

KYC Info

KYC Refresh date:

Basic Client Profile

Client Name: _____

Customer CIF Number: _____

KYC Refresh Form for Existing Corporates & NBFI Clients & Periodic Refresh

Requirements

1. Following documents is to be enclosed:		
<ul style="list-style-type: none"> Valid Commercial Registration/OCCL/ (Constitutive Contract/ MOA/AOA)/ Detail of shareholders of the current company residence country Valid passport and valid Visa copy/Resident ID copy of the shareholders/UBOs/partners/Authorized signatories Proof of Income/Source of funds i.e. statement of account, audited financial statement, etc. Utility bill and/or Current Tenancy Contract FATCA Form – CRS-E / CRS-CP / CRS-I PEP DECLARATION UBO DECLARATION Sanctions Undertaking Form 		
2. Provide complete information on the business in terms of the below:	Appendix Required to be filled	Appendix update completed
<ul style="list-style-type: none"> Business Profile 	A	YES NO
<ul style="list-style-type: none"> Source of Funds 	B	YES NO
<ul style="list-style-type: none"> Account Activity 	C	YES NO

Customer Declaration:

I/We hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine. I undertake to inform the National Bank of Oman ("the Bank") in writing of any changes to the information already provided and to update the information on this form whenever requested to do so by the Bank.

I/We understand and agree that this declaration is final and irrevocable, and that it is not subject to cancellation or amendments.

Authorized Signatory: _____

Authorized Signatory: _____

Name: _____

Name: _____

APPENDIX A – BUSINESS PROFILE

For any change in business profile or information, please provide the following information and attach the relevant documents:

1. Purpose of maintaining a banking relationship with NBO	
2. Confirm if the company is having/looking for a credit facility/ borrowing relationship. If yes, please share the details and purpose of the credit facility.	
3. Company business activities and descriptions	
4. Type of Entity/ Legal type i.e. LLC, SAOG, SOAC, Foreign Corporate, Under Formation, Free Zone, FZC, FZE, FZCO, etc.	
5. Details of Company's line of business including goods and services that the company is dealing in: Please elaborate and provide details.	
6. Countries of business operation (subsidiaries / branches / rep offices)	
7. How many persons are employed by the company?	
8. Net Income and annual turnover	Or attach financial statements (Income Statement or Statement of Comprehensive Income)
9. Net worth of the business	Or attach financial statements (Balance Sheet or statement of Equity)
10. Is there any business relationship and interest in sanctioned countries or entities that derive any of their profit from such countries or interest with a sanctioned designated entity (ies)? To know about the list of "Sanctioned Countries" you may contact your account Relationship Manager	<p>YES NO</p> <p>If yes, then please;</p> <ul style="list-style-type: none"> - Mention the Sanctioned Country Name - Mention the percentage of business proceeds originated to/from Sanctioned countries - Sign & Stamp the Sanctions Undertaking letter

APPENDIX A – BUSINESS PROFILE

11. Is the Company directly/indirectly owned/managed by a natural person residing in a sanctioned country? If yes, please provide details.	Details:
12. Does the Company have any business dealings or a presence in any of the high risk countries which are classified by the Financial Action Task Force (FATF) and the reports issued by them?	YES NO If yes, then please list the high risk countries

Please provide details and attach documents related to the Company's top Suppliers and Customers;

List of Suppliers					
Counterparty Name	Counterparty Website	Country Registered	Business line/ Activities	Nature of party relationship with you	Attach any proof of relation

List of Customers					
Counterparty Name	Counterparty Website	Country Registered (Head Quarters)	Nature of Business line/ Activities	Nature of party relationship with you	Attach any proof of relation

APPENDIX B – SOURCE OF FUNDING

Please provide a brief on the sources of funds and attach relevant supporting documents on the Company Source of Income, such as:

- What is the size of proceeds/income for the Company business activities that are reflected on the CR?
- Will there be funding from other associated company accounts – if yes, please provide last 12 months Statement of Account.
- If it is from shareholder sources, please provide the last 12 months of bank statements for the company's shareholders along with their business profile/CV.
- If it is from the main suppliers, please attach the contract/agreement to evidence the relationship with company business counterparts.
- Will there be other business Incomes – if yes, please explain and attach details i.e. contract, agreement, CR, etc.
- The Latest Audited Financial Statements

APPENDIX C – ACCOUNT ACTIVITY

1. For any expected activities on the account, please provide the details below:

% Expected type of transactions	Inwards			Outwards		
	____% Cash	____% Cheque	____% Bank Transfers	____% Cash	____% Cheque	____% Transfers
Expected volume of transactions (OMR) per month						
Projected Annual Account credit turnover (OMR)						
Countries transactions expected from / to	From: To:					
Estimated Annual debit turnover of the company (OMR)						
Estimated Annual Net Profit of the Company (OMR)						
Total year in business						

2. For any products and services you currently have from NBO, please complete the table below:

Product	Purpose of maintaining this product with NBO