

Instructions for diaspora accounts and mortgage applications

Step 1 – Download the application pack on the Diaspora Section of our website.

Step 2 – If you need to open an account, use the Account Opening Checklist. To apply for a mortgage, use the Mortgage Application Checklist.

Step 3 – Complete the form(s) then scan them and the other documents into a folder on your computer. Include the 2 colored passport pictures in the folder.

Step 4 – Go to the Get Started form on the diaspora website. Upload the scanned documents plus the pictures then submit the form.

Step 5 – Mail the original (or certified copies) of the documents to:

For Mortgages

The Manager Mortgage Sales
4th floor National Bank building Harambee Avenue
P. O. Box 72866-00200 Nairobi
KENYA

For Accounts

Diaspora Liaison Manager
4th floor National Bank building Harambee Avenue
P. O. Box 72866-00200 Nairobi
KENYA

Account Opening Checklist

- Completed Account Opening form
- Two colored Passport Size Photos
- One of the two identification documents:
 - Certified (Notarized) copy of Kenyan Passport with visa and bio data details
 - Certified copy of Kenyan ID (both sides)
- Certified copy of one of the following: utility bill, recent pay slip, recent mortgage statement or letter from your employer.
- If you live in the United States of America or you are a U.S. citizen: Complete the appropriate FATCA form. If you are not a U.S. Person, complete form W8 Ben. If you are a U.S. Person, complete form W9. Review the W8 Ben and W9 instruction sheets for more information.

Mortgage Application Checklist

- Completed Account Opening form
- One of the two identification documents:
 - Certified (Notarized) copy of Kenyan Passport with visa and bio data details
 - Certified copy of Kenyan ID (both sides)
- Sale agreement
- Two colored Passport Size Photos
- Copy of title
- Certified copy of Kenya KRA pin (You can apply for a PIN online at <http://www.revenue.go.ke/index.php/kra-portal>)
- Certified (Notarized) copy of work permit
- Certified (Notarized) Bank statements
- A letter from your employer confirming your employment details

If you need further clarification, please write to diasporabanking@nationalbank.co.ke