

BENEFITS CONSULTING SERVICES LIMITED



**PASSPORT SIZE
PHOTOGRAPH of INDIVIDUAL**

KNOW YOUR CUSTOMER - INDIVIDUAL

1.	Full Names of the Individual	
2.	Permanent or Registered address of the Individual <small>(Attach Utility Bill or introductory letter)</small>	
3.	Contact Details	Cell phone Number (s): Fax number: E-mail address:
4.	Identity of Individual <small>(Attach either NRC/Passport/Driver's License) None Zambians – attach valid passport.</small>	National ID Type: ID Number: Nationality:
5.	Source of funds: <small>(Attach proof of source of income e.g., pay slip, bank statement, letter from employer)</small>	
6.	Tax Payer Identification Number (TPIN) (if issued)	
7.	Next of Kin 1 Details	Full Name: Date of Birth: Nationality: ID Number: Relationship: Residential Address: Contact details (i.e. Telephone number(s), e-mail address, etc.)
8.	Next of Kin 2 Details	Full Name: Date of Birth: Nationality: ID Number: Relationship:

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		Residential Address: Contact details (i.e. Telephone number(s), e-mail address, etc.)
9.	Bank Details	Bank Name: Account Name: Account Number: Branch:

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon.

Place _____ Signature _____

Date _____ Name _____

Place _____ Signature _____

Date _____ Name _____

CHECK LIST

The following documents are mandatory.

Count	Category	Documents Required	Tick if Submitted
1	Source of Income	Letter of confirmation from Employer or certificate of incorporation of own company or bank statement	
2	Bank Details	Bank details on letter or Bank Statement	
3	Identification	Passport size Photo or copy of passport with photograph	
4	Proof of Residence	Utility Invoice, Lease Agreement or Title Deed	
5		Copy of NRC or National ID Number	
6		Contact Number	
7		Email Address	
8		Completed PEP Questionnaire	