

RELWORX LIMITED CUSTOMER KYC REQUIREMENTS

CATEGORY	KYC REQUIREMENTS
REGISTERED BUSINESS	1. Duly filled and signed onboarding questionnaire 2. Certified copy of the certificate of registration 3. Certified copy of statement of particulars 4. Certified copy of partnership deed for businesses that have more than one owner 5. Identification of the business owners (National ID for locals and notarized passport copies for foreigners) 6. Valid Trading license
LIMITED LIABILITY COMPANIES	1. Certified copy of the certificate of incorporation 2. Certified copy of the memorandum and articles of association 3. Certified copy of the notice of beneficial owners' form 4. Certified copy of Form 20 (showing directors) 5. Certified copy of Form 18 (showing registered office location) 6. Identification of all directors and shareholders (National ID for locals and notarized passport copies for foreigners) 7. Proof of address of Directors and shareholders (Utility bills, bank statement, tenancy agreement or a letter from the employer confirming address) 8. Valid Trading license

📍 Plot 2A, Kampala Road,
 🏠 4th Floor Nic Building.
 📮 P.O Box 122822, Kampala (U)

📍 Bibi Titi - Azikiwe Street,
 🏠 2nd Floor Raha Building.
 📮 P.O Box 8633, Dar Es Salaam

📍 Nairobi Westlands District
 🏠 CMS Africa Building.
 📮 P.O Box 34481, Nairobi

	9. Duly filled and signed onboarding questionnaire
NON-GOVERNMENTAL ORGANIZATIONS	1. Certified copy of the certificate of incorporation 2. Certified copy of the memorandum and articles of association 3. Certified copy of the notice of beneficial owners' form 4. Certified copy of Form 20 (showing directors) 5. Certified copy of Form 18 (showing registered office location) 6. Identification of all directors and shareholders (National ID for locals and notarized passport copies for foreigners) 7. Proof of address of Directors and shareholders (Utility bills, bank statement, tenancy agreement or a letter from the employer confirming address) 8. Operating certificate or license 9. Duly filled and signed onboarding questionnaire
REGISTERED SACCOS	1. Certified copy of the certificate of incorporation 2. Certified copy of the memorandum and articles of association 3. Certified copy of the notice of beneficial owners' form 4. Certified copy of Form 20 (showing directors) 5. Certified copy of Form 18 (showing registered office location) 6. Identification of all directors and shareholders (National ID for locals and notarized passport copies for foreigners)

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	7. Proof of address of Directors and shareholders (Utility bills, bank statement, tenancy agreement or a letter from the employer confirming address) 8. Valid license issued by Bank of Uganda or the Microfinance Regulatory Authority 9. Duly filled and signed onboarding questionnaire
FOREIGN REGISTERED COMPANIES	1. Notarized copy of the certificate of incorporation or the equivalent 2. Notarized copy of the memorandum and articles of association 3. Notarized copy of the Ultimate Beneficial owners and ownership structure 4. Notarized copy of form showing directors 5. Notarized copy of form showing registered office location 6. Notarized copy of the directors and shareholders passports 7. Operating license 8. Proof of address for shareholders and directors 9. Duly filled and signed onboarding questionnaire

Important Notice

1. URSB issued documents can be certified through the URSB portal obrs.ursb.go.ug
2. All documents that require notarization should be notarized by a commissioned notary public or a lawyer with an internationally recognized practice license.

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3. All identification documents should be valid identification (expired identification will be rejected)
4. All documents shared should be clear scanned PDF copies, images and photographs of documents will be rejected
5. Upon submission of documents, the following timelines will apply:
 - i. Locally registered businesses – SLA 24 hours
 - ii. Locally registered companies – SLA 24 hours
 - iii. Foreign registered companies – SLA 72 hours

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