"Know Your Customer" Form - COMPANIES & Government Sectors

Applicant's Details

Legal Name: ______________________________

Trading Name (if it is different than above): ______________________________

Date of Incorporation: ______/______/__________ Place of Incorporation: ______________________________

Nature of Business: ______________________________

Branches (if any): ______________________________

Is your company rated ? ☐ Yes ☐ No

If yes, Rating Agency is: ______________________________

Address (Wasel):

Zone:	City:	District:	Street:
Building No.:	Unit No.:	Zip Code:	Additional No.:

Contact Details:

Tel. No.: ______________________________ Fax No.: ______________________________

Website : ______________________________ Email : ______________________________

Regulatory Status:

Commercial Registration No: ______________________________ Expiry Date: ______/______/__________

License Number: ______________________________ Expiry Date: ______/______/__________

Do you have an external auditor ? ☐ Yes ☐ No

If yes, please indicate name and address of your external auditor: ______________________________

Is your company incorporated in Saudi Arabia ? ☐ Yes ☐ No

If No, please provide name of the regulator under whom the company is supervised and relevant license number: ______________________________

Are you the authorized person who will be dealing with Tawuniya on behalf of your company ? ☐ Yes ☐ No

If No, please indicate the identity of the person, his designation and his relationship with the company: ______________________________

Does your company apply "Know Your Customer" checks on your clients ? ☐ Yes ☐ No

If Yes, please provide a confirmation letter that your company is applying "Know Your Customer" checks on its clients.

Does your company has a related party ? ☐ Yes ☐ No

If Yes, please obtain an approval from Compliance Department. In Tauwniya.

*** Related Parties:**

A. Substantial Shareholders of the company.
B. Board members of the Company or any of its affiliates and their relatives.
C. Senior Executives of the Company or any of its affiliates and their relatives.
D. Board members and Senior Executives of Substantial Shareholders of the company.
E. Entities, other than companies, owned by a Board member or any Senior Executive or their relatives.
F. Companies in which a Board member or a Senior Executive or any of their relatives is a partner.
G. Companies in which a Board member or a Senior Executive or any of their relatives is a member of its Board of directors or is one of its Senior Executives.
H. Joint stock companies in which a member of the Board or a Senior Executive or any of their relatives owns (5%) or more, subject to the provisions of paragraph (D) of this definition.
I. Companies in which a Board member or a Senior Executive or any of their relatives has influence on their decisions even if only by giving advice or guidance.
J. Any person whose advice or guidance influence the decisions of the Company, the Board and the Senior Executives.
K. Holding companies or affiliates.

Advice or guidance that is provided on a professional basis by a person licensed to provide such advice shall be excluded from the provisions of paragraphs (I) and (J) of this definition.

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List of Principal Shareholders	5% or above
1.	
2.	
3.	
4.	
5.	

List of Senior Officers or Managers names	Position
1.	
2.	
3.	
4.	
5.	
6.	

Requirement for Listed Companies

- Copy of the commercial registration from the Ministry of Commerce and Industry.

Requirement for Government Entities

- Copy of all required documents according to the regulation and the administrative rules of the governmental body.

Requirements for Private Companies (Unlisted)

- Copy of the commercial registration from the Ministry of Commerce and Industry.
- Copy of ID of the manager who is authorized to seek insurance in behalf of the company.
- Copy of authorization decision / letter.

Requirements for Partnership Firms / Charities / Other Entities

- Copy of the Articles of Association.
- Copy of the license issued by a relevant ministry / association.
- A permit from the Board delivered to the persons who will be charged with building working relations with the company, such as the President, the VP, or the CFO, and copies of their identities.

Declaration

- We hereby declare that We are not involved in any criminal or money laundering activity and that the premiums paid are out of my legitimate source of income are not derived from any illegal activities.
- We declare that the documents submitted for identification are original and all particulars given are true and correct. We further declare that We do not have any other names or identification particulars, apart from the ones submitted above. The information supplied by me/us as regards to identification particulars are true and correct and any wrong information given can render insurance contract void at the option of the insurer. It is also understood that the insurer reserves the right to cancel the policy and forfeit the premiums paid in case identification particulars are not found correct.

Signature of Customer : ______________________ Date : ______________________