

Account Opening Guide

Individual/Personal Account

- Kenyan National Identity Card or Valid Kenyan Passport;
- 2 recent colored passport size photos;
- KRA PIN (downloadable online) or copy of Social Security Card;
- Pay slips – 3 months (certified by employer);
- Banks Statements – 6 months (certified by the Bank);
- Original Letter of Employment or an Introduction letter from an ABC Bank account holder in good standing or staff member;
- Proof of residence through: lease agreement or latest copy of utility bill(s), local tax authority bill showing clients name and residential address.

YoungStar Account

- All documents as stated in No: 1 above need to be provided by the parent or guardian, including a true and certified copy of the minors Birth Certificate.

Business Account

- Individual Directors for all business accounts MUST provide details as No: 1 above
- Company Registration Certificate;
- Memorandum and Articles of Association (for LLC);
- Partnership Deeds (for Partnership Companies);
- Trading License;
- Federal & State Tax ID number (EIN / FEIN);
- Latest Audited Financial Reports – 1 year;
- Board Resolution (for LLC and Partnerships);
- Company Statements for 1 year;
- For NGO's: Charter Documents and By-Laws
- For Associations: Trust Deed and Constitution

Professional Account

- Professionals such as doctors, lawyers, accountants etc MUST submit a certified copy of their Practicing License as well as documents stated in No: 3 above.

NOTE

- Certified Copies of ALL these documents need to be submitted after they have been stamped and certified by either of these appointed persons/bodies: Kenyan Embassy, Consulate, Diplomatic Mission, Notary Public or Current Banker.
- Together will all the documents, include the checklist and send together.