PayKato KYC / KYB Checklist

Nigeria pilot · Merchant onboarding documents

Use this checklist to prepare every document and field reviewers will request during merchant verification. Submitting a complete package shortens approval time. Final document requirements may vary by business category and the licensed partner reviewing your application.

1. Business identity (KYB)

- **CAC certificate of incorporation**
  Clear scan/photo of the CAC certificate showing RC number, business name, and date of registration.
- **CAC status report or Form CAC 1.1**
  Recent status report listing directors, shareholders, and registered office address.
- **Memorandum & Articles of Association**
  For limited companies. Include the page showing business objects.
- **TIN (Tax Identification Number)**
  FIRS-issued TIN certificate or notice.
- **Proof of business address**
  Utility bill, lease, or bank letter dated within the last 3 months.
- **Business website or active social profile**
  URL with current contact details, product/service description, and pricing.

2. Director / beneficial owner (KYC)

- **Government-issued photo ID**
  NIN slip, international passport, driver's licence, or PVC. ID must be valid and clearly readable.
- **Proof of address**
  Utility bill or bank statement dated within the last 3 months, matching the ID holder's name.
- **Selfie / liveness check**
  Selfie taken at application time. Some partners require a short liveness video.
- **BVN**
  Bank Verification Number for the primary signatory.
- **Ownership disclosure**
  Names and ownership percentages for every individual holding 25% or more.

3. Settlement bank account

- **Bank name and branch**
  Nigerian commercial bank only during the pilot.
- **Account number**
  10-digit NUBAN.
- **Account name**
  Must exactly match the registered business name on the CAC certificate.
- **Bank statement (last 3 months)**
  PDF statement from internet banking or a stamped paper statement.

4. Compliance acknowledgements

- **Acceptable Use & Prohibited Businesses**
  Read and accept the Prohibited Businesses list before submitting.
- **Merchant Agreement**
  Signed acceptance of the Merchant Agreement at the end of the application.
- **AML/KYC summary**
  Acknowledgement that customer due diligence and ongoing monitoring apply.
- **Refund / chargeback policies**
  Confirm a customer-facing refund policy is published or available on request.

Submission tips

• Submit colour scans or photos. Black-and-white photocopies are often rejected.

• File names should be descriptive: cac_certificate.pdf, director_passport.jpg, settlement_bank_statement.pdf.

• Make sure every document is in date — expired IDs and utility bills older than 3 months are rejected.

• Names on the CAC, settlement account, and signatory ID should match. Differences trigger manual review.

• If your business category is restricted, attach any partner licences or regulatory approvals you hold.

Approval timing

Most pilot merchants are reviewed within 5 to 10 business days from application. Complex business categories (regulated, high-chargeback, or cross-border) may take longer. You will receive an email notification at each status change: received, more documents requested, partner review, approved (test), approved (live), or rejected.

Need help?

Email **support@paykato.com** for product questions or **compliance@paykato.com** for KYC/KYB queries. Operator: Omega Allied Services LTD, CAC-registered in Nigeria. RC number is available on request during onboarding or partner due diligence.