

IDENTITY DETAILS

Title :

Name(s):

Surname:

D.O.B:/...../..... National I.D/Passport Number: Nationality:

ADDRESS & CONTACT DETAILS

Postal Address:

Physical Address (Local):

Village/Town/City: Country:

Physical Address (International, If Applicable):

Village/Town/City: Country:

Home Telephone: Mobile:

Email Address: Work Telephone:

Alternative Email: Skype:

SOURCE OF INCOME

1. Remuneration / Salary as Employee

Name of Employer:

Occupation:

2. Remuneration as Owner / Entrepreneur

Name of Business:

Nature of Business:

Location of Business:

BANKING DETAILS

Bank Name: A/C Number:

Branch Code: A/C Name:

State nature of funds if received from source other than salary:

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VERIFICATION DOCUMENTS

I. Verification of Identity (any of the following)

- ☐ Copy of Botswana Identity Card/Birth Certificate (Certified) or;
- ☐ Copy of Passport with D.O.B for Non-Citizens / Work-Permit (Certified)

II. Verification of Residential Address (Should be less than 3 months old)

- ☐ Utility Bill Showing Physical Address or;
- ☐ Employment confirmation letter or;
- ☐ Affidavit or;
- ☐ Lease Agreement or;
- ☐ Any other reliable document that serves to verify- Please specify:

III. Verification of Source of Income (Should be less than 3 months old)

- ☐ Employment Confirmation letter
- ☐ Affidavit
- ☐ Any other reliable document- Please specify:

PROMINENT INFLUENTIAL PERSON – SELF DECLARATION

As per the Financial Intelligence Act, any **Prominent Influential Person (PIP)/Politically Exposed Person (PEP)** MUST complete the below self-declaration.

Please tick the relevant box, indicating the position you hold or held (within the last 5 years)

☐	Head of State, Head of Government, Minister or Deputy or their Assistants
☐	Speaker or their Deputy of the National Assembly
☐	Councillor
☐	Senior Government Official
☐	Judicial Officer

☐	Member of Parliament (or similar Legislative Body)
☐	Senior Executive of a Private Entity or Public Body or Political Party
☐	Kgosi
☐	Religious Leader
☐	Senior Executive of International Organisation operating in Botswana

Title of Position:

Jurisdiction of Position:

During What time period is / was the position held:

Starting Date: Ending Date:

PIP/PEP IN YOUR IMMEDIATE FAMILY AND OR / WHO IS A CLOSE ASSOCIATE.

Surname: Title:

Name (s): Relationship:

Title of Position:

Jurisdiction of Position:

During What time period is / was the position held:

Starting Date: Ending Date:

DECLARATION BY KALAHARI INSURANCE BROKER REPRESENTATIVE AND THE INSURED

DECLARATION BY INSURED;

I hereby declare that the details furnished above are true and correct to the best of my knowledge and I undertake to inform you of any changes therein immediately. In case any Information above is found to be false or untrue, I am fully aware that I am liable for it.

FULL NAME:

SIGNATURE:

DATE:

DECLARATION BY KALAHARI INSURANCE BROKERS REPRESENTATIVE;

I hereby declare that all the necessary documents required were presented to me and reviewed by me for correctness.

FULL NAME:

SIGNATURE:

DATE:

DATA CONSENT CLAUSE

DATA PROTECTION

In alignment with the Data Protection law, Kalahari Insurance Brokers (hereafter KIB), is the data controller of your personal data ("data"). The Data Subject ("you", "I") must read and sign the clauses below to consent for the collection and processing of your personal data.

DATA USE

I hereby declare that I am voluntarily providing my personal data to KIB to perform their due diligence exercise before a payment transaction or business relationship is established. I understand that my personal data will be used solely for this purpose, including the necessary steps to assess, process and administer my policy with KIB.

DATA SHARING

I acknowledge and consent that KIB may share my personal data with third parties involved in administering my profile. These third parties include but not limited to insurance policy administration systems, record keeping service providers, banking institutions, Insurers and other relevant parties essential to the administration of my policy with KIB.

RETENTION OF DATA

KIB will keep your data for a period not less than 20 years in compliance with the Financial Intelligence Act 2022 and amended from time to time. When your data is no longer required it will be securely destroyed, but some data can be indefinitely archived for historical records.

DATA SUBJECT RIGHTS

You, the data subject, are entitled to specific rights regarding your personal data. KIB is dedicated to upholding these rights and ensuring that data subjects have control over how their personal data is managed.

- The right to request access to their personal data and receive information on how it is processed.
- The right to request corrections to any inaccuracies in your personal data.
- The right to request the deletion of personal data.
- The right to request limitations on how personal data is processed.
- The right to obtain and reuse your personal data across different services.
- The right to object to particular processing activities, including direct marketing.
- The right to not be subject to decisions based solely on automated processing, including profiling, if such decision carry legal or significant effects.

All requests from data subjects will be addressed promptly, in line with the timelines mandated by the Data Protection law. These rights are not absolute, and KIB may be entitled to refuse requests where there's reasonable and valid reasons to do so. The reasons will be communicated to you in writing.

To protect the data integrity and confidentiality, KIB is committed to data security. Personal data is safeguarded against unauthorised access, loss, or damage through various data protection measures.

DECLARATION

By signing below, I am declaring that I have read and understood the data protection statements above and grant KIB consent to collect and process my personal data. I further declare that the above particulars are true and complete in every respect.

Name: _____

Signature: _____

Date: _____