

COMPANY LETTER HEAD

Lipa Na Mpesa BUY GOODS INTENT LETTER

This is to certify that a meeting of the (Partners / Board of Directors / Executive Committee) of the Corporation / Organization (indicate name) _____ whose registered office is at _____ held on _____ day of _____ 20____ it was resolved:

1. To sign up for a Kopo Kopo account that will be linked to Lipa na Mpesa services.
2. The below person is authorized on behalf of the company/organization to manage the Kopo Kopo account until we revoke in writing. We understand that he/she will have admin rights to;
 - Initiate transfers from the till to our designated bank account/Mpesa
 - Initiate changes on the account i.e. change contact information
 - Add settlement details (Mpesa wallet and bank account details)
 - Adding, deactivating and editing of users
 - External transfers and any other changes that may occur. We are aware of the implication on changes that may be made to the Kopo Kopo account.

ACCOUNT MANAGER NAME: EMAIL:

PHONE NUMBER: ID: SIGNATURE:

3. To use the below Bank settlement account for payments received through the Kopo Kopo account:

Account name:

Account no:

Bank name:

Branch:

4. Or the M-Pesa Settlement details below (If applicable):

M-Pesa Registered Name:

M-Pesa Number:

5. The purpose of the account is for

I/We hereby certify the above to be a true copy of the Minutes and that this resolution has entered in the Minute Book of the Company in accordance with the Company's Articles of Association and the applicable laws and regulations

Authorised Signatories On behalf of (Company Name)

Directors/partner/Officials Name: Designation:

Email: Phone No:

Sign: Date:

Directors/partner/Officials Name: Designation:

Email: Phone No:

Sign: Date:

Company seal / stamp

This is applicable to all Corporations and registered organizations except individuals and sole proprietors