

# ANTI –MONEY LAUNDERING QUESTIONNAIRE

*(To be filled by the customer)*

## Background:

The objective of this questionnaire is to ensure that KCB Bank Rwanda Plc complies with anti- money laundering legal requirements and is guarded against KYC issues and any other applicable risks.

This questionnaire provides for minimum guidelines on AML screening. It does not however cover all eventualities; the bank officer in charge of customer identification is required to apply the maximum diligence so that the bank does not engage into business with customers who can compromise our commitment to combating money laundering. Higher risk transactions or relationships, such as those related to political exposed persons and organizations will clearly require greater scrutiny than lower risk transactions and accounts.

## NATURAL PERSONAL

1. Legal names .....
2. Any other names used ( a.k.a) .....
3. Telephone number .....
4. Alternative telephone number .....
5. e-mail address .....
6. Date and place of birth: .....
7. Nationality .....
8. Valid identification number: ..... Expiry date.....
  - Plot number .....
  - Umudugudu .....
  - Akagari .....
  - Umurenge .....
  - Akarere.....
9. If foreign, provide resident permit/ work permit: .....
10. Occupation (position held) .....
12. Employment status.....
  - Self employed
  - Employee
  - Entity name and physical address: .....

13. Nature of business (please describe in details).....
14. Type of account and nature of the banking relationship.....
15. Account Currency.....
16. Estimate average amount of money to be deposited on the account per month.....
17. Estimate number of deposits per month.....
18. Estimate number of withdrawals per month.....
19. Indicate all sources of your income.....

### CERTIFICATION OF CONFIRMATION.

I confirm that the information provided above is true to the best of my knowledge and hereby agree to abide by the rules and regulations governing banking services.

Name..... Signature..... Date.....

### II. GENERAL GUIDE FOR LEGAL ENTITIES

- A legal entity is considered in this questionnaire as any customer that is not a natural person.
- For legal entity, the principal guidance is to look behind the institution to identify those who have ultimate control over the business and the entity's assets and identify them as per the questionnaire above.
- What constitutes control for this purpose will depend on the nature of a company, and may rest in those who are mandated to manage funds, accounts or investments without requiring further authorization, and who would be in a position to override internal procedures and control mechanisms.
- For corporations, particular attention should be paid to shareholders, signatories, or others who inject a significant proportion of the capital or financial support or otherwise exercise control.
- Where the owner of a corporate is another corporate entity or trust, the objective is to undertake reasonable measures to look behind that entity and to verify the identity of the principals.
- For partnerships, each partner should be identified and it is also important to identify immediate family members that have ownership control.