



Anti-Money Laundering/Know Your Customer Compliance Questionnaire for Corporates

1. BIOGRAPHICAL INFORMATION:

- 1.1 Full Legal Institution Name
- 1.2 Trading Name(s) (if different from the above)
- 1.3 Legal Entity Identifier (LEI)
- 1.4 Registration Number of Entity
- 1.5 Business Licence Number
- 1.6 Economic Sector
- | | |
|--|---|
| <input type="checkbox"/> Accommodation and Food Service Activities | <input type="checkbox"/> Mining and Quarrying |
| <input type="checkbox"/> Activities of Extraterritorial Organisations & Bodies | <input type="checkbox"/> Other Service Activities (please specify) |
| <input type="checkbox"/> Administrative and Support Services | |
| <input type="checkbox"/> Agriculture and Fisheries | <input type="checkbox"/> Professional, Scientific and Technical Activities |
| <input type="checkbox"/> Arts, Entertainment and Recreation | <input type="checkbox"/> Public Administration & Defence, and Compulsory Social Security |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Real Estate Activities |
| <input type="checkbox"/> Education | <input type="checkbox"/> Transportation and Storage |
| <input type="checkbox"/> Electricity, Gas, Steam & Air Conditioning Supply | <input type="checkbox"/> Water Supply, Sewerage Management, & Remediation Activities |
| <input type="checkbox"/> Financial & Insurance Activities | <input type="checkbox"/> Wholesale & Retail Trade, Repair of Motor Vehicles & Motorcycles |
| <input type="checkbox"/> Human Health & Social Work Activities | |
| <input type="checkbox"/> Information and Communication | |
| <input type="checkbox"/> Manufacturing | |
- 1.7 Number of Local Branches
- 1.8 Number of Overseas Branches
- 1.9 Products/Services Offered
- 1.10 Africa Entity Identifier
- 1.11 Tax Identification Number



1.12 FATCA¹ Status

Please provide the registration status of your institution (check as appropriate and provide relevant information)

Classification

- ☐ GIIN²
- ☐ Model IGA³
- ☐ Not Applicable

2. CONTACT INFORMATION:

2.1 Full Address of the Registered Office

Street and Town

Country

2.2 Physical Address of Head Office

Street and Town.....

Country

2.3 Principal Place of Business (address if different from above)

Street and Town.....

.....

2.4 Company Contact Details

Business Email

Business Telephone

Website

2.5 Legal Advisers

.....

2.6 External Auditors

Name

Address

Telephone

Email

2.7 Swift Code (If applicable)

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1 US Foreign Account Tax Compliance Act

2 Global Intermediary Identification Number

3 FATCA Intergovernmental Agreement with your jurisdiction

2.8 Key Supplier 1
(Provide list of key suppliers –
if more space is required, please
attach a clearly labelled separate
sheet)

Name of Supplier

Type of Service or Product Supplied

Address

Telephone

Email

Main Contact Person (Key Supplier)

Name

Address

Telephone

Email

2.8 Key Supplier 2
(Provide list of key suppliers –
if more space is required, please
attach a clearly labelled separate
sheet)

Name of Supplier

Type of Service or Product Supplied

Address

Telephone

Email

Main Contact Person (Key Supplier)

Name

Address

Telephone

Email

3. OWNERSHIP AND MANAGEMENT STRUCTURE

3.1 Legal Entity Type (check as appropriate)

- ☐ Public Limited Company
- ☐ Private Company Limited by Shares
- ☐ Company Limited by Guarantee
- ☐ Unlimited Liability Company
- ☐ Partnership
- ☐ Limited Liability Partnership (LLP)

- ☐ Limited Partnership (LP)
- ☐ Sole Proprietorship
- ☐ Joint Venture Company
- ☐ Trust Company
- ☐ Other (please specify)
.....
.....

3.2 Subsidiary/Affiliate Companies/Parent/ Holding Company (list all)

.....

.....

.....

3.3 Stock Exchange

Is the institution listed on a stock exchange?

☐ Yes ☐ No

If 'Yes', please indicate the name and country of the stock exchange and the stock symbol/ID

.....

.....

3.4 Government Ownership (as may apply)

State Invested Company ☐ Yes ☐ No

If 'Yes', please state the:

- Country:.....
- Government Ownership:%

3.5 Shareholding Information

Please list shareholders who own 5% or more of voting rights:

Name (Individual/Legal Entity)	Country of Citizenship or Incorporation (for legal entities)	Shareholding (%)
1.		
2.		
3.		
4.		
5.		

(If more space is required, please attach a clearly labelled separate sheet.)

3.6 Beneficial Owners' Information⁴

Please provide information on natural person(s) who ultimately own the company if not included in the table above:

Name	Citizenship	Country of Residence (if different from citizenship)	Date of Birth	Shareholding (%)

(If more space required, please attach a clearly labelled separate sheet.)

3.7 Management Structure

Board of Directors: (please list the members of the board or equivalent corporate body below):

Board Member Name	Designation	Citizenship	Date of Birth Passport Number/National Identification Number	Expiry Date

(If more space required, please attach a clearly labelled separate sheet.)

Executive Management (please list the key management staff below):

Executive Name	Citizenship	Designation

(If more space required, please attach a clearly labelled separate sheet.)

⁴ "Beneficial Owner" refers to the:

- (i) natural person(s) who ultimately own(s) or control(s) the entity through direct or indirect ownership or control(s) over a sufficient percentage of the shares or voting rights or;
- (ii) natural person(s) who exercises control over the entity

4. REGULATORY INFORMATION

4.1 Name of Regulatory Body

Please list the regulatory body and law governing the company's business activities as applicable:

4.2 Operating Law

Please list the main law in your country of operations which governs the company's activities e.g. Companies Act, Mining Act for mining companies, etc.

5. BANK DECLARATION

5.1 Lending Facilities (to be completed by entities wishing to establish credit relationship with Afreximbank)

Please provide details in the tables below as applicable:

Bank Name	Country	Facility Type	Available Line (amount in '000s)	Outstanding as at Year End (amount in '000s)	Currency	Security/ Assignments/ Collateral

5.2 Guarantee Facilities (to be completed by entities wishing to establish credit relationship with Afreximbank)

Please provide details in the tables below as applicable:

Name of Entity	Type of Guarantee	Amount

- 5.3 Information on Payment Services (to be completed by entities wishing to establish payment services relationship (AfPAY) with Afreximbank):
Applicable to Payment Services Customers. Please provide an estimate of expected payments account activities.

Transaction Counterparty	Average Amount	Frequency of Transactions (weekly, monthly, quarterly, etc.)	Purpose of Transaction

6. COMPLIANCE DECLARATION (please check as appropriate)

- (a) Are there Shareholders, Directors or Executive Management who hold positions in the public sector/ government?

(If more space is required, please attach a clearly labelled separate sheet)

☐ Yes ☐ No

If 'Yes', please provide details below.

Name:.....

Role in the Company:.....

Public position held:.....

- (b) Are the Company, Shareholders or other related parties under any sanctions or restrictions by any regulator or sanctioning body?

☐ Yes ☐ No

If 'Yes', please provide details below.

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.....
.....

- (c) Is the company compliant with Environment and Social Management Laws in all the countries it operates in?

☐ Yes ☐ No

If 'No', please provide details below.

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.....
.....

(d) Is the company compliant with Anti-Bribery and Anti-Corruption Laws in all the countries it operates in?

☐ Yes

☐ No

If 'No', please provide details below.

.....

.....

.....

(e) Does the entity comply with anti-money laundering and combating terrorism financing laws and regulations?

☐ Yes

☐ No

If 'No', please provide details below.

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.....

.....

(f) Has legal action been brought against the company before the regulatory body regarding violations of anti-money laundering and/or terrorist financing laws and regulations?

☐ Yes

☐ No

If 'Yes', please provide details below.

.....

.....

.....

(g) Does the company conduct background checks on its customers and counterparties, including contractors, employees and other third parties?

☐ Yes

☐ No

If 'No', please provide details below.

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7. ANTI-MONEY LAUNDERING, COUNTER TERRORISM FINANCING AND TAX COMPLIANCE DECLARATION:

I,[Name]
 (Designation)....., confirm that
 (Name of Corporate/Company), for which I am an authorised signatory:

- i. complies, on a permanent basis, with all applicable laws, regulations, codes and sanctions relating to tax-compliance, and anti-money laundering and counter terrorism financing;
- ii. is not engaged in activities, practices or conduct which would constitute offences under the applicable laws, regulations, codes and sanctions relating to anti-money laundering, illicit financial flows, terrorism financing or tax evasion in countries where we operate;
- iii. will not directly or indirectly make use of Afreximbank/MANSA products, facilities, services and/or the business relationship with Afreximbank:
 - a. to support any activities or business with any person or organisation that is engaged in money laundering, bribery and corruption, illicit financial flows, terrorism financing or tax evasion; and
 - b. to conduct any transactions in violation of applicable laws and regulations in all countries of operation;

- iv. has implemented the necessary processes and controls to ensure that there will be no direct or indirect use of our relationship with Afreximbank that would result in a violation of the above referred laws and regulations;
- v. ensures regular monitoring of the transactions of its customers;
- vi. collaborates with the Financial Intelligence Unit (FIU) of countries where it operates to declare suspicious transactions;
- vii. provides copies of risk management policies/procedures as may be required by Afreximbank;
- viii. provides periodic compliance declarations to Afreximbank as may be required from time to time;
- ix. consents to Afreximbank team on-site visits from time to time.

We declare that neither the organisation, its authorised representatives, nor affiliates are under criminal investigation or prosecution and have not prior hereto been convicted in court for any violation of taxation laws and laws against money laundering/counter financing of terrorism and illicit financial flows.

We commit to provide on an ongoing basis to Afreximbank all information required to explain the authenticity of our transactions.

All information provided above is true
and represents (Entity Name)

Completed by:

Title:	Signature (By Authorised Signatory) & Stamp:	Date:
.....

8. MANSA ONBOARDING CONSENT

The African Export-Import Bank (Afreximbank) has taken the initiative to design and create the Africa Customer Due Diligence Repository Platform (MANSA or the 'Platform'). The Platform will carry relevant information about African banks and corporates, macroeconomic statistics, investment climate, etc. in one portal. The information on the Platform will also include relevant news and events with the intent of informing its audience on key compliance and investment-related issues and opportunities about Africa. It is anticipated that, with the growth of the repository, there will be more trade and business collaboration among Africans, resulting in standardised due diligence processes that will further enhance innovation and integration, and promote intra and extra-African trade.

Having your organisation's Know-Your-Customer (KYC) information on the MANSA Platform will confer many benefits, including creating visibility of your organisation to business counterparties, such as potential lenders, customers, business partners, suppliers and investors. One of the key advantages of this initiative is that key customer due diligence information about your company will be easily accessed by banks, as well as potential investors within Africa and globally, who are seeking to do business on the continent. It will make it easier for them to offer services, including possible credit facilities to your company.

The Platform will significantly reduce the cost of compliance for African entities and make it easier to access other international banking services. As the African Continental Free Trade Area (AfCFTA) agreement becomes operational, MANSA will facilitate intra-African trade and investments, and make it easier for African banks to assess your credit risks. The Pan-African Payment and Settlement System (PAPSS), which Afreximbank is implementing with African Union support, will rely heavily on Customer Due Diligence data contained in MANSA. PAPSS will make it possible for intra-African trade payments to be made in African national currencies.

I, Mr./Mrs./Dr./Prof..... on behalf of.....
 (Company name, address, etc.), do hereby
 approve that (Company name) data be uploaded onto the MANSA Platform.

Name:
 Position:
 Organisation:

Signature:
 Date:

9. CHECKLIST OF SUPPORTING DOCUMENTS (AS APPLICABLE)

i. CHECKLIST OF SUPPORTING DOCUMENTS – PRIVATE COMPANIES AND PARTNERSHIPS

Company Information	
Certificate of Registration/Certificate of Incorporation (as applicable)	<input type="checkbox"/>
Certificate of Change of Name (if applicable)	<input type="checkbox"/>
Memorandum & Article of Association/Memorandum of Incorporation/Company Statutes/Company Regulations/Partnership Deed (as applicable)	<input type="checkbox"/>
List of Shareholders and their respective shareholding percentages (including details of ultimate beneficial owner if your shareholder is a company/legal entity)	<input type="checkbox"/>
Certified Copies of Identification Documents (national ID or passport) for Individual Shareholder(s)/ Partners owning more than 5% shareholding (The documents should be certified as 'True Copies')	<input type="checkbox"/>
Profiles of Individual Shareholders/Partners owning more than 5% shareholding (details of their career and education background on company letterhead or extract from company website)	<input type="checkbox"/>
Declaration of Initial Source(s) of Funding by key promoters (individuals) owning more than 25% shareholding (please attach the completed declaration form which should be 'notarised' or 'witnessed' by a notary public)	<input type="checkbox"/>

Statements of net worth by key promoters (individuals) owning more than 25% shareholding. This should include other business interests (shareholding) in other companies. (Please attach the completed statement of net worth which should be "notarised" or "witnessed" by a notary public)	<input type="checkbox"/>
Confirmation of changes in ownership structure/shareholders/partners in the past 3 years	<input type="checkbox"/>
Annual Report and Financial Statements for the past 3 years	<input type="checkbox"/>
Profiles of Board of Directors (details of their career and education background on company letterhead or extract from company website)	<input type="checkbox"/>
Certified Copies of Identification Documents (national ID or passport) for Board Members (the documents should be certified as 'True Copies')	<input type="checkbox"/>
Profiles of Executive Management (details of their career and education background on company letterhead or extract from company website)	<input type="checkbox"/>
Environmental and Social Impact Assessment Report (for customers involved in project-related transactions)	<input type="checkbox"/>
Relevant Environmental Approvals and Certifications (for customers involved in project-related transactions)	<input type="checkbox"/>

Parent and/or Holding Company Information

Certificate of Registration/Certificate of Incorporation (as applicable)	<input type="checkbox"/>
Certificate of Change of Name (if applicable)	<input type="checkbox"/>
Memorandum & Article of Association/Memorandum of Incorporation/Company Statutes/Company Regulations (as applicable)	<input type="checkbox"/>
Shareholding Structure (including declaration of Ultimate Beneficial Owners who own more than 5% shareholding)	<input type="checkbox"/>
Management Structure (details of Board of Directors and Executive Management)	<input type="checkbox"/>

ii. CHECKLIST OF SUPPORTING DOCUMENTS – PUBLIC COMPANIES

Company Information

Certificate of Registration/Certificate of Incorporation (as applicable)	<input type="checkbox"/>
Certificate of Change of Name (if applicable)	<input type="checkbox"/>
Memorandum & Article of Association/Memorandum of Incorporation/Company Statutes/Company Regulations (as applicable)	<input type="checkbox"/>
List of Top Twenty Shareholders (top twenty shareholders owning the highest percentage holdings in the company)	<input type="checkbox"/>

Annual Report and/or Financial Statements for the past 3 years	<input type="checkbox"/>
Profiles of Board of Directors (details of their career and education background on company letterhead or extract from company website)	<input type="checkbox"/>
Certified Copies of Identification Documents (national ID or passport) for individuals with controlling authority or those that will be signing on the account with Afreximbank (e.g. CEO or Deputy CEO) (the documents should be certified as 'True Copies')	<input type="checkbox"/>
Profiles of Executive Management (CVs)	<input type="checkbox"/>
Environmental and Social Impact Assessment Report (for customers involved in project-related transactions)	<input type="checkbox"/>
Relevant Environmental Approvals and Certifications (for customers involved in project-related transactions)	<input type="checkbox"/>

Parent and/or Holding Company Information (required for Parent Companies that own 25% shareholding in the public company)

Certificate of Registration/Certificate of Incorporation (as applicable)	<input type="checkbox"/>
Certificate of Change of Name (if applicable)	<input type="checkbox"/>
Memorandum & Article of Association/Memorandum of Incorporation/Company Statutes/Company Regulations (as applicable)	<input type="checkbox"/>
Shareholding Structure (including Ultimate Beneficial Owners who own more than 5% shareholding)	<input type="checkbox"/>
Management Structure (details of Board of Directors and Executive Management)	<input type="checkbox"/>

iii. CHECKLIST OF SUPPORTING DOCUMENTS - TRUSTS

Company Information

Certificate of Registration/Certificate of Incorporation (as applicable)	<input type="checkbox"/>
Certificate of Change of Name (if applicable)	<input type="checkbox"/>
Trust Deed	<input type="checkbox"/>
List of Shareholders and their respective shareholding percentages (including details of Ultimate Beneficial Owner if your shareholder is a company/legal entity and detail of the Principal or Protector that owns the shareholding)	<input type="checkbox"/>
Profiles of Board of Directors and Trustees, Protectors or Controllers (CVs) (as applicable)	<input type="checkbox"/>
Certified Copies of Identification Documents (national ID or passport) for Directors, Trustees, Protectors or Controllers (as applicable). (The documents should be certified as 'True Copies')	<input type="checkbox"/>

Profiles (CVs) of Individual Shareholders owning more than 5% shareholding	<input type="checkbox"/>
Declaration of source of funds for the Trust (the declaration should be 'notarised' or 'witnessed' by a notary public)	<input type="checkbox"/>
Statements of net worth by key promoters/settlers (individuals) owning more than 25% shareholding. This should include other business interests (shareholding) in other companies. (The statement should be 'notarised' or 'witnessed' by a notary public)	<input type="checkbox"/>
Confirmation from Trustees that they are themselves aware of the true identity of the underlying principals, i.e. the settlors/named beneficiaries, and that there are no anonymous principals. (Applicable to Discretionary Trusts)	<input type="checkbox"/>
Confirmation of Changes in ownership structure/shareholders in the past 3 years	<input type="checkbox"/>
Annual Report and Financial Statements for the past 3 years	<input type="checkbox"/>
Profiles of Executive Management (CVs)	<input type="checkbox"/>
Environmental and Social Impact Assessment Report (for customers involved in project-related transactions)	<input type="checkbox"/>
Relevant Environmental Approvals and Certifications (for customers involved in project-related transactions)	<input type="checkbox"/>

Parent and/or Holding Company Information

Certificate of Registration/Certificate of Incorporation (as applicable)	<input type="checkbox"/>
Certificate of Change of Name (if applicable)	<input type="checkbox"/>
Memorandum & Article of Association/Memorandum of Incorporation/Company Statutes/Company Regulations (as applicable)	<input type="checkbox"/>
Shareholding Structure (including Ultimate Beneficial Owners who own more than 5% shareholding)	<input type="checkbox"/>
Management Structure (details of Board of Directors and Executive Management)	<input type="checkbox"/>

Headquarters

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1/2/3/4

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Yaoundé Branch

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