

SUMMARY OF DOCUMENTS REQUIRED FOR AGENT BANKING ONBOARDING

Agent provides the documents listed below to the bank’s representative to facilitate the assessment for DTB agent banking enrollment. The information provided to the bank is kept with utmost confidentiality.

<u>REQUIRED SUPPORT DOCUMENTS FOR AGENT BANKING REGISTRATION</u>	
1	Company Profile with details of Proprietor/Directors.
2	Certificate of Incorporation(in the case of Company) and Memorandum & Articles of Association or Business name certificate(sole proprietor)/partnership deed (for partnership) and Statement of Particulars
4	Particulars of Directors
5	Copy of the FCS card
6	Trading License for existing Business for the past one year.
7	TIN Number and Tax clearance Certificate
8	Passport size photos of each of the directors and Valid IDs(National ID or Passport or Driving License)
9	Two photos of each outlet – inside/outside, with specific marking for customer service area
10	Two reference letters from people or entities of good social standing (e.g. LC1, LC2 or business references) or Reputable entity introduction.
11	a) Copy of Bank statements for last 12 months with other Banks b) Account Numbers with DTB, if any
12	Interpol Certificate of good conduct
13	A board resolution (for registered firms) to take to take on Agency banking and open a bank account with DTB.
14	Letter of acceptance (from non-registered firms like Supermarkets etc.) to take to take on Agency banking and open a bank account with DTB.
15	Signed Agent Agreement
16	Service and location of Outlets/GPS mapping Attached
17	Secure premises.
18	Open a settlement account with DTB with a minimum deposit of 4million towards Float (3 million) and 1 million towards POS machine acquiring
19	Complete the attached Agent Banking System User Creation Request Form for each of the location
20	Complete the attached Agent application form for each of the locations and should be signed and stamped by the owners of the business or by the controlling person

