



### **KHUMO KYC FORM FOR INDIVIDUALS**

This is mandatory requirement as per the requirements of the Financial Intelligence Act, 2022

**FORM LAST COMPLETED IN (MM/YR) \_\_\_\_\_ / \_\_\_\_\_**

<b>IDENTIFICATION DETAILS</b>	
<b>INDIVIDUAL</b>	
Name (s):	Surname:
Nationality:	ID/Passport number:
Capacity/Position:	Mobile/Telephone:
Email Address:	Physical Address:
Postal Address:	Village/Town/City:
Country:	Next of Kin Contacts:
<b>BANKING DETAILS</b>	
Account Name:	Account Number
Bank Name:	Branch Name:
Branch Code:	Swift Code:
Source of Funds:	Employer:
Specify Source of Funds Other Than Salary:	

<b>ADDITIONAL INFORMATION</b>
<p>The following documents should be provided for verification in accordance with the Financial Intelligence Regulation:</p> <ul style="list-style-type: none"><li>• Certified Copy of ID (Citizens) or Passport (Foreign Nationals)</li><li>• Proof of Income (e.g., Pay Slip, Letter of Employment, Three (3) Bank Statements)</li><li>• Bank Confirmation Letter)</li><li>• Proof of Residence (Utility Bill/Council Rates/ Affidavit)</li></ul>

*Khumo Property Asset Management (Pty) Ltd*  
*Registration No: BW00000503374*  
2<sup>nd</sup> Floor, Block A, Fairgrounds Office Park, Plot 66458,  
Private Bag BO 30, Gaborone, Republic of Botswana  
Tel (+267) 318 0156, Fax (+267) 318 0921

Directors: N Bogatsu, W K Schultze (SA), B D Loor (SA), B Makobo

We may require additional documents if:

- You are not a Botswana citizen
- We are unable to verify your information
- You are tax resident outside of Botswana
- You are deemed to be a high-risk client

#### **PROMINENT INFLUENTIAL PERSON - SELF DECLARATION**

Please tick the appropriate box to indicate the position you hold or have held in the past 5 years.

President, Vice President, Minister or Assistant Minister		Senior executive of a private entity of turnover >P1,000,000	
Speaker of the National Assembly, Deputy Speaker, Member of Parliament		Senior Executive of International Organisation Operating in Botswana	
Leader of Opposition Parties		A Senior Executive of a Political Party	
Councillor		A Senior Executive of a Public Body	
Senior Government Official		Judicial Officer	
		Diplomat	

#### **HOW WE PROCESS YOUR PERSONAL INFORMATION**

Khumo PAM will only collect, transfer and disclose your information for the following purposes:

- Providing you with its products and services
- Managing your property
- Complying with your instructions or the instructions of your appointed representative
- Verifying your identity
- Detecting and preventing fraud or money laundering
- Compliance with laws and public duties
- Monitoring of electronic transactions with you to accurately carry out your instructions or those of your representatives
- To assist in improving our services and in the interest of security and crime prevention
- For analysis to assess and improve our business or the business of the BIHL Group and the services offered
- For operational, marketing, audit, legal and record keeping purposes.

In addition, Khumo shall collect necessary information from you directly, from your appointed agent, any regulator, Credit Bureau or other third party that may hold such information.

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#### USE OF INFORMATION

We will only collect information that we need for that purpose. Your personal information may be collected from you or passed to and used by representative or duly appointed agent or companies within the BIHL Group and its agents and sub-contractors who administer or process the information on its behalf for the purpose of property management. We will not, without your consent, transfer data outside the BIHL Group, its associates or agents unless we have a duty or a right to disclose it in terms of law or industry codes or where it is necessary to protect our rights. Certain client record and information are typically retained as prescribed by the laws of the Republic of Botswana. You have a right to access and/or correct the personal data that is held about you or to object to the processing of your personal information. To object to the processing of your personal information by us or to correct or obtain a copy of the personal information we hold about you, you should write to the Khumo PAM at: [info@khumopam.co.bw](mailto:info@khumopam.co.bw)

#### SHARING OF INFORMATION

We shall take all reasonable steps to protect your personal information, including, where appropriate, the use of encryption technology.

#### UPDATE YOUR PERSONAL DETAILS

It is your responsibility to keep us informed of any changes in your banking details, personal information or current identification information (e.g., change of address, change of surname and contact details). If any of your details have changed, you will need to complete a change of static details form and provide the necessary verification documents.

#### DECLARATION

We/I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. We/I undertake to inform Khumo PAM of any changes, additions and or alterations therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I shall be held liable for such false, untrue, misleading or misrepresentative information and the effects thereof.

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please send a copy to [info@khumopam.co.bw](mailto:info@khumopam.co.bw)**

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## Protection of Personal Data Notice – Client Information Sharing Consent

Khumo Property Asset Management Proprietary Limited (“Khumo Property”) will process and protect your personal information as required by relevant laws in the provision of services as per the requirements of the Financial Intelligence Act and Data Protection Act. Such processing may include personal identifiable information as well as financial information. You have the right to ask us for a copy of your personal information and to update or correct.

We collect, process, record, collate, store, analyse, disclose, and disseminate personal information for purposes:

- to administer services such as in property asset management, property management, facilities management, property development, leasing, investment broking and valuation
- collection of payments.
- to comply with all legal and regulatory requirements and codes of conduct in our industry
- to protect Khumo Property’s interests.
- any purposes related to the above.

If you do not provide the requested information, Khumo Property cannot provide the requested services.

By signature hereof, you give consent for sharing of your personal information with Khumo Property, including its parent company Botswana Insurance Holdings Limited and its subsidiaries (collectively “the BIHL Group”) in connection with services rendered by the Group and with other service providers where required for any of the purposes listed above, including law enforcement agencies.

We may send your personal information to service providers outside Botswana for storage or further processing on the Khumo Property’s behalf. We will ensure we adhere to the provisions of the Data Protection Act before such transborder transfer of your personal information.

Khumo Property may provide you with information about its products services which may include text messages, emails, and other related platforms. If you do not wish to receive such information, you have the right to withdraw such consent.

### Client Consent Declaration – (tick applicable)

I / We understand that all my personal information is treated as private and confidential by Khumo Property staff, independent contractors, agents, and volunteers	
I / We understand that all my personal information is treated as private and confidential by Khumo Property staff, independent contractors, agents, and volunteers.	
I / We understand that personal information is held about me.	
I / We have the right to see any information that Khumo Property holds about me, and to have my details removed.	
I / We understand my/our right to privacy and the right to have my/our personal information processed in accordance with the conditions for the lawful processing of personal information.	
I / we consent to share my/our personal information voluntarily and understand that such consent may be withdrawn at any time.	
I / We agree that personal information about me may be shared with the BIHL Group companies (including their subsidiaries):	

Full Name: \_\_\_\_\_ Capacity: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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