

**Tanzania: Foreign Entity**

(Foreign Entity)



Entity's Name: \_\_\_\_\_

<b>New Customer Relationship Opening Requirements (Face to Face)</b>		Maker	Checker	Of
<b>1</b>	<b>Account initiation documents</b> (Originals Only) Forms must be completed in full. Forms to be signed and dated by the appropriate staff members.	Initial	Initial	
1.1	Completed Entity Customer Information Form (New Customer)			
1.2	FCUBS screendump of system search to determine if the customer has any existing relationship with the bank (search by first name, middle name and last name)			
1.3	Complete Account Opening Application Form			
1.4	Signing Mandate			
1.5	Signature Card			
1.6	Signed Consent Clause			
1.7	Nature of Business Relationship			
1.8	Thumb Prints of the Signatories (Right and Left hand thumb prints)			
<b>Note - Remind customer to make an initial deposit once the account has been opened.</b>				
<b>2</b>	<b>Proof of identification for the Entity</b> (Copy verified as a true copy of the original by a BancABC Official or Copy certified by an Advocate, Notary or Commissioner for Oaths or Copy certified by the issuing authority) Identification Proof must have a legible date stamp with the date of receipt by the Bank.	Initial	Initial	
2.1	Memorandum and Articles of Association			
2.2	Certificate of Incorporation			
2.3	The name under which it conducts business in the country where it was incorporated			
2.4	The name under which it conducts business in the United Republic of Tanzania			
2.5	Latest annual returns that has been filed at Country of Incorporation or Tanzania			
2.6	Duly filled Form 14a in case it's a new Entity that has been filed at BRELA, Tanzania			
2.7	Physical address where it is situated for purposes of its incorporation			
2.8	Physical address from which it operates in the United Republic of Tanzania			
2.9	Latest audit report and accounts of the entity or Detailed, dated and signed call report issued by the Bank's official			
2.1	Resolution of the Board of Directors to open and operate the account			
2.1	Tax Identification Number (TIN) Certificate			
2.1	Tanzania Investment Centre Certificate, where applicable			
2.1	Value Added Tax (VAT) Certificate			
2.1	Recent Business Licence			
2.2	Compliance Certificates Issued by BRELA			
<b>3</b>	<b>Proof of identification for Directors of the Entity, Signatories and any individual, Partnership, Trust or Entity holding 5% or more of the voting rights at a general meeting of the concerned entity. Take account of the Ultimate Beneficial Owners (UBO)</b> (Copy verified as a true copy of the original by a BancABC Official or Copy certified by an Advocate, Notary or Commissioner for Oaths or Copy certified by the issuing authority) Identification Proof must have a legible date stamp with the date of receipt by the Bank.	Initial	Initial	
	Valid Passport			
Or	Voter Registration Card (New)			
Or	Valid Driving License (New)			
Or	Local Government Letter			

	Or Residence ID (Kitambulisho cha Makazi)			
	Or Employee Identity Card (accompanied by a letter from the employer)			
	Or National Identity			
With	For foreign nationals, permits are required if resides in Tanzania			
And	Two current color passport photos.			
And	Incase for a partnership or trust holding 5% or more of the voting rights at a general meeting of the concerned entity, refer to respective checklists for identification			
And	Incase for an entity holding 5% or more of the voting rights at a general meeting of the concerned entity, refer to reference number 2 above for identification			
And	Assess the foreign entity's anti-money laundering and counter terrorist financing control to determine their effectiveness			
4	<p><b>Proof of Current Residential Address for Directors of the Entity, Signatories and any individual, Patnership, Trust or Entity holding 5% or more of the voting rights at a general meeting of the concerned entity. Take account of the Ultimate Beneficial Owners (UBO)</b></p> <p>(Original or Copy verified as a true copy of the original by a BancABC Official or Copy certified by an Advocate, Notary or Commissioner for Oaths or Copy certified by the issuing authority)</p> <p>Residential Address Proof must have a legible date stamp with the date of receipt by the bank.</p>	Initial	Initial	
	<p><b>Utility Bill</b> e.g. Water (Dawasco) Electricity (Tanesco), Land Rent Notice/Receipt.</p>			
	<p><b>Local Government Letter</b> Or The letter shall be addressed to BancABC</p>			
	Or <b>Residential Identity/License</b> (Kitambulisho cha Mkazi)			
	<p><b>Affidavit from the landlord</b> Or Must be administered by the proper authorities i.e. Magistrate, Advocate or Notary Public/Commissioner for Oaths</p>			
	<p><b>Valid lease agreement</b> Must be in the name of the customer, lease document must be signed by both lessor and lessee (Customer) and be within the term of the lease period .)</p>			
	<p><b>Bank Statement with Street, Plot and Block address or Bank confirmation</b> Or Confirmation of address on a Bank letterhead by a Bank official holding a supervisory position or more.</p>			
	<p><b>Certificate of Title.</b> Or A copy of the CT shall be verified as a true copy of the original by a BancABC Official that receives the document .</p>			
	<p><b>BancABC confirmation</b> A detailed Map with direction must be indicated. Full Name of Staff member, Designation of Staff member, date of visit to be clearly written on the map and signed by the staff member.</p>			
	<p><b>For married couples</b> – where the address verification is in the name of the spouse the address can be verified by any of the above documents; Or - Plus a certified copy of the marriage certificate .</p>			
	<p><b>A confirmation from a lawyer/employer</b> For the case of lawyer, it must have a stamp and be dully signed. From the employer, it must be on a letterhead, stamped and duly signed by the authorised person</p>			
5	<p><b>Related Parties (if applicable)</b> Power of Attorney, Curators or any other person who has authority to act or transact on behalf of the customer.</p>	Initial	Initial	
	Proof of authority to transact or act on behalf of customer			
with	Proof of identity, Drivers Licence or passport for foreign nationals of the Related Party			
with	For foreign nationals, permits are required if Related Party resides in Tanzania			
and	Address verification for Related Party (using one of the address verification alternative applicable above			
<b>Note - source of income or funds information is not required for related parties</b>				
6	<b>Notably</b>	Initial	Initial	Ini
NB	Obtain approval from senior management before establishing a business relationship with a foreign entity			

Maker: \_\_\_\_\_  
Name Signature Date

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Checker: \_\_\_\_\_  
Name Signature Date

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Operations: \_\_\_\_\_  
Name Signature Date

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