Zesa, Telone, City Council, etc.) If the bill does not bear the prospective account holder's name, we require an ID of the property owner as reflected on the utility bill. The property owner must complete an affidavit stating that the prospective account holder resides at the stated address.
- Letter from employer, Headmaster, DA Office, Headman, Chief confirming ID and residence may be accepted

NB: Clients must produce certified copies of documents. If copy is not certified, branch may certify on sight of the original.

\*The agent must make copies of the original documents presented to them, certify and retain such copy.

\*Board resolutions must be on a Company letterhead and signed by all directors appearing on CR14

**CABS** 

A Member of the  OLD MUTUAL Group