



NMB DIVIDEND/INTEREST PAYMENTS –CHECKLIST-A MUST COMPLETE

	Document to be sent to finance dept. for DIVIDEND/INTEREST PAYMENTS	PUT A TICK(✓)
1.	Part A: NORMAL i. A Completed and signed DIVIDEND/INTEREST PAYMENT MANDATE FORM ii. Copy of an identification document- Passport, Driver’s License ID, National ID, Zanzibar ID , or Voter ID iii. Copy of Share Certificate of shareholder or Bond Holders that will show CDS account no.	
2.	Part B: DISEASED SHAREHOLDER i. Part A (For Administrator/s) ii. Form No: IV (Usimamizi wa Mirathi) iii. Certificate of Death (Cheti cha kifo)- Certified Copy iv. Probate and Administration Cause (Hati ya kiapo)- Certified Copy v. Family Members Minutes (Muhtasari wa kikao cha familia au ukoo kuhusu mirathi ya marehemu)	
3.	Part C: SHAREHOLDER WHO THEIR NAMES ARE DIFFERENT WITH THE NAMES IN SHARE CERFICATE OR IN THE IDENTIFICATION DOCUMENT (ID) i. Part A ii. Affidavit (Hati ya kiapo cha majina) / Deed pol	
4.	Part D: FOR CHILDREN/MINOR (Under 18) i. Part A (for Guardian) ii. Birth Certificate of the child	
5.	Part E: JOINT SHAREHOLDER i. Part A (for joint) ii. Joint Bank Account for the dividend payments (a letter of concert should be given if there will be any decision to use individual bank account)	



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6.	Part F: COMPANY SHAREHOLDERS <ul style="list-style-type: none">i. A completed and signed DIVIDEND PAYMENT MANDATE FORMii. Share Certificate/siii. Certificate of incorporationsiv. Tin Nov. Registration Certificatesvi. Body of resolution letter	
7.	Part G: SHAREHOLDER WHO LOST SHARES CERTIFICATES <ul style="list-style-type: none">i. Police loss reportii. An indemnity form for that will be issued to the shareholder for the completion in the presence of witness and returned to NMB Plciii. Completed and signed Dividend Mandate formiv. Copy of Identification document (ID)	
8.	All documents should be scanned and sent to Dividend_Unit@nmbtz.com , and the physical documents should be filed properly and kept by the Branch Management for auditing purposes.	