

**Tanzania: Individual - Local National**

(Tanzanian Citizen)



Individual's Name: \_\_\_\_\_

**New Customer Relationship Opening Requirements (Face to Face)**

		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 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			
1.8	Thumb Prints (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</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. Identification proof may be:	Initial	Initial	
	Passport			
Or	Voter Registration Card (New)			
Or	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			
And	Two current color passport photos.			
<b>3</b>	<b>Proof of Current Residential Address</b> (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	
	<b>Utility Bill</b> e.g. Water (Dawasco) Electricity (Tanesco), Land Rent Notice/Receipt.			
Or	<b>Local Government Letter</b> The letter shall be addressed to BancABC			
Or	<b>Residential Identity/License</b> (Kitambulisho cha Mkazi)			

	<b>Affidavit from the landlord</b> Or Must be administered by the proper authorities i.e. Magistrate, Advocate or Notary Public/Commissioner for Oaths			
	<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 .)			
	<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.			
	<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 .			
	<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.			
	<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 .			
	<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			
4	<b>Source of Funds / Income Proof</b> Source of Funds / Income Proof must have a legible date stamp with the date of receipt by the bank.	Initial	Initial	
4.1	<b>Employed:</b>			
	<b>Letter from the employer confirming employment</b> (Original only) (must be on a company letterhead and less than 1 months old)			
	or <b>Original Payslip</b> (i.e. Carbon Copy) (Original Only or Copy verified as a true copy of the original by a BancABC Official) (Must be less than 2 months old)			
	or <b>Self Printed Payslip</b> (Copy certified by the issuing authority with company stamp affixed) (Must be less than 2 months old)			
	with Bank staff member to validate employment with the employer, capturing the following information onto the letter <b>OR PAYSリップ ISSUED BY</b> 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.			
4.2	<b>Self employed:</b>			
	Source of income must be provided on the Income declaration bank template.			
	or Letter from the local, ward or municipal executive office (for less formal employment/unemployed customers)			
	or Bank statement with clear details that indicate source of funds.			
4.3	<b>Pensioner</b>			
	Confirmation of source of income/funds by the provider of income/funds eg. Pension / Retirement funds			
	or Source of income must be provided on the Income declaration bank template.			
4.4	<b>Unemployed:</b>			
	Source of income must be provided on the Income declaration bank template.			
	or Affidavit detailing source of funds . (Source of funds not to be from any business activities).			
5	<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.  (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.	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>				

Maker: \_\_\_\_\_ d d / m m  
Name Signature Date

Checker: \_\_\_\_\_ d d / m m  
Name Signature / y y y y  
Date

Operations: \_\_\_\_\_ d d / m m / y  
Name Signature Date