

Letshego Holdings Namibia Limited Supplier Onboarding Form. Please complete all sections of this form with relevant and accurate information. See section 8 for required AML/KYC supporting documents. Corporate Entities are required to complete Sections 1 to 10, while Individual Suppliers must complete Sections 2 to 4 and 8 to 10.

Incomplete information or missing documentation may result in delays in processing your request.

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SECTION 1: CORPORATE ENTITY DETAILS

Entity Name			
Registration No			
Trading Name (if different from registered name)			
Country of Incorporation			
Physical Address			
Postal Address			
Email Address			
Telephone (W)			

SECTION 2: CONTACT PERSON

Designation			
Title		Full Names	
Nationality			
ID (or Passport for non-citizens) No			

Telephone (W)		Cell	
Residential Address			
Postal Address			
Email			

SECTION 3: BANKING DETAILS

Bank Name	
Account Name	
Account Number	
Branch Name & Code	
Name (s) of Account Signatories	

SECTION 4: BUSINESS DETAILS

Brief Description of Services Rendered	
Sector/Industry	

SECTION 5: DECLARATION OF ULTIMATE BENEFICIAL OWNER

The Entity hereby confirms and declares that as at the date hereof, the following individual(s) is/are the ultimate beneficial owner(s) of the entity according to the underlisted ownership shares:

Listing of Ultimate Beneficial Owners

Full Names	Residential Address	ID/Passport	Nationality	Percentage of ownership (%)

SECTION 6: DECLARATION OF PROMINENT INFLUENTIAL/POLITICALLY EXPOSED PERSONS (PEP/PIP) STATUS

The Company hereby confirms and declares that as at the date hereof, the following individual(s) is/are the PEPs/PIP related to the Company through ownership or directorship in the Company:

Listing of Prominent Influential Persons

Full Names	Residential Address	Date of Birth/PASSPORT	Nationality	Percentage of ownership (%) / DESIGNATION

SECTION 7: REQUIRED DOCUMENTS

- ☐ CERTIFIED ID (citizens) or Passport (non-citizens) for Directors/Members/Partners/
- ☐ CERTIFIED ID (citizens) or Passport (non-citizens) for Senior Management (CEO/COO/CFO)
- ☐ Proof of physical and postal address of entity
- ☐ Certified ID (citizens) or Passport (non-citizens) of the person authorized to act as the "contact person"
- ☐ Bank Reference Letter and Bank Confirmation Letter not older than 3 months
- ☐ Tax Good Standing certificate

SECTION 8: AML REQUIREMENTS (Individuals/Consultants, Partnerships, Close Corporations, Companies, Trusts, Other Entities)

- ☐ **Individuals/ Consultants**
 - ☐ ID (Certified) or Valid Passport (non-citizens, if in foreign language a translation to be present in passport)
 - ☐ Proof of Residence/Business Address
 - ☐ Bank Confirmation Letter not older than 3 months
- ☐ **Partnership**
 - ☐ Name or Registered name of the partnership
 - ☐ ID (Certified) or Valid Passport (non-citizens, if in foreign language a translation to be present in passport)
 - ☐ Proof of Residence/Business Address
 - ☐ Partnership Agreement
 - ☐ Letter of Authority/Resolution by Partners
 - ☐ Identification documents for each Partner, including Silent Partners and Partners en commandite,
 - ☐ Ultimate Beneficial Owners, and Authorized Signatory.

☐ **Close Corporations**

- ☐ ID (Certified) or Valid Passport (non-citizens, if in foreign language a translation to be present in passport) **for** all members
- ☐ BIPA Approved Ultimate Beneficial Owners Document/Certificate
- ☐ Close Corporation's Certificate of Incorporation (CC1)
- ☐ Founding Statement (CC1) or Amended Founding Statement (CC2),
- ☐ Company/Members Resolution (specifying who is authorized to act on behalf of the Company) (Not older then 3 months)
- ☐ Proof of Residence or Proof of Business Address

☐ **Companies**

- ☐ ID (Certified) or Valid Passport (non-citizens if in foreign language a translation to be present in passport)
- ☐ Directors/Shareholders/BIPA Approved Ultimate Beneficial Owners Document/Certificate
- ☐ Certificate of Incorporation supported by change of name (CM9) where applicable
- ☐ Register of directors and Shareholders Ownership or Control Structure
- ☐ Company Resolution((specifying who is authorized to act on behalf of the Company) (Not older then 3 months)
- ☐ Proof of Residence or Proof of Business Address
- ☐ Notice of Registered Office and Postal Address (CM22)
- ☐ Certified Identification for the CEO or Manager of the Company and Authorized Signatories.

☐ **Trusts**

- ☐ ID (Certified of all Trustees, and Trust Beneficiaries) or Valid Passport (non-citizens if in foreign language a translation to be present in passport)
- ☐ Trust Deed
- ☐ Certificate/Letter of Appointment of Trustees
- ☐ Registration Certificate issued by the Master of the High Court (if registered) OR If the Trust was set up in a country other than Namibia
- ☐ Registration Certificate and/ or Letter of Authority in the country where the Trust was set up
- ☐ Document detailing the nature and purpose of the Trust, only if Trust Deed does not clearly detail such
- ☐ Written confirmation from Trustees that they are aware of the true identity of the underlying principals
- ☐ Where there is a change of name or change of Trustees, request the confirmation letter from current Trustees
- ☐ Proof of Residence/business operating address (Where applicable)

☐ **Societies**

- ☐ ID (Certified members of Executive Committee and administrators of the society) or Valid Passport (non-citizens if in foreign language a translation to be present in passport)
- ☐ By-laws/rules and regulations and for Namibian societies verify from Registrar of Companies if society is a Legal Entity
- ☐ Certificate of Good Standing for Foreign Societies
- ☐ List of members of Executive Committee
- ☐ Where there is a change of name, request the confirmation letter from administrators and signatories
- ☐ Certified true copy of resolution by society

- ☐ **Associations and Other Entities (GRN dept/ Rep. office, NGO, International organization, Inter-GRN organization, Sports club, Church)**
- ☐ ID (Certified for each authorized signatory) or Valid Passport (non-citizens if in foreign language a translation to be present in passport)
- ☐ Constitution or any other reliable document, data or information that reasonably serves to verify any of the information obtained
- ☐ Registration Certificate of relevant authorities; if any
- ☐ Where there is a change of name, request the confirmation letter from current authorized signatories
- ☐ If the client own and stay in their own home OR the business own & operate from their property – Utility Bills in the name of the applicant (not older than 3 months)

- ☐ **Client accounts opened by Professional Intermediaries (stock broker, fund manager, Law Practitioners, Accountants, Estate Agents, Executors and other intermediaries who holds funds on behalf of their clients)**
- ☐ ID (Certified) for intermediary and its client, or Valid Passport (non-citizens if in foreign language a translation to be present in passport)
- ☐ License/registration/practicing certificate issued by relevant authority
- ☐ Undertaking that it has identified its client - particulars of identity and proof of residency
- ☐ Mandates
- ☐ Letter of Executorship
- ☐ Proof of Residence

- ☐ **Government Ministry or Department and Local Authorities/municipalities**
- ☐ ID for each Authorized Signatory (Certified) or Valid Passport (non-citizens if in foreign language a translation to be present in passport)
- ☐ Copy of statutes or Law which created Government body
- ☐ Resolution or Mandate.
- ☐ Proof of Residence/Business Operating Address

SECTION 9: DUE DILIGENCE & RISK ASSESSMENTS (OPTIONAL)

This section should be completed by vendors and service providers who will provide support or services under a Service Level Agreement (SLA).

- ☐ Business Continuity Plan (BCP), Incident Response Plan (IRP), Disaster Recovery Plan & Crisis Communication Plan (if available)
- ☐ Professional certifications and licenses (e.g., ISO, PCI DSS, NEAB)
- ☐ Security policies and procedures
- ☐ Data security and disposal policies
- ☐ Technical and operational experience
- ☐ Subcontractor dependencies
- ☐ Records of qualified staff for service continuity
- ☐ Professional Indemnity Insurance (PII)

- ☐ Cyber Liability Insurance
- ☐ Environmental, Social, and Governance (ESG) certifications
- ☐ Latest audited financials
- ☐ Supply Chain Management Policies (if procurement vendor)
- ☐ Inventory management policies (if procurement vendor)
- ☐ Procedures for handling supply chain disruptions and incidents (if procurement vendor)
- ☐ Logistics and transportation security measures in place (if procurement vendor)

SECTION 10: DECLARATION

I confirm and declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

I authorize you to make any enquiries you consider necessary to substantiate any of the above.

Full Names			
Designation			
Date		Place	
Signature			