

PAYBILL (C2B) KYC REQUIREMENTS

SOLE PROPRIETOR	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and conditions 2. Signed Tariff Guide 3. Copy of Business Registration/or Business Permit 4. Individual or company KRA Pin (Not Mandatory) 5. Copy of Identification Documents of Persons Opening the account i.e .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals). 6. Copy of Utility Bill or Business Photo to confirm existence of the Business 7. Cancelled cheque or letter from Bank confirming Bank details
LIMITED LIABILITY COMPANY	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and conditions 2. Signed Tariff Guide 3. A stamped copy of the certificate of incorporation 4. Original stamped /or company sealed Board Resolution on company letter head signed by at least two directors within 30 days stating: <ol style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the company b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details d. Nominated Safaricom Number to initiate fund withdrawal of funds on behalf of the company(not mandatory) 5. KRA pin certificate (for company and Directors) 6. Copy of CR12 –WITH VALIDITY PERIOD OF 30 DAYS/or Annual Returns with filling receipt 7. Copy of Utility Bill or Business Photo to confirm existence of the Business 8. Copy of Identification Documents of Persons Opening the account i.e .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals). 9. Cancelled cheque or letter from Bank confirming Bank details
NON-GOVERNMENTAL ORGANIZATION	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and conditions 2. Signed Tariff Guide 3. Copy of Certificate of Registration 4. Signed Letter on letter head from the NGO Board confirming Registration and existence including officials. 5. Original Stamped /or company seal board resolution on NGO letter head signed by at least two directors(Committee) within 30 days stating: <ol style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the NGO b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details

	<ol style="list-style-type: none"> d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the NGO(not mandatory) 6. Copy of Identification Documents of Directors i.e Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals). 7. Cancelled cheque or letter from Bank confirming Bank details
<p>PARTNERSHIPS (INCLUDE FIRMS SUCH AS ACCOUNTANTS AND ADVOCATES</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form &Terms and conditions 2. Signed Tariff Guide 3. Copy of Partnership Deed /OR Affidavit 4. Copy of Certificate of Registration/or Business Permit 5. Individual or company KRA Pin (Not Mandatory) 6. Copy of Identification Documents of Persons Opening the account i.e. .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals) 7. Copy of Utility Bill or Business Photo to confirm existence of the Business 8. Signed Letter from the partners (on company letter head) indicating: <ul style="list-style-type: none"> • Authorized Operators • Bank Details • Nominated Safaricom Number authorized to initiate withdraw funds. 9. Cancelled cheque or letter from Bank confirming Bank details
<p>DENOMINATIONAL CHURCHES</p> <p>BRANCHES OF MAINSTREAM CHURCHES E.G CATHOLIC ,ANGLICAN</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form &Terms and conditions 2. Signed Tariff Guide 3. Copy of Certificate of Registration 4. Letter from the headquarters of the church signed by at least 2 church officials introducing : <ol style="list-style-type: none"> a. Authority of the branch to open a paybill account or Transact business on behalf of the church b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory) 5. Verification of existence of the church by providing church photo /or copy of utility bill 6. Copy of Identification Documents used by Signatory Officials i.e .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals). 7. Cancelled cheque or letter from Bank confirming Bank details

<p>NON -DENOMINATIONAL CHURCHES</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and conditions 2. Signed Tariff Guide 3. Copy of Certificate of Registration 4. Letter from the church signed by at least two church officials introducing : <ol style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the church b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory) 5. Verification of existence of the church by providing church photo /or copy of utility bill 6. Copy of Identification Documents used by Signatory Officials I .e .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals). 7. Cancelled cheque or letter from Bank confirming Bank details
<p>CO-OPERATIVE SOCIETIES/SACCOS</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and conditions 2. Signed Tariff Guide 3. Copy of Certificate of Registration as a cooperative society 4. Signed Letter from SASRA confirm Sacco Registration on letter head 5. Original Stamped committee board resolution on company letter head signed by at least two directors within 30 days stating : <ol style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the church b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory) 6. Copy of Identification Documents of signatory officials i.e. Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals). 7. Cancelled cheque or letter from Bank confirming Bank details
<p>SACCOS -WITH FRONT OFFICE SAVINGS ACTIVITY (I.E DEPOSIT TAKING</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and conditions 2. Signed Tariff Guide 3. Copy of Certificate of Registration and Trade license from the Sacco 4. Signed Letter from SASRA confirm Sacco Registration on letter head 5. Original Stamped committee board resolution on company letter head signed by at least two directors within 30 days stating : <ul style="list-style-type: none"> • Authority to open a paybill account or Transact business on behalf of the church • Appointed persons having signatory authority and provide copies of their identification documents

	<ul style="list-style-type: none"> • Bank details • Nominated Safaricom Number to initiate fund withdrawal on behalf of the church(not mandatory) <ol style="list-style-type: none"> 6. Copy of Identification Documents of signatory officials i.e. .Copy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals). 7. Cancelled cheque or letter from Bank confirming Bank details 8. Completion of SAFARICOM AML/KYC questionnaire.
PARASTATALS	<ol style="list-style-type: none"> 1. Duly filled and signed application form &Terms and conditions 2. Signed Tariff Guide 3. Original Stamped board resolution on company letter head signed by at least two directors within 14 days stating : <ol style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the company b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details d. Nominated Safaricom Number to initiate fund withdrawal on behalf of the company(not mandatory) 4. Copy of Identification Documents used by Signatory Directors i.eCopy of the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals). 5. Cancelled cheque or letter from Bank confirming Bank details
COMMISSIONS/ SEMI-AUTONOMOUS GOK INSTITUTIONS	<ol style="list-style-type: none"> 1. Duly filled and signed application form &Terms and conditions 2. Signed Tariff Guide 3. Act of parliament and or gazette notice forming the institutions. 4. A copy of the letter from Treasury – Accountant General’s office to the line ministry’s PS authorizing opening of the account with us and Bank details 5. A letter from the Permanent Secretary (PS) of the line ministries requesting: <ol style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the company b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details 6. A letter from the institution’s Head forwarding the above documents. 7. Cancelled cheque or letter from Bank confirming Bank details
GOVERNMENT SPONSORED SCHOOLS	<ol style="list-style-type: none"> 1. Duly filled and signed application form &Terms and conditions 2. Signed Tariff Guide 3. Original Stamped committee board resolution on company letter head signed by at least two directors within 30 days stating : 4. A letter of introduction from the DEO/County Education Director authorizing opening of the account; or, a circular letter from the Ministry of Education authorizing :

	<ul style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the company b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details <ul style="list-style-type: none"> 5. Copy of identification documents used by the Board signatory's i. e the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals) 6. Cancelled cheque or letter from Bank confirming Bank details
<p>CENTRAL GOVERNMENT – MINISTRIES/GOVERNMENT DEPARTMENTS</p>	<ul style="list-style-type: none"> 1. Duly filled and signed application form & Terms and conditions 2. Signed Tariff Guide 3. A letter from the Permanent Secretary (PS) of the line ministries requesting to have : <ul style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the company b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details 4. A copy of the letter from Treasury – Accountant General's office to the line ministry's PS authorizing opening of the pay bill account with Safaricom 5. A letter from the District Accountant forwarding the above documents 6. Cancelled cheque or letter from Bank confirming Bank details
<p>DEVOLVED GOVERNMENT E.G COUNTIES</p>	<ul style="list-style-type: none"> 1. Duly filled and signed application form & Terms and conditions 2. Signed Tariff Guide 3. Letter from the County Committee Executive signed by at least 2 officials stating: <ul style="list-style-type: none"> a. Authority to open a paybill account or Transact business on behalf of the company b. Appointed persons having signatory authority and provide copies of their identification documents c. Bank details 4. A letter from the County Accountant confirming the request to open the account 5. Copy of Identification Documents of signatory officials i.e. .Copy of National Id/Military Number/Passport/Alien Id 6. Cancelled cheque or letter from Bank confirming Bank details

**FINANCIAL INSTITUTIONS
(MICRO-FINANCE
INSTITUTIONS,
INVESTMENT COMPANIES,
BANKS**

1. Duly filled and signed application form & Terms and conditions
2. Signed Tariff Guide
3. A certified copy of the Certificate of Incorporation
4. Copy of CR12 – Validity period of 30 days
5. Original Stamped /or company seal board resolution on company letter head signed by at least two directors within 30 days stating :
 - a. Authority to open a pay bill account or transact business on behalf of the company,
 - b. Appointed persons' having signatory authority and provide copies of their identification documents
 - c. Bank details
 - d. Kenya Revenue Authority PIN Certificate (company and directors)
6. Copy of identification documents used by the Directors. e the National ID/ Military Service Number (Passport/Alien Certificate for Foreign Nationals
7. A certified copy of the Financial Institution's Annual license from the authorizing authority.
8. Cancelled cheque or letter from Bank confirming Bank detail
9. Completion of SAFARICOM AML/KYC questionnaire.