

**THE FINANCIAL INTELLIGENCE ACT, ACT NO: 3/2007
RECORD OF PRESCRIBED CLIENT PARTICULARS**

(LEGAL ENTITY)

Arch Risk Services is an Accountable Institution in terms of the Financial Intelligence Act no. 3 of 2007 and as such liable to verify the identity of all business parties as well as the origin of any money received to refrain from engaging in any money laundering transaction and to prevent the receipt of any proceeds of unlawful activities.

Arch Risk Services is legally obliged under criminal sanction, to report any transaction of a suspicious nature to the Bank of Namibia.

Any cash sum received into our accounts will be reportable unless documentary proof of the origin and/or declaration of import thereof is provided to our satisfaction. **Kindly note that no monies will be refunded within a period of 14 (fourteen) days from receipt thereof into our trust account, if you fail to comply with FIA requirement or if the transaction or instruction are stopped or withdrawn.**

All prospective clients with whom a business relationship is entered into must complete the following declaration. **All files will be subjected to a 7 (seven) day delay period to verify the nature of transaction and compliance with FIA requirement. Failure to comply with this declaration within 7 (seven) days from date hereof will prevent us from proceeding with the file.**

NAME OF COMPANY / CC / TRUST OR ASSOCIATION	
REGISTRATION NUMBER	
FULL NAME OF DIRECTOR/MEMBER/TRUSTEE	
PLEASE SUPPLY LIST OF OTHER DIRECTORS/MEMBERS/TRUSTEES	
NAMIBIAN IDENTITY NUMBER	
IF NO ID NO. – PASSPORT NO. OR DRIVERS LICENCE NO	
OCCUPATION	
INCOME TAX NUMBER	

COMPANY BANK ACCOUNT DETAILS	
❖ Name of Bank	
❖ Account Holder	
❖ Branch	
RESIDENTIAL ADDRESS	
BUSINESS ADDRESS	
POSTAL ADDRESS	
TELEPHONE NUMBER (WORK)	
TELEPHONE NUMBER (HOME)	
CELL NUMBER	
E-MAIL ADDRESS	
KINDLY ATTACH TO THIS FORM THE FOLLOWING:	TICK BELOW
Certified copy of identity document (if Namibian Citizen) (Directors/Members/Trustees)	
Certified copy of Passport (if Foreign National) (Directors/Members/Trustees)	
Certified copy of Marriage Certificate (if applicable) (Directors/Members/Trustees)	
Certified copy of Antenuptial Contract (if applicable) (Directors/Members/Trustees)	
Certified copy of Memorandum and Articles of Association/Founding Statement/ Deed of trust	
Certified copy of CM29,CM46, CM1/Certificate of Registration of Trust	
Copy of Bank statement / Cancelled cheque / Documentary proof of existence of bank account	

The nature and location of my/our occupation or business activities are as follows:

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Nature of transaction:

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The origin of the money deposited herein is as follows:

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and I annex proof thereof as follows (document[s]):

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If you are the PURCHASER how is this transaction financed?

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I, the undersigned do hereby declare that the above information are true and correct and accept full responsibility for the information supplied.

DATE

SIGNED