

Tanzania: Individual - Foreign Non-Resident in Tanzania

(Foreigner - NonResident)



Individual's Name: _____

New Customer Relationship Opening Requirements (Face to Face)

Maker Checker Of

		Maker	Checker	Of
1	Account initiation documents (Originals Only) Forms must be completed in full. Forms to be signed and dated by the appropriate staff members.	Initial	Initial	
1.1	Completed Individual 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			
Note - Remind customer to make an initial deposit once the account has been opened.				
2	Proof of identification (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	If Passport is left with less than 30 days to expire, customer to provide proof of application for renewal.			
And	If the image on the passport is not clear when copied/scanned, consider viability of the pictures on the permits			
And	Two current color passport photos.			
3	Proof of Current Residential Address (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) Residential Address Proof must have a legible date stamp with the date of receipt by the bank. Any documents used to verify address must at a minimum contain: *First Initial and Surname of the Customer (check against Identity Proof); *Full physical residential address including Plot number or Ward / location. *All documents verifying proof of address must not be older than 3 months, unless expressly stated otherwise	Initial	Initial	
	References from the Customer's foreign bank Confirmation of Address by the Client's foreign bankers in their country of permanent residence, in the bank's letter head. The letter/reference must indicate the duration of the relationship and also indicate that the customer is in good standing with the bank. (NB: This reference is acceptable if the bank has had the relationship with the customer for a minimum period of 12 months)			
With	Utility Bill e.g. Water, Electricity, Land Rent Notice/Receipt.			
Or	Affidavit from the landlord Must be administered by the proper authorities i.e. Magistrate, Advocate or Notary Public/Commissioner for Oaths			
Or	Valid lease agreement 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			
Or	Bank Statement with Street, Plot and Block address or Bank confirmation Confirmation of address on a Bank letterhead by a Bank official holding a supervisory position or more.			

	<p>BancABC staff visit - by a staff member employed by Atlas Mara Group subsidiary A detailed Map with directions, 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). As per the bank's template</p>			
	<p>BancABC confirmation Confirmation of address on a bank template by a bank official holding a supervisory position or more, who knows where the customer resides and has been to the customer's residence</p>			
	<p>Confirmation letter by Legal practitioner Legal practitioner must be registered with the Law society in the country of residence. Letter must be on the Legal practitioner's letterhead confirming the address of the customer + Proof of valid, current registration with the Law Society of the country of residence to be provided with the letter</p>			
	<p>Address confirmation letter by Chartered Accountant in the country of permanent residence + Proof of valid, current registration with the professional accounting body in the country of permanent residence to be provided with the letter</p>			
	<p>For married couples – 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>			
4	<p>Source of Funds / Income Proof Source of Funds / Income Proof must have a legible date stamp with the date of receipt by the bank.</p>	Initial	Initial	
4.1	<p>Employed:</p>			
	<p>Letter from the employer confirming employment (Original only) (must be on a company letterhead and less than 1 months old)</p>			
	<p>or Original Payslip (Original Only or Copy verified as a true copy of the original by a BancABC Official) (Must be less than 3 months old)</p>			
	<p>or Self Printed Payslip (Copy certified by the issuing authority with company stamp affixed) (Must be less than 3 months old)</p>			
	<p>with Bank staff member to validate employment with the employer, capturing the following information onto the letter OR PAYSIP ISSUED BY the employer: * Name of person contacted at the Employer and their position at the company * Date contacted, Contact details used and where the contact details were obtained from. * Name of Bank staff member validating employment and their signature.</p>			
4.2	<p>Self employed:</p>			
	<p>Source of income must be provided on the Income declaration bank template.</p>			
	<p>and Documentation verifying business activities</p>			
4.3	<p>Pensioner</p>			
	<p>Confirmation of source of income/funds by the provider of income/funds eg. Pension / Retirement funds</p>			
	<p>and Source of income must be provided on the Income declaration bank template.</p>			
6	<p>Related Parties (if applicable) Power of Attorney, Curators or any other person who has authority to act or transact on behalf of the customer. (Original or a 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.) All documents taken for the related Party must have a legible date stamp with the date of receipt by the bank.</p>	Initial	Initial	
	<p>Proof of authority to transact or act on behalf of customer</p>			
	<p>with Proof of identity, Drivers Licence or passport for foreign nationals of the Related Party</p>			
	<p>with For foreign nationals, permits are required if Related Party resides in Tanzania</p>			
	<p>and Address verification for Related Party (using one of the address verification alternative applicable above)</p>			
<p>Note - source of income or funds information is not required for related parties</p>				

Maker: _____
Name

Signature

Date

Checker: _____
Name Signature Date
d d / m m
/ y y y y

Operations: _____
Name Signature Date
d d / m m / y