



ACCOUNT OPENING NOTES

Business Solution

Confidential

Sole trader

- Certificate of registration
- Company form III
- Company profile
- TPIN Certificate
- Letter requesting to open an account with Absa
- 1 Passport size photo for Director/Shareholder/Signatories
- NRC / Passport/Driver's license copy for Director/Shareholder/Signatories
- Address confirmation for Director/Shareholder/Signatories
- Latest annual returns

Partnership

- Certificate of registration
- Company form II
- Company profile
- TPIN Certificate
- Letter requesting to open an account with Absa
- 1 passport size photo for **ALL** Directors/Shareholders/Signatories
- NRC / Passport/ Driver's license Copy for **ALL** Directors/Shareholders/Signatories
- Address confirmation for **ALL** Directors/Shareholders/Signatories
- Partnership deed
- Minutes of the board resolution
- Latest annual returns

Private Limited Company by Shares

- Certificate of Incorporation
- Certificate of share capital
- Articles of association
- TPIN Certificate
- Letter requesting to open an account
- NRC / Passport/Driver's license Copies for **ALL** Directors/Shareholders/Signatories
- 1 Passport size photo each for **ALL** Directors/Shareholders/Signatories
- Minutes of the board resolution
- PACRA Company form 3 OR Computer printout
- Company Profile
- Address confirmation for **ALL** Directors/Shareholders/Signatories
- Latest Annual returns

CACTS

- Certificate of registration
- Constitution or by laws
- TPIN certificate
- Letter requesting to open an account
- Minutes of the board resolution
- NRC / Passport/ Driver's license Copies for **ALL** Directors/Shareholders/Signatory
- 1 passport size photo for each signatory
- Address proof for each signatory
- List of names and position for all trustees/key officials

GOVERNMENT

- Letter from the ministry
- Constitution
- Letter from the association
- Form 49
- NRC/ Passport/ Driver's license copies
- 1 passport size photo
- TPIN Certificate
- Minutes of the board resolution