

ASSET RECOVERY CLAIMS APPLICATION FORM

Thank you for choosing AVLC to assist you, the beneficiary in retrieving your unclaimed financial assets from the Unclaimed Financial Assets Authority (UFAA). Kindly complete this form accurately and in **BOLD CAPITAL LETTERS** to facilitate a smooth claim process.

SECTION 1: ASSET REGISTERED OWNER DETAILS

1. Full Name: _____
2. ID/Passport Number: _____
3. KRA PIN (if applicable): _____
4. Phone Number: _____
5. Email Address: _____
6. Postal Address: _____
7. Physical Address: _____

SECTION 2: CLAIM TYPE

1. Claim Category (Tick one):
 - Claiming as an Original Owner (4A)
 - Claiming as a Beneficiary / Deceased Cases (4B)
 - Claiming on behalf of a business Entity (4C)
 - Claiming as an Agent for Owner (4D)
 - Claiming on behalf of a Minor (4D)
2. Are you claiming as an Agent?
 - Yes (Attach Authorization Letter)
 - No
3. If Beneficiary Claim:
 - a) Specify relationship to original owner: _____
 - b) Is the original owner Deceased? _____ If yes, please attach a copy of certificate of death.
4. If claiming on behalf of a business entity, please provide a written letter authorizing you to follow up on the claim on behalf of the entity: _____

SECTION 3: ASSET DETAILS

1. Type of Asset Claimed (Tick all that apply):

- Bank Deposits (Indicate Policy No. and Name of account Holder)

- Shares & Dividends (Indicate CDSC Account number and Name of account Holder)

- Shares Dividends (Indicate CDSC Account number and Name of account Holder)

- Insurance Proceeds (Indicate Policy No. and Name of Policy Holder)

- Pension Benefits (Indicate Policy No. and Name of Policy Holder)

- Uncashed Cheques (Indicate name of cheque issuer)

- Mobile Money Balances (Indicate Phone number)

- Others (Specify): _____

2. Approximate date that the Asset was sent to UFAA: _____

3. Approximate/exact amount or value of the Asset that was Sent to UFAA:

Currency: (Tick one) USD KES GBP EURO ANY OTHER _____

Amount: _____

4. Asset Source / Holder (Name of Bank, Insurance, Employer, etc.)

[Please provide an Original official letter received from the holder confirming remittance of unclaimed financial assets to the Authority.

5. Any other Supporting Documents Available?

- Yes (Attach Copies)
- No

6. Please ensure to provide the additional requirements as detailed in section 8 of this application form.

SECTION 4: ADDITIONAL INFORMATION

1. Has a claim been filed with UFAA before?
 - Yes (Provide Claim Reference Number): _____
 - No

2. If yes, why hasn't the claim been processed? _____

3. Any additional details regarding the claim: _____

SECTION 5: SETTLEMENT DETAILS

1. For cash, dividends, insurance proceeds or pension benefits:

Bank Transfers

Bank:	
Branch:	
Account Name:	
Account Number:	
Currency:	
SWIFT code:	

Mobile Transfers

Name:	
Phone number:	

2. For Shares:

CDS Name:	
CDS Number:	
Broker:	
Agent:	

3. Safe deposit boxes:

Name / Recipient:	
Cellphone no:	
Postal address:	
Physical address:	
Google location:	
County / Town:	
Country:	

SECTION 6: E-MAIL INDEMNITY AND E-SIGNATURE ACCEPTABILITY

The Client authorizes AVLC to act on instructions received via email, including financial transactions and document submissions. AVLC is not liable for losses arising from unauthorized access, transmission errors, or fraud beyond its control.

The Client indemnifies AVLC against any claims resulting from email-based instructions. Electronic signatures submitted via email or digital platforms shall be legally binding. AVLC may verify e-signatures and request additional confirmation where necessary.

This indemnity remains valid unless revoked in writing, with revocation applying only to future instructions after acknowledgment by AVLC.

SECTION 7: DECLARATION(S)

I, _____ (Full Name), hereby declare that the information provided above is true and accurate to the best of my knowledge. I authorize AVLC GLOBAL CONSULTANTS LIMITED to assist me in retrieving unclaimed financial assets from the Unclaimed Financial Assets Authority (UFAA) under the agreed service terms.

FURTHER, I indemnify and hold AVLC GLOBAL CONSULTANTS LIMITED harmless from any liability, claim, or loss arising from any misrepresentation, fraud, or any other unlawful act on my part in relation to this claim

FURTHER, I understand that the Unclaimed Financial Assets Authority (UFAA) will conduct its due diligence on this claim. I acknowledge that if the claim does not meet UFAA's due diligence requirements, UFAA shall not be obligated to make any payment.

Signature: _____ Date: _____

OFFICIAL USE ONLY

Received by: _____ Date: _____

Reviewed by: _____ Date: _____

Claim Reference No.: _____

Notes: _____

SECTION 8: SUPPORTING DOCUMENTS (MANDATORY)

Claiming as an Original Owner - 4A

Where the owner is alive, the following are the requirements:

1. Completed Original Owner(s) claim (Form 4A) duly commissioned by a lawyer.
2. Completed Indemnity Agreement (Form 5) duly commissioned by a lawyer.
3. An Original official letter received from the holder confirming remittance of unclaimed financial assets to the Authority.
4. Certified copy of the claimant's National Identity card or Passport (Certified by a lawyer).
5. Copy of claimant's KRA PIN certificate.
6. Payment details indicated on the Payment Details form.
7. Provide Bank or MPESA statement of an active account/phone number, current deposit slip, or withdrawal slip – clearly showing account/MPESA name and number to confirm payment details provided in item 6 above. (If there is more than one claimant, provide a statement of joint payment details or a letter of no objection from one of the joint claimants nominating payment to the other joint claimant).
8. Original Affidavit if names differ between National ID, KRA PIN and holder's documents or is initialed in any of the documents.
9. Original Policy document from the Insurance company or an Affidavit for loss of policy if lost, misplaced or untraceable.

Claiming as a beneficiary - 4B

Where the claimant is not the owner, however, has a legal right to an unclaimed asset the claimant shall submit the following documentation:

1. Completed Beneficiary claim (Form 4B) duly commissioned by a lawyer.
2. Completed Indemnity Agreement (Form 5) duly commissioned by a lawyer.
3. An Original official letter received from the holder confirming remittance of unclaimed financial assets to the Authority.
4. Certified copy of the claimant's National Identity card or Passport.
5. Copy of claimant's KRA PIN certificate.
6. Copy of death certificate.
7. Certificate of Confirmation of Grant (Obtained from the High Court of Kenya)/ Certificate of Summary Administration (Issued by the Public Trustee or Deputy County Commissioner).
8. Original Affidavit if names differ between National ID, KRA PIN and holder's documents or is initialed in any of the documents.
9. Payment details indicated on the Payment Details form.
10. Provide Bank/MPESA statement of an active account/phone number, current deposit slip or withdrawal slip-clearly showing account or MPESA name and number to confirm payment details provided in item 9 (If there is more than one claimant, provide a statement of a joint bank account or a letter of no objection from one of the joint claimants nominating payment to the other joint claimant).
11. Kindly note that if you claim via Public Trustee/Deputy County Commissioner, they will be required to fill and sign on all forms (Form 4B, Form 5 and Payment Details form) and a letter of no objection of funds being paid into their accounts from the beneficiaries, should be attached.
12. Kindly note that if you are claiming with Certificate of confirmation of Grant, all administrators must append signatures on all the forms.

Claiming on behalf of a business entity - 4C

Where the claimant is claiming on behalf of a business entity, the following are the requirements:

1. Completed Business Entity claim (Form 4C) duly commissioned by a lawyer.
2. Completed Indemnity Agreement (Form 5) duly commissioned by a lawyer.
3. An Original official letter received from the holder confirming remittance of unclaimed financial assets to the Authority.
4. Copy of CR12 obtained from the Company Registrar indicating current directors of a company or in the case of a Self-Help group, Sacco/Society, Minutes of meeting appointing officials is required.
5. Copy of letter appointing the claimant to follow up with UFAA, if the claimant is not an official/director of the company.
6. Certified copy of the directors/official's National Identity cards or Passports (Certified by a lawyer).
7. Copy of Directors'/Official's KRA PIN certificates.
8. Certificate of Incorporation/Registration.
9. Certificate of change of Business name (If applicable)
10. Business Entity's payment details indicated on the Payment Details form.
11. One-page copy of recent Bank/Mpesa statement, current deposit slip or withdrawal slip, clearly showing account/Mpesa name and number, to confirm payment details provided in item 9 above.

Claiming as an Agent – 4D

An agent acting on behalf of the owner is required to submit:

1. Completed Agent for owner claim (Form 4D) duly commissioned by a lawyer.
2. Completed Indemnity Agreement (Form 5) duly commissioned by a lawyer.
3. An Original official letter received from the holder confirming remittance of unclaimed assets to the Authority.
4. Certified copy of the claimant's National Identity card or Passport.
5. Copy of claimant's KRA PIN certificate.
6. Registered Power of Attorney. (Registered at the Ministry of Lands).
7. Payment details indicated on the Payment Details form.
8. One-page copy of recent Bank/Mpesa statement, current deposit slip or withdrawal slip, clearly showing account/Mpesa name and number, to confirm the payment details provided in item 7 above.

Claiming on behalf of a Minor (4D)

Where the claimant is claiming on behalf of a minor who is an original owner, the following are the requirements:

1. Completed Agent for Owner claim (Form 4D) duly commissioned by a lawyer.
2. Completed Indemnity agreement (Form 5) duly commissioned by a lawyer.
3. An official letter received from the holder confirming remittance of unclaimed financial assets to the Authority
4. Certified copy of the claimant's National Identity card or Passport.
5. Copy of claimant's KRA PIN certificate.
6. Birth Certificate/Guardianship deed.
7. Payment details indicated on the Payment Details form.
8. One-page copy of recent bank/mpesa statement, current deposit slip or withdrawal slip, clearly showing account/Mpesa name and number, to confirm payment details provided in item 7 above (If there is more than one claimant, provide a statement of a joint payment details or a letter of no objection from one of the joint claimants nominating payment to the other joint claimant).

DATED THIS DAY OF 2025

NON-CIRCUMVENTION, NON-DISCLOSURE AND WORKING AGREEMENT

-BETWEEN-

AVLC GLOBAL CONSULTANTS LTD

-AND-

.....

THIS NON-CIRCUMVENTION, NON-DISCLOSURE AND WORKING AGREEMENT (the “Agreement”) is made and executed on this day of, 2025.

BETWEEN

AVLC Global Consultants Limited, a limited liability company incorporated in the Republic of Kenya of registration number **CPR/2013/102805** and whose postal address is under care of Post Office Box Number **35502-00100 Nairobi, Kenya** (hereinafter referred to as “the disclosing party” where the context so requires, include its successors in title and assigns which expression shall where the context so admits include its personal representatives and assigns) of one part

AND

....., a limited liability company incorporated in the Republic of Kenya of registration number and whose postal address is under care of Post Office Box Number **Nairobi, Kenya** (hereinafter referred to as “the disclosing party” where the context so requires, include its successors in title and assigns which expression shall where the context so admits include its personal representatives and assigns) of the other part

In this Agreement, **AVLC Global Consultants Limited** and are also referred to as “**Parties**” and “**Party**” refers to either of them as the context may require.

WHEREAS

- A. The Parties herein wish to enter into this agreement to define certain parameters of their future legal obligations, and considering their mutual promise herein and other good and valuable considerations the receipt of which is acknowledged hereby in relation to **the sharing of information and client details**,
- B. The parties will from time-to-time exchange Confidential Information (as defined below) necessary for purposes of progressing discussions aimed at completing various intended transactions.
- C. The Parties wish to ensure that Confidential Information disclosed to them in the course of their negotiations remains confidential and is not used by either party for any purpose other than the Permitted Purpose

NOW THEREFORE in consideration of the mutual promises and covenants contained in this Agreement, and the mutual disclosure of Confidential Information to each other, both parties hereto agree as follows;

DEFINITIONS

In this agreement,

“**Agents**” means directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member.

“**Confidential Information**” means information, in any form, including in soft (electronic format) and hard (printed on paper) copy, relating to the Transaction and/or the business carried on or proposed or intended

to be carried on by the Disclosing Party and which is made available for the purposes of the Transaction to the Receiving Party or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting and including but not limited to;

- (i) the existence and contents of this agreement;
- (ii) all confidential or proprietary information relating to the Business or the affairs, financial or trading position, assets, intellectual property rights, customers, clients, suppliers, employees, plans, operations, processes, products, intentions or market opportunities of the parties or any members of its Group;
- (iii) any marketing strategies, plans, financial information or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies;
- (iv) plans for financial products or services, and customer or supplier lists;
- (v) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets;
- (vi) any other information that should reasonably be recognised as Confidential Information of the disclosing party. Confidential information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information. Both parties acknowledge that the confidential information is proprietary to the disclosing party, has been developed and obtained through great efforts by the disclosing party and that the disclosing party regards all of its confidential information as trade secrets.

Notwithstanding anything in the foregoing to the contrary, confidential information shall not include information which:

- (i) is publicly available at the time of its disclosure or becomes publicly available (other than as result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this letter); or
- (ii) is or becomes publicly available through no fault of or failure to act by the disclosing party in breach of this Agreement; or
- (iii) is required to be disclosed in a judicial or administrative proceeding, or is otherwise requested or required to be disclosed by law or regulation; or
- (iv) the parties agree in writing that the information is not confidential
- (v) was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or
- (vi) following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information.

“Group” means (in respect to an entity) any subsidiary of that entity, any associate of that entity, any holding company of the entity and any subsidiary of such holding company.

“Information” means all information in whatever form, including in soft (electronic format) and hard (printed on paper) copy, including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.

“Copies” copies of Confidential Information including any document, electronic file, note, extract, analysis, study, plan, compilation or any other way of representing or recording or recalling information which contains, reflects or is derived or generated from Confidential Information.

“Disclosing Party” means the Party to this Agreement (or its Affiliates) disclosing the Confidential Information.

“Key Employee” any individual who is, at any time during the negotiations relating to the Proposed Transaction, an employee holding an executive or managerial position with, or any other member of the Parties’ intra company or agent network.

“Permitted Purpose” considering, evaluating, negotiating or advancing the Proposed Transaction.

“Permitted Recipient” any individual who is, at any time during the negotiations relating to the Proposed Transaction, a key person duly bound to confidentiality.

“Proposed Transaction” any negotiation that may be entered into by the Parties for reason of engaging in business.

“Receiving Party” means the party to this Agreement to whom the Confidential Information is disclosed

Non-Circumvention, Non-Disclosure

- 1.** The parties hereto and/or their affiliates of what-so-ever nature shall not, in any manner solicit and/or accept any business from sources that have been made available by and through the parties hereto, nor in any manner shall access, contact solicit and/or conduct any transaction with such said sources, without the expressed and specific permission of the party who made such said sources available.
- 2.** The Parties shall maintain complete confidentiality regarding each other's business and/or their affiliates and shall only disclose knowledge pertaining to these specifically named Parties as permitted by the concerned Party, unless agreed and granted an expressed written permission of and by the Party who made the source available.
- 3.** The Parties shall not in any way whatsoever circumvent each other and/or attempt such circumvention of each other and/or any of the parties involved in any of the transactions the Parties wish to enter and to the best of their abilities shall ensure that the original transaction codes, data and proprietary information established are not altered.
- 4.** The Parties shall not disclose any contact revealed by either Party to any third Parties as they fully recognized such information and contract(s) of the respective Party, and shall not enter into direct and/or indirect offers, negotiations and/or transaction with such contacts revealed by the other Party who made the contact(s) available.

5. In the event of circumvention by any of the undersigned Parties, whether direct and/or indirect, the circumvented Party shall be entitled to a legal monetary compensation equal to the maximum service it should realize from such a transaction, plus any and all expenses, including any and all legal fees incurred in lieu of the recovery of such compensation.
6. All considerations, benefits, bonuses, participation, fees, and/or commissions received as a result of the contributions of the Parties to this agreement, relating to any and all transactions arising by reason of this engagement shall be allocated and distributed as mutually agreed.
7. Specific arrangements, for each transaction shall be made available and/or submitted to the recipient on the very day due and payable as per each and every transaction, unless otherwise agreed.
8. This agreement is valid for **Five years** from the date of signature, for any and all transactions between the Parties therein, with renewal to be agreed upon between the signatories.
9. All disputes arising out of or in connection with the present contract shall be first settled under the laws of the Republic of Kenya by one or more arbitrators appointed in accordance with the said Rules. Any decision and/or award made by the arbitrators shall be final, conclusive and binding for the Parties and enforceable in the Courts of Law.
10. This Agreement shall be binding upon the Parties hereto and in the case of individual parties, their respective heirs, administrators and executors and in the case of all corporate Parties, their successors and assigns
 - a) The non-circumvention damages, i.e., the total commissions, fees, or profits which would have been due, and;
 - b) All loss sustained by the non-defaulting party by reason of such breach, and;
 - c) All expenses incurred in enforcing any legal remedy rights based upon or arising out of this Agreement.
11. This Agreement shall be binding upon the Parties hereto and in the case of individual parties, their respective heirs, administrators, and executors, and in the case of all corporate parties, their successors and assigns.
12. Signature of this agreement shall be deemed to be an executed agreement enforceable and admissible for all purposes as may be necessary under the terms of this agreement.
13. The purpose of this instrument is to establish an internationally recognized Non-Circumvention, Non-Disclosure, and Working Agreement between the participating Parties.
14. This and future transactions shall be conducted under the guidelines of the International Chamber of Commerce.

IN WITNESS WHEREOF AVLC Global Consultants Limited and, hereto have executed this Agreement the day and year first hereinbefore written.

SIGNED AND STAMPED by Authorized Signatory
OF AVLC GLOBAL CONSULTANTS LTD)

Name:)

Signature:)

in the presence of;)

Advocate

CERTIFICATE

I certify that the above-named authorized signatory of appeared before me on the.....day of 2025 and being identified by Passport Number to me by acknowledged the above signature to be his and that he freely and voluntarily executed this document and understood its contents.

Signature & designation of person certifying

SIGNED AND STAMPED by Authorized Signatory
Of

Name)

Signature)

in the presence of;)

Advocate

CERTIFICATE

I certify that the above-named appeared before me on the day of 2025 and being identified by Passport Number to me, acknowledged the above signature to be his and that he freely and voluntarily executed this document and understood its contents.

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