

BANK OF BOTSWANA

BANKING SUPERVISION DEPARTMENT



COMPANIES

Checklist of documents/information to be submitted on application for a Bureau de Change Licence by companies

For Official Use Only	Received		Folio/Comments
	Yes	No	
1. Application Forms (completed in duplicate)			
2. Non - Refundable Application fee (P2 000 + VAT)			
3. Certified Copy of Certification of Incorporation			
4. Certified Copy of Certificate of Registration (should include the words "bureau de change")			
5. Personal Questionnaire Form completed by each Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance Officer of the Bureaux de Change)			
6. Curriculum Vitae of Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer			
7. A letter of consent from the principal/applicant for the Bank of Botswana to carry out a check on the financial propriety of the Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer			
8. Certified copies of official identity documents of the Shareholder(s), Director(s), Principal Officer and AML/CFT compliance officer			
9. Two passport-size photos of Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer			
10. Financial reference from the current bankers of the Applicant			
11. Police Clearance Report of Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer			
12. Completed Security Vetting Consent Form SVI by each Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer			
13. AML/CFT Policy and Internal Risk Assessment – should be compliant with the Financial Intelligence Act and Regulations (as amended)			

Applicant:.....

Checked by:

Date:.....

Signature:.....

BANK OF BOTSWANA

BANKING SUPERVISION DEPARTMENT

INDIVIDUALS

Checklist of documents/information to be submitted on Application for a Bureau de Change Licence by individuals.



For Official Use Only	Received		Folio/Comments
	Yes	No	
1. <i>Application forms (completed in duplicate)</i>			
2. <i>Non - Refundable Application fee (P2 000 + VAT)</i>			
3. <i>Certified Copy of Certificate of Registration (should include the words "bureau de change")</i>			
4. <i>Personal Questionnaire Form completed by each Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer of the Bureaux de Change.</i>			
5. <i>Curriculum Vitae of Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer</i>			
6. <i>A letter of consent from the principal/applicant for the Bank of Botswana to carry out an independent check on the financial propriety of the Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer</i>			
7. <i>Certified copies of official identity documents of the Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer</i>			
8. <i>Two passport-size photos of each Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer</i>			
9. <i>Financial reference from the current bank of the Applicant</i>			
10. <i>Police Clearance Report of each Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer</i>			
11. <i>Completed Security Vetting consent Form SVI by each Shareholder(s), Director(s), Principal Officer and AML/CFT Compliance officer</i>			
12. <i>AML/CFT Policy and Internal Risk Assessment - should be compliant with the Financial Intelligence Act and Regulations (as amended)</i>			

Applicant:.....

Checked by:

Date:.....

Signature:.....