

Sole proprietors

- Certificate of Registration
- BN Form III (Business Name Registration by Individual)
- Two passport size photos
- Copies of Valid ID's NRC/Passport (Must be produced for viewing if not certified copies)
- Utility bill for address where business is run (If utility bill in name of Landlord provide tenancy agreement).
- Two references from individuals with business accounts with other banks or Access Bank)
- Valid residence or work permit for non-Zambians
- Visitation report
- TPIN Certificate.
- UBO

Partnerships

- Certificate of Registration
- BN Form II (Statement of Particulars Required to be Given in case of a Firm)
- Two passport size photos of all partners
- Copies of ID's Valid NRCs/Passports (Must be produced for viewing if not certified copies)
- Utility bill for address where business is run (If utility bill in name of Landlord provide tenancy agreement).
- Two references from individuals with business accounts with other banks or Access Bank)
- Valid residence or work permits for non-Zambians
- Visitation report
- TPIN Certificate.
- UBO

Private Company Limited by Shares

- Certificate of Incorporation
- Articles of association
- Companies Form 3 (for Companies Incorporated after March 2019)
- Companies Form 2 (Application for incorporation as a Private Company Limited by Shares)
- Cert of Share Capital
- Companies Form 5 (Declaration to Act as a Director/Secretary)
- Companies Form 11 (Declaration of Compliance)
- Two passport size photos of all partners
- Copies of Valid ID's NRCs/Passports/Driver's License (Must be produced for viewing if not certified copies)
- Utility bill for address where business is run (If utility bill in name of Landlord provide tenancy agreement).
- Two references from individuals with business accounts with other banks or Access Bank)
- Valid residence, work permits, or investment license for non-Zambia
- Board Resolution – signing mandate
- Tax Clearance Certificate
- Visitation report.
- UBO

Private Company Limited by Guarantee

- Certificate of Incorporation
- Certificate of Share Capital
- Articles of association
- Companies Form 3 (for Companies Incorporated after March 2019)
- Companies Form 2 (Application for incorporation as a Private Company Limited by Shares)
- Companies Form 5 (Declaration to Act as a Director/Secretary)
- Companies Form 11 (Declaration of Compliance)
- Two passport size photos of all partners
- Copies of Valid ID's NRCs/Passports/Driver's License (Must be produced for viewing if not certified copies)
- Utility bill for address where business is run (If utility bill in name of Landlord provide tenancy agreement).
- Two references from individuals with business accounts with other banks or Access Bank)
- Valid residence, work permits, or investment license for non-Zambians
- Board Resolution – signing mandate
- Tax Clearance Certificate
- Visitation report.
- UBO

Societies

- Certificate of Registration
- Constitution of the society
- Societies Rules Forms V
- Copies of ID's Valid NRCs/Passports (Must be produced for viewing if not certified copies)
- 2 Passport photographs of signatories
- 2 Reference forms
- Resident permit (for non-Zambians)
- TPIN
- Visitation report

Co-operatives

- Certificate of Registration
- Constitution of the society
- Form 1 (Application for a registration as a co-operative)
- Copies of ID's Valid NRCs/Passports (Must be produced for viewing if not certified copies)
- 2 Passport photographs of signatories
- 2 Reference forms
- Resident permit (for non-Zambians)
- TPIN
- Visitation report

