



"Africa's Most Rewarding Financial Community"



KNOW YOUR BUSINESS PARTNER FORM

Date First Approved (Version 1.0):

11th March 2021

Reviewed by:

Cletus Fotibu, GM

Document Version:

2.0

Signature & Date:

9th July 2024

Approved By:

Edmond B. Ade, CEO

Signature & Date:

11th July 2024

KNOW YOUR BUSINESS PARTNER FORM

PART 1 – KNOW YOUR BUSINESS PARTNER (KYBP) FORM

Business Partner Information	
Trading Name	
Legal / Company Name	
Place of incorporation	

Legal Status <small>Please check one of the following boxes</small>	
Company	<input type="checkbox"/>
Cooperative Society / Common Initiative Group	<input type="checkbox"/>
Partnership / Sole proprietor	<input type="checkbox"/>
Non-Governmental Organisation	<input type="checkbox"/>
Other (Please provide details)	<input type="checkbox"/>

Registration No	
Registered Office Address	
Business Address	
Physical Address (If different)	

Owners <small>Use the supplementary sheet on page 2 below if your business has more than 3 shareholders</small>				
Shareholder's Name	Address	Email	Telephone	% Ownership

Directors <small>Use the supplementary sheet on page 2 below if your business has more than 3 directors</small>				
Director's Name	Directorship	Address	Email	Telephone

Transaction Detail	
Projected Annual Expenditure (USD)	
Projected Annual Revenue (USD), if applicable	

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Banking Relationship*	
Bank Name:	
Bank Address:	
Branch:	
Account Holder Name:	

Blocked Person(s) check PEP / OFAC	
Does the Business Partner (and, if a corporate, its owners) appear on the PEP List and/or OFAC-SDN List (See website at www.treasury.govt/OFAC)*, the consolidated UN, EU asset freeze list (See http://www.hm-treasury.gov.uk/fin_sanctions_index.htm) or any other sanctions list such as the Politically Exposed Persons (PEP) List?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Provide a screenshot of the website page and date checked or retain a record of the list used as of the date of the check.*

Government Links	
Does any government have any direct or indirect ownership or other financial interest in the business partner?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Use supplementary sheet on below to disclose details of government involvement or interest*

Supplementary information section Please provide any additional information or comments

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Review and Approval - AMRE Finance

I have reviewed the Business Partner information provided as well as the payment terms and I am satisfied that it is adequate and satisfactory under AMRE Finance AML policy.

US Treasury Dept's Office of Foreign Asset Control (OFAC) list of 'Specially Designated Nationals and Blocked Persons' (SDN List)

CERTIFICATION OF 2 YEAR BLOCKED PERSONS CHECK

By signing approval above, the AMRE Finance Governance & Control (GOC) Lead confirms that the information on the Business Partner Identification Form has been updated as necessary and the Blocked Persons check has been performed with satisfactory results.

Approved by (Name of AMRE Finance GOC Lead or delegate)	
Signature and Date	
Note:	<i>Approval of the GOC Lead or delegate may be documented by email.</i>

Review and Approval - Business Partner

If the business partner has been directly involved with completion of this form, it must also be signed by the authorised representative of the business partner. By signing, the authorised representative of the business partner confirms [their authority and consent to the processing of any sensitive personal data by AMRE Finance and that this form has been completed as fully and accurately as possible.

Approved by (name of authorised representative):	
For and on behalf of	
Signature and Date	

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PART 2 – KYBP DOCUMENTS CHECKLIST

Name of Document Needed		Received (Yes/No?)	Comment
1	Proof of Incorporation		
2	Taxpayer's card		
3	Attestation of non-indebtedness to tax authorities		
4	Articles of Association / Partnership Agreement		
5	Shareholder Register		
6	Certified copy of Government Issued ID or Passport for Directors, Shareholders, Partners, Cooperators, Sole Proprietor, etc.		
7	Financial Statement for the previous year (if the business has been active in the financial year just ended)		
8	Bank statement for the last 6 months period		
9	Bank attestation showing details banking information such as account number, account name, Swift, and IBAN		
10	Localisation plan approved by tax authorities		
11	KYBP signed by Creator		

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PART 3 – PRIVACY STATEMENT FOR BUSINESS PARTNERS

Introduction

This Privacy Statement for Business Partners is a statement of principles and guidelines for the protection of the personal information of our individual Business Partners ('you') conducting business with AMRE Finance*. The objective of this Privacy Statement is to inform you about how we collect, use and disclose your personal information, in accordance with applicable local legislation.

1. Your Consent

By submitting personal information to us, or representatives acting on our behalf, you agree that we may collect, use and disclose such personal information as described in and in accordance with this privacy statement and as permitted or required by law.

Subject to legal and contractual requirements, and reasonable notice, you may refuse or withdraw your consent by contacting your local AMRE Finance business contact. If you refuse or withdraw your consent, we may in certain cases not be able to establish or maintain a commercial relationship with you. If you provide us with personal information of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purpose set forth in section 2 of this Privacy Statement.

2. Why do we collect personal information?

To establish and manage our relationship with you we may need to ask you to provide certain information, which may be personal. To fulfil anti-money laundering requirements, we check and refresh checks on Business Partners. In some markets, we may carry out identity verification checks using credit reference agency data requested by them. If you are a sole trader or an individual, we may share with the agency certain personal data, including your forename and surname, personal address and previous address, date of birth and gender, or if you are a corporate Business Partner, your name, registered or trading address, and other relevant identifying details. The information provided by the agency will help us to check your identity. By having or continuing your relationship with us, you agree that we may use your information as described herein. In circumstances where we consider establishing or continuing a commercial relationship with you, extend a credit or evaluate your credit standing, we may carry out credit checks on you.

3. What personal information do we collect about you?

The types of personal information we may collect include your name, telephone number and/or e-mail addresses, billing and payment information (such as credit card or bank account number), tax numbers and business license information if you operate an unincorporated sole proprietorship, your mailing preferences, delivery instructions, reference information, information incidental to our supply of products and services, Business Partner service preferences, vehicle and other visitor information

collected when you visit our facilities (including, at some facilities, video surveillance of facility perimeters), and other personal information you provide to us as part of a Business Partner identification verification process.

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4. Limiting use, disclosure, and retention of personal information

We do not use or disclose personal information for purposes other than the identified purposes for which it is collected, except with your consent or as required or permitted by law. AMRE Finance retains personal information in accordance with its applicable record retention schedules.

5. Accuracy of personal information

Personal information held by us is as accurate, complete and up to date as is necessary for the purposes for which it is to be. We do not routinely update personal information, unless such a process is necessary to fulfil the identified purposes. We rely on you to inform us of any changes to your personal information. To update your personal information, please see Section 8.

* For the purposes of this Privacy Statement, AMRE Finance means the local AMRE Finance entity contracting with the Business Partner.

6. Security safeguards

We protect personal information by security safeguards appropriate to the sensitivity of the information. We use appropriate efforts and security measures to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, modification, disposal or destruction. AMRE Finance protects personal information disclosed to third parties by contractual **agreements** stipulating the confidentiality of the information and the limited purposes for which it is to be used.

7. To whom do we disclose personal information?

We will keep your information confidential except where disclosure is required or permitted by law (for example to government bodies and law enforcement agencies). Generally, we will only use your information within AMRE Finance. However, sometimes we use third parties to process your data on behalf of us.

In addition to disclosures identified in the purposes described in Section 4, from time to time we may disclose personal information to:

- Our service providers, retained to perform functions on our behalf or to provide services to AMRE Finance, such as warehousing and delivery; marketing and advertising; data processing; software development; website hosting; information technology and office services; legal, accounting, audit and other professional service providers;
- A person who, in the reasonable judgment of AMRE Finance, is providing or seeking the information as the authorized or appointed legal agent or representative of the subject individual;
- Law enforcement, courts and government agencies, including those in foreign countries, where AMRE Finance is required by law, such as in response to a subpoena, warrant, order, demand or request by an agency with jurisdiction to compel the disclosure of personal information.

8. How can you obtain access to your personal information?

Upon your written request and subject to certain legal exceptions, we will give you access to that information as well as the opportunity to make any modifications such as to keep it up to date and relevant. Access requests must be sent in writing to your local AMRE Finance contact.

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9. How do we protect personal information?

To help protect the confidentiality of personal information, AMRE Finance uses organizational, physical and technological safeguards appropriate to the sensitivity of the personal information. For instance, for electronic data, we operate secure data networks protected by industry standard firewall and password protection systems. Personal information held electronically, is stored in secured locations and on servers located either at our offices or at the facilities of our data storage providers and technology service providers. Personal information may be stored and transferred in the UK or with our affiliates and service providers in foreign countries. If data is transferred from AMRE Finance to third countries, we will ensure that the recipient has an adequate level of data protection in place. When transferring data within the AMRE Finance, it will be in accordance with our Intra-group data transfer agreements.

10. Changes to this privacy statement

AMRE Finance reserves the right to modify or supplement this Privacy Statement at any time. We will post any changes to this Privacy Statement on our website at www.amrefinance.com and will make written copies available upon your request to your local AMRE Finance contact.

11. Further Information

For more information about AMRE Finance's privacy practices, to amend or obtain access to your personal information, to opt-out or withdraw your consent, or if you have privacy-related questions or concerns, please contact your local AMRE Finance contact.