

## BENEFICIAL OWNERSHIP DECLARATION PROCESS

As we continue to transform lives through partnerships, we endeavor to comply with all the regulatory requirements and obligations, upholding industry best practices, and adhering to global standards in its business operations. The AML/CFT (Amendment) Act, 2023 and The Proceeds of Crime and Anti-Money Laundering Regulations, 2023, require all financial institutions to collect, verify and maintain an up-to-date beneficial ownership information for all its business relationships. Beneficial owners are individuals who ultimately own or control a legal entity. This includes individuals with 10% percent and above ownership or control of a legal entity.

As our valued business partner, you have an obligation to ensure you have lodged your beneficial ownership information with the Business Registration Service through the link [ecitizen BRS link](#).

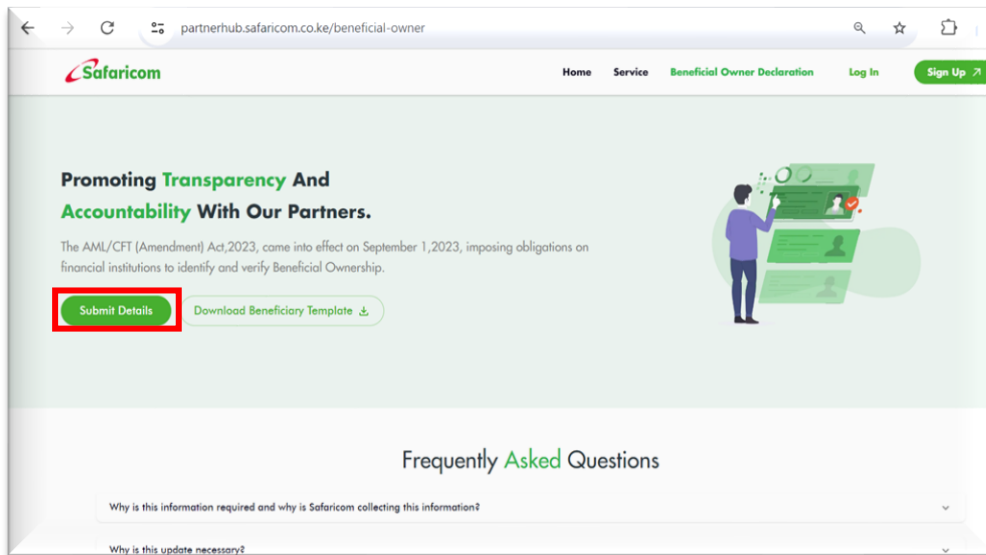
Below is a step-by-step process to guide you on the process of refreshing your due diligence information on the Safaricom website. Please read through the requirements carefully and ensure all required documentation is readily available to ensure your submission process is seamless and time effective.

### List of Required information

Required Information	Mandatory	Attachment required
<input type="checkbox"/> Safaricom associated short code	Yes	No
<input type="checkbox"/> Short code administrator username/ nominated number	Yes	No
<input type="checkbox"/> Organization Name	Yes	No
<input type="checkbox"/> Business Category	Yes	No
<input type="checkbox"/> Official Email Address	Yes	No
<input type="checkbox"/> Official Contact Number	Yes	No
<input type="checkbox"/> Certificate Of Incorporation	Yes	Yes
<input type="checkbox"/> Company KRA Pin	Yes	Yes
<input type="checkbox"/> CR12	Mandatory for limited companies	Yes
<input type="checkbox"/> Notarized BOF1 form downloaded from BRS	Yes	Yes
<input type="checkbox"/> Industry Category	Yes	No
<input type="checkbox"/> Certificate Of Trading	No	Yes
<input type="checkbox"/> Beneficiary First Name	Yes	No
<input type="checkbox"/> Beneficiary Middle Name	Yes	No
<input type="checkbox"/> Beneficiary Last Name	Yes	No
<input type="checkbox"/> Beneficiary Date of Birth	Yes	No
<input type="checkbox"/> Beneficiary Nationality	Yes	No
<input type="checkbox"/> Beneficiary Phone number	Yes	No
<input type="checkbox"/> Beneficiary Document Type	Yes	No
<input type="checkbox"/> Beneficiary Document Number	Yes	Yes

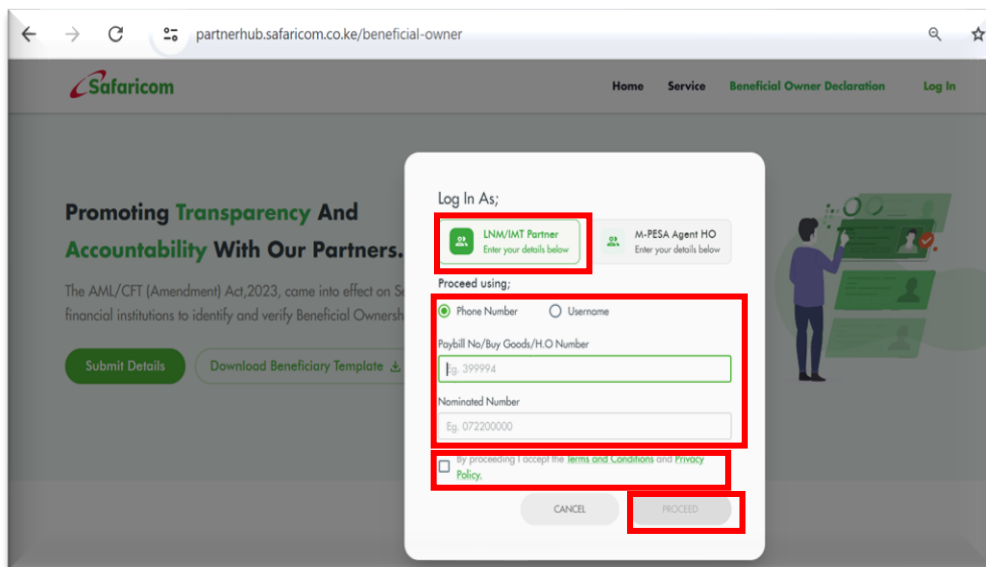
## Step-by-step guide

### STEP 1:



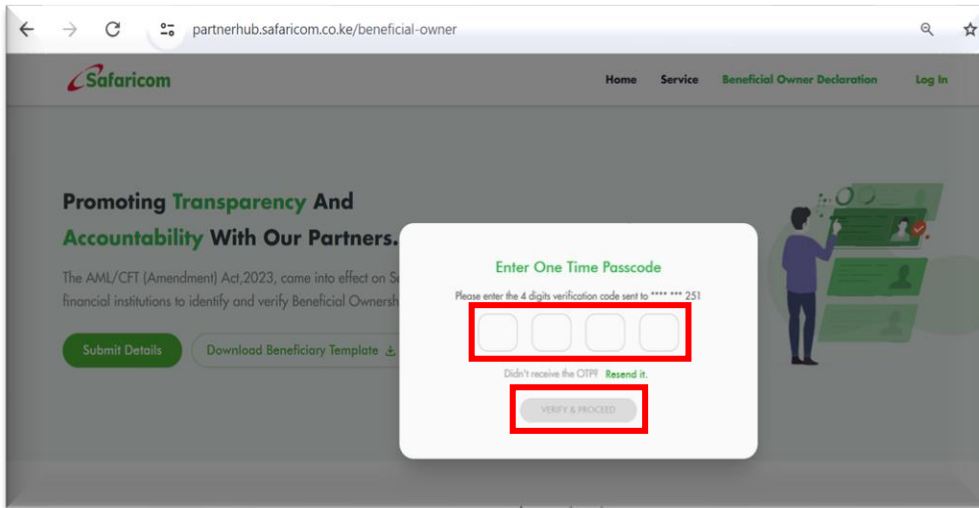
- Open the Partner Portal hub through the link [Beneficial Owner Portal](#)
- Click on Submit Details

### STEP 2:



- As a Business owner of a **Paybill, Buy goods, B2C or an International Money Transfer account**, click on the tab **LNM/IMT Partner**.
- As the **declared business Administrator**, select either your nominated number or Username and provide the account number and nominated number for verification.
- Read the Terms and Conditions and Privacy policy, then click on the check box.
- Click **PROCEED**.

### STEP 3:



Enter One Time Passcode

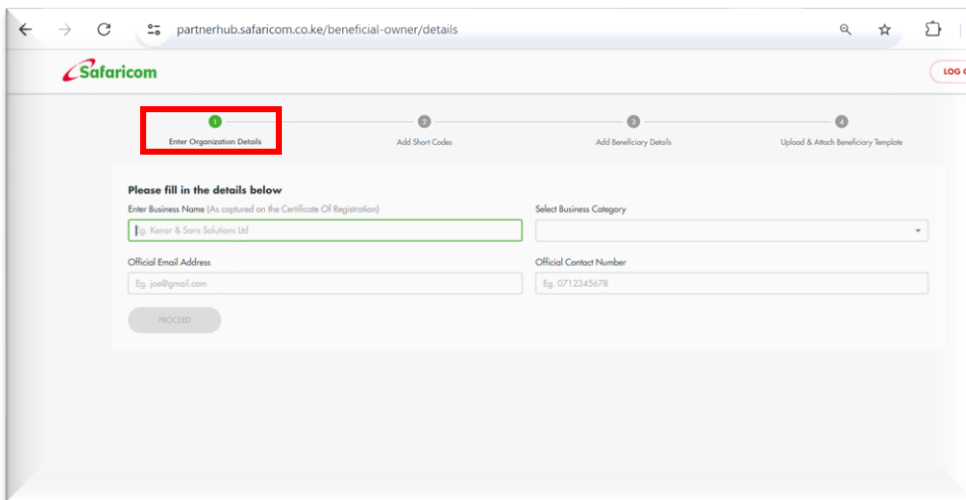
Please enter the 4 digits verification code sent to \*\*\*\* \* 251

Didn't receive the OTP? [Resend it.](#)

VERIFY & PROCEED

- You will receive a one-time password through SMS on your phone. For security purposes please **do not share your password.**
- Enter the 4-digit password on the boxes provided on the portal.
- Click on VERIFY AND PROCEED.

### STEP 4:



Enter Organization Details

Please fill in the details below

Enter Business Name (As captured on the Certificate Of Registration)

Kinor & Sons Solutions Ltd

Select Business Category

Official Email Address

joe@gmail.com

Official Contact Number

Eg. 0712345678

PROCEED

- Add your organization details accurately on the tabs provided.
- Once you select your business category, you will be prompted to attach the required documentation. See step 5.

## STEP 5:

partnerhub.safaricom.co.ke/beneficial-owner/details

**Please Upload & Attach Documents**

Upload Company KRA  
File Format: PDF  
Smaller than 10MB  
Drag and drop your document here or  
CHOOSE FILE

Upload Certificate Of Incorporation  
File Format: PDF  
Smaller than 10MB  
Drag and drop your document here or  
CHOOSE FILE

CR12 From The Registrar Of Companies (Not More Than 3 Months Old)  
File Format: PDF  
Smaller than 10MB  
Drag and drop your document here or  
CHOOSE FILE

Any Other Document  
File Format: PDF  
Smaller than 10MB  
Drag and drop your document here or  
CHOOSE FILE

PROCEED

- Carefully read through the list of required documents and ensure they are scanned and saved on your device ready for upload before initiating the submission process.
- Note: **only PDF attachments** are allowed.
- Select PROCEED.

## STEP 6:

partnerhub.safaricom.co.ke/beneficial-owner/details

**LOG OUT**

1 Enter Organization Details 2 **Add Short Codes** 3 Add Beneficiary Details 4 Upload & Attach Beneficiary Template

Please Update your Organization Short Code Below by clicking The Edit Button to Select the Industry And Product Category.

**ADD SHORT CODE +**

Short Code	Product Category	Organization Name	Industry	No Of Beneficiaries	Total % ShareHolding	Status	Action
5084550				0	0%	PENDING	

Rows per page: 25 1-1 of 1

PROCEED

- The short code you logged in with will be listed under the add short code menu.
- Select ADD SHORT CODE to add **ALL** other short codes directly registered under the submitted organization details.
- Under each declared short code, select the Edit (pencil) icon to add short code details. See step 7.

## STEP 7:

The screenshot shows a web browser window with the URL `partnerhub.safaricom.co.ke/beneficial-owner/details`. A modal titled "Add Short Code Details" is open. The form contains the following fields and buttons:

- Short Code:
- Select Product Category:
- Select Industry Category:
- Upload & Attach Certificate Of Trading (Optional):
  - File Format: PDF, Smaller than 10MB
  - Drag and drop your document here or
  -
- 
- 

In the background, a table lists short codes. A "PROCEED" button is highlighted in the bottom left corner of the main page.

- Add your short code details as prompted on the page.
- Select CHOOSE FILE to attach a copy of your regulatory license or business permit.
- Click on SUBMIT.
- Once all your short codes are listed, click PROCEED

## STEP 8:

The screenshot shows the same web browser window, now at the "Add Beneficiary Details" step. The progress bar at the top indicates the current step is 3 of 4. The main content area is titled "Beneficial Owner Declaration" and includes:

- Status:
- 
- Table with columns: Short Code, Product Category, Organization Name, Industry, No Of Beneficiaries, Total % ShareHolding, Status, Action.
- Table content: 

Short Code	Product Category	Organization Name	Industry	No Of Beneficiaries	Total % ShareHolding	Status	Action
						SUBMITTED	N/A
- Rows per page: 25, 1-1 of 1
- 
- 

- Select ADD BENEFICIARY to add details of your business beneficiaries.
- **Remember** a beneficiary is any individual who ultimately own or control a legal entity. This includes individuals with 10% and above ownership or control of a legal entity.
- See step 9.

## STEP 9:

The screenshot shows the 'Add Beneficiary Details' form in the Safaricom PartnerHub. The form includes the following fields and elements:

- First Name, Middle Name, Last Name (text input fields)
- Date of Birth: 07/04/2008 (calendar icon)
- Nationality (dropdown menu)
- Phone Number (text input field)
- Document Type (dropdown menu)
- Document Number (text input field)
- Upload (All Sides) section with a 'CHOOSE FILE' button
- A 'SUBMIT' button at the bottom right of the form

In the background, the 'Beneficiary Owner Declaration' table is visible, and a 'PROCEED' button is highlighted in red.

- Add details of your beneficiaries. Ensure details captured are exactly as appears on the beneficiary's identification document.
- Select CHOOSE FILE to attach a copy of the beneficiary's identification document.
- For each of the short codes provided on step 6, provide the percentage of shares held by the specific beneficiary.
- Click on SUBMIT.
- Click on PROCEED.