



Till Opening Requirements



BUSINESS CATEGORY	REQUIREMENT
<p>INFORMAL BUSINESS (e.g. Mama Mboga, Boda boda, shopkeeper owners, Online Business, Shoeshine, Farmers)</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and Conditions 2. Copy of identification documents i.e. National ID, Passport/Alien ID/Military ID 3. Proof of Business e.g. license, county permits & receipts, websites, social media pages, Boda-boda memberships etc. In the absence of documented proof of Business, a call report by a bank official detailing customer business profile and location 4. KCB Account
<p>REGISTERED BUSINESSES</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and Conditions 2. Board resolution/minutes extract approving opening of till 3. Copy of identification documents 4. Proof of Business 5. KCB Account
<p>INSTITUTIONS (Churches, Hospitals, Learning Institutions, Public Entities)</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and Conditions 2. Minutes/duly signed letter approving opening of till 3. KCB Account
<p>REAL ESTATE – RENT COLLECTION</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and Conditions 2. Copy of identification documents for the owner i.e., National ID, Passport/Alien ID/Military ID 3. Proof of rent collection e.g., Copy of lease agreement/allotment letter/ service charge receipts/bank statements/Mpesa statements 4. KCB Account
<p>CO-OPERATIVE SOCIETIES/SACCO</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and Conditions 2. Copy of Certificate of Registration as a Co-operative society 3. Letter to open the till or Minutes authorizing till opening 4. Copy of identification documents for the signatories and authorized operators i.e. National ID 5. KCB Account
<p>UNREGISTERED/REGISTERED GROUPS (Chamas, Self Help Groups, Community Based Organizations)</p>	<ol style="list-style-type: none"> 1. Duly filled and signed application form & Terms and Conditions 2. Letter to open the till or Minutes authorizing till opening 3. Copy of identification documents for all the officials, signatories, and authorized operators. 4. KCB Account.