

IDENTIFICATION CHECKLIST INDIVIDUALS



SECTION 1. ACCOUNT DETAILS

Name of Signatory

Account Name

Account Number

Branch Cost Centre

SECTION 1: NAME & DATE OF BIRTH (Must attain 50 points in this section)

Where a valid Passport is provided no other source of identification is required from this section.

If Passport is not provided then the two of the following documents to be provided, one of which must be a birth certificate:

<input type="checkbox"/> Passport	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Tertiary Institution Id	<input style="width: 50px;" type="text" value="0"/>
<input type="checkbox"/> Birth Certificate	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> FNPF Id	<input style="width: 50px;" type="text" value="0"/>
<input type="checkbox"/> Drivers Licence	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Profession Id	<input style="width: 50px;" type="text" value="0"/>
<input type="checkbox"/> Employer Id	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Staff Id	<input style="width: 50px;" type="text" value="0"/>

Document no.	Expiry Date (If any)

Points Scored

SECTION 2: RESIDENTIAL ADDRESS of signatory verified from:

<input type="checkbox"/> Electricity or Water Bill	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> City rate notice	<input style="width: 50px;" type="text" value="0"/>
<input type="checkbox"/> Notice of Tax assessment	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> NLTB Notice	<input style="width: 50px;" type="text" value="0"/>
<input type="checkbox"/> Letter from Landlord	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Letter from Educational Institutions	<input style="width: 50px;" type="text" value="0"/>
<input type="checkbox"/> Land lease notice of payment	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Other (specify)	<input style="width: 50px;" type="text" value="0"/>

Document no.	Notes (If any)

Points Scored

SECTION 3: OCCUPATION DETAILS of signatory verified from:

<input type="checkbox"/> Current Payslip	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Letter from reputable employer	<input style="width: 50px;" type="text" value="0"/>
<input type="checkbox"/> Tertiary Institution Id	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Employment Id	<input style="width: 50px;" type="text" value="0"/>
<input type="checkbox"/> Other (specify)	<input style="width: 50px;" type="text" value="0"/>		

Employment no.	Notes (If any)

Points Scored

SECTION 4: TELEPHONE NUMBER of signatory verified from:

<input type="checkbox"/> Current Telephone bill	<input style="width: 50px;" type="text" value="0"/>	<input type="checkbox"/> Other (specify)	<input style="width: 50px;" type="text" value="0"/>
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Telephone no.	Notes (If any)

Points Scored

QUALIFICATION OF CUSTOMER: MUST SCORE MORE THAN OR EQUAL TO 100 POINTS

Total Points Scored

Please complete sign off below

Sign Off

Result of Check Has verification been achieved Yes No Signature: _____ Date: _____

Completed by: _____ Verified by: _____

Date: _____ Date: _____

NOTE:

If after performing the 100-point check, it is found that the customer does not qualify or meet the minimum requirement, the matter is to be referred to the unit Manager. The unit Manager is to use his discretion in order to make a decision of whether the customer can qualify or not.