KHUMO KYC FORM FOR INDIVIDUALS

This is mandatory requirement as per the requirements of the Financial Intelligence Act, 2022. The form is to be signed by the Authorized Signatory.

FORM LAST COMPLETED IN (MM/YR) _____/_____

IDENTIFICATION DETAILS	
INDIVIDUAL	
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:
BANKING DETAILS	
Account Name:	Account Number
Bank Name:	Branch Name:
Branch Code:	Swift Code:
Source of Funds:	Employer:
Specify Source of Funds Other Than Salary:	

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.

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

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: _____

ANNEXURE A- KYC Checklist

The following documents should be provided for verification in accordance with the Financial Intelligence Regulations:
• Certified Copy of ID (Citizens)/ Passport (Foreign Nationals) /Work and Residence Permits/ Copy of Birth Certificate/ Certified Refugee Card/ Blue card • Proof of Income (Recent Pay Slip/Letter of Employment/Recent Three (3) months Bank Statements/Affidavit – Informal Sector/ Declaration of Nature of Business on Letterhead • Bank Confirmation Letter) • Proof of Residence (Utility Bill/Council Rates/ Affidavit, Current Lease Agreement, Letter from Employer Stamped and/or in Letterhead) 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

ANNEXURE B-Prominent Influential Person – Self Declaration

In accordance with Botswana Anti Money laundering, Terrorism and Proliferation Financing legislation and FIA act, Botswana: -

I/We _____ declare as under that: -
1. I am not a Prominent Influential Person (PIP) or at any point of time closely associated With PIP as defined under FI Act, Botswana.

OR

2. I am a Prominent Influential Person as defined by the FI Act, Botswana and I am holding the following position or closely associated with a person as mentioned under. (Please tick wherever appropriate in below table)

1.	President	
2.	Vice President	
3.	Cabinet Minister	
4.	Speaker of national Assembly	
5.	Deputy Speaker of National Assembly	
6.	Member of the national assembly	
7.	Councillor	
8.	Senior Government Official	
9.	Judicial officer	
10	Kgosi	
11.	Senior executive of private entity of turnover ≥P1,000,000	
12.	Senior executive of public body	
13.	Senior executive of political party	
14.	Senior executive of international organization operating in Botswana	

Name of the Position hold/held: _____

Name of Organisation / Dept. /Entity: _____

PIP IN THE IMMEDIATE FAMILY OR CLOSE ASSOCIATE

Name(s): _____ Surname: _____

Title of the position held: _____ Relationship: _____

Duration/Term: Start Date_____ End Date: _____

Authorized Signature: _____ Date: _____

ANNEXURE C: 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 requiredby 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 requiredfor 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 Actbefore such transborder transfer of your personal information.

Khumo Property may provide you with information about its products services which may includetext 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 –

Please tick on Yes or No	**Yes**	**No**
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: _____

For Internal Use Only

Bridger Screening Outcome

To be in compliance with AML and Counter-Terrorism Financing (CTF) processes, clients/suppliers/tenants/customers and transactions must screened against a variety of compliance intelligence information, including sanctions lists and Politically Exposed Person (PEP) databases etc.

Results: _____

_____

Received by	**Checked by**	**Approved by (Management)**
_____	_____	_____
Name and Signature	**Name and Signature**	**Name and Signature**