

## BUYGOODS KYC REQUIREMENTS

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| <b>INDIVIDUAL</b>                    | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. National Id</li> <li>3. Daily receipts (Current 1 Week)</li> <li>4. KRA Pin (Not Mandatory)</li> <li>5. M-pesa Registered line to be indicated on Application form</li> </ol>  |
| <b>SOLE PROPRIETOR</b>               | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. Copy of Business Registration/or Business Permit</li> <li>3. Individual or company KRA Pin (Not Mandatory)</li> <li>4. Copy of Identification Documents of Persons Opening the account i.e. Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals).</li> <li>5. Copy of Utility Bill or Business Photo to confirm existence of the Business</li> <li>6. Cancelled cheque or letter from Bank confirming Bank details</li> </ol>   |
| <b>LIMITED LIABILITY COMPANY</b>     | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. A stamped copy of the certificate of incorporation</li> <li>3. Original stamped /or company sealed Board Resolution on company letter head signed by at least two directors within 30 days stating:             <ol style="list-style-type: none"> <li>a. Authority to open a Buygoods account or Transact business on behalf of the company</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal of funds on behalf of the company (not mandatory)</li> </ol> </li> <li>4. KRA pin certificate ( for company and Directors)</li> <li>5. Copy of CR12 –WITH VALIDITY PERIOD OF 30 DAYS/or Annual Returns with filling receipt</li> <li>6. Copy of Utility Bill or Business Photo to confirm existence of the Business</li> <li>7. Copy of Identification Documents of Persons Opening the account i.e. Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals).</li> <li>8. Cancelled cheque or letter from Bank confirming Bank details</li> </ol> |
| <b>NON-GOVERNMENTAL ORGANIZATION</b> | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. Copy of Certificate of Registration</li> <li>3. Signed Letter on letter head from the NGO Board confirming Registration and existence including officials.</li> <li>4. Original Stamped /or company seal board resolution on NGO letter head signed by at least two directors (Committee) within 30 days stating:</li> </ol>   |

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|  | <ol style="list-style-type: none"> <li>a. Authority to open a Buygoods account or Transact business on behalf of the NGO</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the NGO(not mandatory)</li> </ol> <ol style="list-style-type: none"> <li>5. Copy of Identification Documents of Directors i.e Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals).</li> <li>6. Cancelled cheque or letter from Bank confirming Bank details</li> </ol>  |
| <p><b>PARTNERSHIPS<br/>(INCLUDE FIRMS SUCH AS<br/>ACCOUNTANTS AND<br/>ADVOCATES</b></p>                                    | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp;Terms and conditions</li> <li>2. Copy of Partnership Deed /OR Affidavit</li> <li>3. Copy of Certificate of Registration/or Business Permit</li> <li>4. Individual or company KRA Pin (Not Mandatory)</li> <li>5. Copy of Identification Documents of Persons Opening the account i.e. .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals)</li> <li>6. Copy of Utility Bill or Business Photo to confirm existence of the Business</li> <li>7. Signed Letter from the partners (on company letter head) indicating: <ol style="list-style-type: none"> <li>a. Authority of the branch to open a Buygoods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ol> </li> <li>8. Cancelled cheque or letter from Bank confirming Bank details</li> </ol> |
| <p><b>DENOMINATIONAL<br/>CHURCHES</b></p> <p><b>BRANCHES OF<br/>MAINSTREAM CHURCHES<br/>E.G CATHOLIC<br/>,ANGLICAN</b></p> | <ol style="list-style-type: none"> <li>2. Duly filled and signed application form &amp;Terms and conditions</li> <li>3. Copy of Certificate of Registration</li> <li>4. Letter from the headquarters of the church signed by at least 2 church officials introducing : <ol style="list-style-type: none"> <li>a. Authority of the branch to open a Buygoods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ol> </li> <li>5. Verification of existence of the church by providing church photo /or copy of utility bill</li> <li>6. Copy of Identification Documents used by Signatory Officials i.e .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals).</li> <li>7. Cancelled cheque or letter from Bank confirming Bank details</li> </ol>   |

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| <p><b>NON -DENOMINATIONAL CHURCHES</b></p>                                   | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. Copy of Certificate of Registration</li> <li>3. Letter from the church signed by at least two church officials introducing : <ol style="list-style-type: none"> <li>a. Authority to open a Buygoods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ol> </li> <li>4. Verification of existence of the church by providing church photo /or copy of utility bill</li> <li>5. Copy of Identification Documents used by Signatory Officials I .e .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals).</li> <li>6. Cancelled cheque or letter from Bank confirming Bank details</li> </ol>  |
| <p><b>CO-OPERATIVE SOCIETIES/SACCOS</b></p>                                  | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. Copy of Certificate of Registration as a cooperative society</li> <li>3. Signed Letter from SASRA confirm Sacco Registration on letter head</li> <li>4. Original Stamped committee board resolution on company letter head signed by at least two directors within 30 days stating : <ol style="list-style-type: none"> <li>a. Authority of the branch to open a Buygoods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ol> </li> <li>5. Copy of Identification Documents of signatory officials i.e. Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals).</li> <li>6. Cancelled cheque or letter from Bank confirming Bank details</li> </ol> |
| <p><b>SACCOS -WITH FRONT OFFICE SAVINGS ACTIVITY (I.E DEPOSIT TAKING</b></p> | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. Copy of Certificate of Registration and Trade license from the Sacco</li> <li>3. Signed Letter from SASRA confirm Sacco Registration on letter head</li> <li>4. Original Stamped committee board resolution on company letter head signed by at least two directors within 30 days stating : <ol style="list-style-type: none"> <li>a. Authority of the branch to open a Buy goods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ol> </li> </ol>   |

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|   | <ol style="list-style-type: none"> <li>5. Copy of Identification Documents of signatory officials i.e. .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals).</li> <li>6. Cancelled cheque or letter from Bank confirming Bank details</li> <li>7. Completion of SAFARICOM AML/KYC questionnaire.</li> </ol>   |
| <p><b>PARASTATALS</b></p>   | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. Original Stamped board resolution on company letter head signed by at least two directors within 14 days stating : <ol style="list-style-type: none"> <li>a. Authority to open a Buy goods account or Transact business on behalf of the company</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the company(not mandatory)</li> </ol> </li> <li>3. Copy of Identification Documents used by Signatory Directors i.e Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals).</li> <li>4. Cancelled cheque or letter from Bank confirming Bank details</li> </ol>   |
| <p><b>COMMISSIONS/<br/>SEMI-AUTONOMOUS GOK<br/>INSTITUTIONS</b></p> | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. Act of parliament and or gazette notice forming the institutions.</li> <li>3. A copy of the letter from Treasury – Accountant General’s office to the line ministry’s PS authorizing opening of the account with us and Bank details</li> <li>4. A letter from the Permanent Secretary (PS) of the line ministries requesting: <ol style="list-style-type: none"> <li>a. Authority of the branch to open a Buygoods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ol> </li> <li>5. A letter from the institution’s Head forwarding the above documents.</li> <li>6. Cancelled cheque or letter from Bank confirming Bank details</li> </ol> |
| <p><b>GOVERNMENT<br/>SPONSORED SCHOOLS</b></p>                      | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp; Terms and conditions</li> <li>2. Original Stamped committee board resolution on company letter head signed by at least two directors within 30 days stating :</li> <li>3. A letter of introduction from the DEO/County Education Director authorizing opening of the account; or, a circular letter from the Ministry of Education authorizing : <ol style="list-style-type: none"> <li>a. Authority of the branch to open a Buygoods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> </ol> </li> </ol>   |

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|  | <ul style="list-style-type: none"> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ul> <ol style="list-style-type: none"> <li>4. Copy of identification documents used by the Board signatory's i. e the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals</li> <li>5. Cancelled cheque or letter from Bank confirming Bank details</li> </ol>   |
| <p><b>CENTRAL GOVERNMENT –<br/>MINISTRIES/GOVERNMENT<br/>DEPARTMENTS</b></p> | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp;Terms and conditions</li> <li>2. A letter from the Permanent Secretary (PS) of the line ministries requesting to have : <ul style="list-style-type: none"> <li>a. Authority of the branch to open a Buygoods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ul> </li> <li>3. A copy of the letter from Treasury – Accountant General's office to the line ministry's PS authorizing opening of the pay bill account with Safaricom</li> <li>4. A letter from the District Accountant forwarding the above documents</li> <li>5. Cancelled cheque or letter from Bank confirming Bank details</li> </ol> |
| <p><b>DEVOLVED GOVERNMENT<br/>E.G COUNTIES</b></p>                           | <ol style="list-style-type: none"> <li>1. Duly filled and signed application form &amp;Terms and conditions</li> <li>2. Letter from the County Committee Executive signed by at least 2 officials stating: <ul style="list-style-type: none"> <li>a. Authority of the branch to open a Buygoods account or Transact business on behalf of the church</li> <li>b. Appointed persons having signatory authority and provide copies of their identification documents</li> <li>c. Bank details</li> <li>d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)</li> </ul> </li> <li>3. A letter from the County Accountant confirming the request to open the account</li> <li>4. Copy of Identification Documents of signatory officials i.e. .Copy of National Id/Military Number/Passport/Allien Id</li> <li>5. Cancelled cheque or letter from Bank confirming Bank details</li> </ol>                            |

**FINANCIAL INSTITUTIONS  
(MICRO-FINANCE  
INSTITUTIONS,  
INVESTMENT COMPANIES,  
BANKS**

1. Duly filled and signed application form & Terms and conditions
2. A certified copy of the Certificate of Incorporation
3. Copy of CR12 – Validity period of 30 days
4. Original Stamped /or company seal board resolution on company letter head signed by at least two directors within 30 days stating :
  - a. Authority of the branch to open a Buygoods account or Transact business on behalf of the church
  - b. Appointed persons having signatory authority and provide copies of their identification documents
  - c. Bank details
  - d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory)
5. Kenya Revenue Authority PIN Certificate(company and directors)
6. Copy of identification documents used by the Directors. e the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals
7. A certified copy of the Financial Institution's Annual license from the authorizing authority.
8. Cancelled cheque or letter from Bank confirming Bank detail
9. Completion of SAFARICOM AML/KYC questionnaire.