



Documents required to open Business account

1. **Passport copies of signing officers (verified as true copies of original)**
2. **Passport size photo's of Signing officers**
3. **Original or copy of water bill and/or electricity bill (verified as true copy of original)**
4. **Copy of company registration certificate (certified as true copy of original)**
5. **Company resolution**
6. **Memorandum and Articles of Association**

Documents required to open Individual accounts

1. **Passport copy of signing officer (verified as true copy of original)**
2. **Copy of water bill and/or electricity bill (verified as true copy of original)**
3. **Recent pay slip**
4. **Passport size photo/s of signing officers**

For withdrawals from the account we need signed instruction (by authorised signatory(s), faxed to +267 3906874, for attention Comfort or Bridgette (this is for security reasons). Further more we shall appreciate if you advise us (by fax or e-mail) whenever you are expecting some funds in to your account to enable us to credit your account timeously.

If you need more information please do not hesitate to contact Comfort and Bridgette at comfort@kingdombotswana.co.bw and bridgette@kingdombotswana.co.bw respectively