

AMANA KYC REQUIREMENTS DOCUMENTATION FOR NEW CLIENTS

This KYC (Know Your Customer) documents are required to be verified for every client before an account is established. If this documentation is not received, accounts may not be opened.

Limited Liability Companies

Certificate of Incorporation
Memorandum & Articles of Association
Most current Annual returns filed with Registrar (not more than 13 months old)
Board resolution authorizing investment, (naming signatories)
PIN certificate
VAT (Exemption) certificate
Copies of Directors' (signatories') ID or Passport

NGOs

Certificate of registration issued by the Non-Governmental Organizations Coordination Board
Approved Constitution by the NGOs Coordination Board
Copy of most recent (less than 13 months) Annual report filed with the NGOs Coordination Board
Official confirmation of names of the governing Council members / signatories
Copies of ID or Passports of Council (Executive Council) Members
Copy of signed Resolution of the governing council authorizing investment
PIN Certificate
VAT (Exemption) Certificate

SACCOs

Certificate of Sacco incorporation issued under Societies Act
Constitution /Bylaws
Signed Minutes of the Executive Committee / Official confirmation of the officers (signatories) of the Sacco and authorizing investment
Copies of IDs or Passports of the officials /signatories
PIN certificate
VAT (Exemption) certificate

Investment Clubs / Groups (Chama)

Constitution/Bylaws of the group
Signed Minutes of the investment group appointing Club officials
Copies of ID or Passports of the Club officials
Copy of signed minutes by the authorizing investment

Registered Trusts incorporated under the Trustees (Perpetual Succession) Act

Memorandum & Articles of Association or Constitution
Certificate of Incorporation
Most current annual returns filed with the Registrar of Societies
Official Confirmation of members of the Management Board
Copies of ID or Passport of members of the Management Board
PIN Certificate
VAT (Exemption) Certificate
Resolution of the Management Board authorizing investment