



REQUIRED DOCUMENTS FOR KEY ACCOUNTS

A) COMPANIES LISTED ON THE NAIROBI STOCK EXCHANGE LIMITED BY SHARES OR BY GUARANTEE

- A brief Company profile
- Certificate of incorporation
- Memorandum and Articles of association
- A letter from the Company Secretary confirming of directors
- PIN Certificate in the name of the applicant
- VAT Certificate (or VAT exemption certificate) in the name of the applicant

B) COMPANIES LIMITED BY SHARES OR BY GUARANTEE OTHER THAN AS IN (A) ABOVE AND REGULATED BY THE CENTRAL BANK ACT, RETIREMENT BENEFITS AUTHORITY, CAPITAL MARKETS AUTHORITY, THE INSURANCE AUTHORITY

- A brief Company profile
- Certificate of incorporation
- Memorandum and Articles of association
- A letter from the Company Secretary confirming of directors
- PIN Certificate in the name of the applicant
- VAT Certificate (or VAT exemption certificate) in the name of the applicant

C) COMPANIES LIMITED BY SHARES OR BY GUARANTEE OTHER THAN A,B ABOVE

- A brief Company profile
- A two page projection of expected business volumes over a 3 year period.
- Certificate of incorporation
- Memorandum and Articles of association
- Form CR 12 to be provided within 6 months of commencement of business. (Companies less than 18 months need not provide these).
- PIN Certificate in the name of the applicant
- VAT Certificate (or VAT exemption certificate) in the name of the applicant
- ***(For C2B and B2C – a two page 2 yr projection of M-PESA transactions)***

D) RELIGIOUS ORGANIZATIONS



- A brief organization profile
- Certificate of incorporation (organizations with which Safaricom will enter into contract preferably should have corporate status, e.g. a company limited by guarantee or a Registered Trusts incorporated under the Trustees (Perpetual Succession) Act) equivalent¹.
- Memorandum and articles of association or constitution (as necessary) or equivalent
- official confirmation of members of the management board or equivalent of the society, current to 1 month.
- PIN Certificate in the name of the applicant
- VAT Certificate (or VAT exemption certificate) in the name of the applicant
- Resolution at a governing meeting
- ***(For C2B and B2C – a two page 2 yr projection of M-PESA transactions)***

E) NON-GOVERNMENTAL ORGANIZATIONS

- A brief organization profile
- Certificate of Registration issued by the Non-Governmental Organizations Co-ordination Board created under the Non-Governmental Organizations Co-ordination Act.
- Constitution approved by the Non-Governmental Organizations Co-ordination Board
- PIN Certificate in the name of the applicant
- VAT Certificate (or VAT exemption certificate) in the name of the applicant
- ***(For C2B and B2C – a two page 2 yr projection of M-PESA transactions)***

F) STATUTORY BODIES & STATE CORPORATIONS

¹ Whilst most religious organizations are registered as Societies, many do not have corporate status. We recommend the establishment of contracting companies limited by guarantee and owned by the religious organization.



- A brief organization profile provided by the Corporation's Chief Executive or his designated officer
- A description of the Act of Parliament or Legal Notice under which the corporation is incorporated showing powers of the Statutory Body or the State Corporation
- PIN Certificate in the name of the applicant (if applicable)
- VAT Certificate (or VAT exemption certificate) in the name of the applicant

G) SOCIETIES (NOT BEING RELIGIOUS ORGANIZATIONS OR COMMUNITY BASED ORGANIZATIONS)²

- A brief organization profile
- Certificate of Registration issued under the Societies Act
- Constitution
- PIN Certificate in the name of the applicant
- VAT Certificate (or VAT exemption certificate) in the name of the applicant
- Minutes of an Annual General Meeting or Special General Meeting signed by all members present resolving to use M-PESA and to enter into contract with Safaricom.
- ***(For C2B and B2C – a two page 2 yr projection of M-PESA transactions)***

H) SACCOS

- A brief organization profile
- Certificate of Incorporation issued under the Societies Act
- Constitution/By laws
- PIN Certificate in the name of the applicant
- VAT Certificate (or VAT exemption certificate) in the name of the applicant;

² Special dispensation is provided for some societies, not all. Such societies will have membership that can readily be identified.



- Introduction letter from the District Co-operative Officer/Provincial Co-operative Officer or Registrar of Co-operatives with the names of the Executive Officers current for 3 months.

I) INTERNATIONAL BODIES – Multilateral/Bilateral agencies

- A brief organization profile provided by the Organizations head in Kenya
- A description of the Charter under which the organizations is incorporated showing powers of the Statutory Body.
- PIN Certificate in the name of the applicant (if applicable)
- VAT Certificate (or VAT exemption certificate) in the name of the applicant
- A statement from the organization providing us the directors or equivalent in Kenya.

J) OTHER BODIES – COMMUNITY BASED ORGANISATIONS

- A brief organization profile
- Certificate of Registration issued under the Ministry of Culture.
- An overriding agreement between Safaricom and any other body Corporate for special purposes.
- Special approval via sign-off internally.