

BANK OF BOTSWANA
BANKING SUPERVISION DEPARTMENT
COMPANIES



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

<i>For Official Use Only</i>	<i>Received</i>		<i>Folio/Comments</i>
	<i>Yes</i>	<i>No</i>	
<i>1. Application Forms (completed in duplicate)</i>			
<i>2. Non-refundable Application fee (P2 000 + VAT)</i>			
<i>3. Certified Copy of Certification of Incorporation</i>			
<i>4. Certified Copy of Certificate of Registration (should include the words "bureau de change")</i>			
<i>5. Personal Questionnaire Form (completed by all Shareholders, Directors, Principal Officers and AML Compliance Officer of the Bureaux de Change)</i>			
<i>6. Curriculum Vitae of Shareholder(s), Director(s), Principal Officer(s) and AML Compliance Officer</i>			
<i>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 Directors, Shareholders and the Principal Officer</i>			
<i>8. Certified copies of official identity documents of the beneficial owners and AML Compliance Officer</i>			
<i>9. Two passport-size photos of each beneficial owner</i>			
<i>10. Financial reference from the current bankers of the Applicant</i>			
<i>11. Police Clearance Report of each beneficial owner and AML Compliance Officer</i>			
<i>12. Completed Security Vetting consent Form SVI by each beneficial owner and AML Compliance Officer (to be collected at the Bank of Botswana)</i>			
<i>13. 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:.....

BANK OF BOTSWANA
BANKING SUPERVISION DEPARTMENT
INDIVIDUALS



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

<i>For Official Use Only</i>	<i>Received</i>		<i>Folio/Comments</i>
	<i>Yes</i>	<i>No</i>	
<i>1. Application forms (completed in duplicate)</i>			
<i>2. Non -refundable Application fee (P2 000 + VAT)</i>			
<i>3. Certified Copy of Certificate of Registration (should include the words "bureau de change")</i>			
<i>4. Personal Questionnaire Form (All Shareholders, Directors, Principal Officers and AML Compliance Officer of the Bureaux de Change should complete the form)</i>			
<i>5. Curriculum Vitae of Shareholder(s), Director(s), Principal Officer(s) and AML Compliance Officer</i>			
<i>6. 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 Director(s), Shareholder(s) and the Principal Officer</i>			
<i>7. Certified copies of official identity documents of the beneficial owners</i>			
<i>8. Two passport-size photos of each beneficial owner</i>			
<i>9. Financial reference from the current bank of the Applicant</i>			
<i>10. Police Clearance Report of each beneficial owner and AML Compliance Officer</i>			
<i>11. Completed Security Vetting consent Form SVI by each beneficial owner and AML compliance officer (To be collected at the Bank of Botswana)</i>			
<i>12. 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:.....