



REPUBLIQUE DU BURUNDI

Agence de Développement
du Burundi | ADB



DECISION No. 0011/ADB/DG/10 OF 8.2026 ON TRANSPARENCY AND VIGILANCE MEASURES IN THE REGISTRATION OF COMPANIES FOR THE PREVENTION OF MONEY LAUNDERING AND TERRORIST FINANCING IN BURUNDI

THE CHIEF EXECUTIVE OFFICER OF THE BURUNDI DEVELOPMENT AGENCY;

Having regard to the Constitution of the Republic of Burundi;

Having regard to Law No. 1/09 of May 30, 2011, on the code governing private and publicly owned companies;

Having regard to Law No. 1/9 of June 7, 2021, amending Law No. 1/24 of September 10, 2008, on the Burundi Investment Code;

Having regard to Law No. 1/08 of March 27, 2025, amending Law No. 1/02 of February 4, 2008, on combating money laundering and terrorist financing;

Having regard to Decree No. 121/vp2/039 of April 29, 2013, establishing the creation, organization, and operation of the One-Stop Shop for Business Creation in Burundi;

Having regard to Joint Ministerial Order No. 750/540/811 of April 26, 2019, establishing the information to be included in the trade and companies register;

Considering the need to ensure the transparency, traceability, and compliance of business registration operations with the objectives of combating money laundering and terrorist financing;

Considering Burundi's commitments to align its legal and institutional framework with international standards on the prevention of money laundering and terrorist financing;

DECIDES:

Article 1: Purpose

This decision establishes the standards of transparency, vigilance, and control to be applied by the Burundi Development Agency when registering companies, with a view to preventing their use for money laundering and terrorist financing.



Article 2: Scope

The provisions of this decision apply to any natural or legal person, whether national or foreign, applying to register a company with the Burundi Development Agency, regardless of its legal form.

Article 3: Transparency in registration

All registration applications must be accompanied by complete, accurate, and verifiable information on:

1. the identity of the partners or shareholders;
2. the corporate purpose and planned activities;
3. the share capital, the distribution of shares or stock and their nominal value;
4. the physical address of the company or person concerned.

The Agency shall verify the consistency of the information provided with the supporting documents and may reject any application containing inaccurate, incomplete, or inconsistent information.

Article 4: Verification of foreign investors' documents

For foreign investors, both individuals and legal entities, the Agency verifies the authenticity of the documents provided, in particular:

1. Valid passports for individuals: with the relevant immigration authorities;
2. Articles of association, commercial registers, tax identification numbers, and deeds of incorporation for legal entities: with the relevant authorities or bodies in the country of origin.

Documents must be certified as true copies by the competent authorities of the investor's country of origin.

Where it is established, after verification, that a foreign investor has provided a falsified document, the application for registration shall be rejected, without prejudice to any criminal proceedings provided for by the legislation in force.

Article 5: Declaration and registration of beneficial owners

In accordance with legislation on combating money laundering and terrorist financing, the Agency requires the declaration of the beneficial owners of any legal entity upon registration. A beneficial owner is defined as any natural person who ultimately owns or controls a legal entity or on whose behalf a transaction is carried out, in accordance with the law in force.

Any change relating to beneficial owners must be notified to the Agency without delay, upon presentation of a notarized report of the change and the identities of the new beneficial owners.

Each company is required to update the information relating to beneficial owners annually using the form available from the Burundi Development Agency.



Failure to update within three (3) months of the deadline will result in the company being liable to pay an administrative fine set by the regulations in force. Beyond this deadline, the Agency may suspend the Commercial Register and request the Burundi Revenue Authority to suspend the Tax Identification Number.

Article 6: Availability of funds

When registering the company, the Agency requires proof of the origin and actual availability of funds corresponding to cash contributions or subscribed shares.

This proof may be provided in particular by bank statements or certificates of availability of funds issued by recognized financial institutions or lenders.

Article 7: Identification of account signatories

The full identity of the persons authorized to sign on the bank accounts of the company declared at the time of registration.

Any change in authorized signatories must be communicated to the Agency within a maximum of thirty (30) days of its occurrence.

Article 8: Cooperation and reporting of suspicious activities

The Agency shall cooperate with the National Financial Intelligence Unit (CNRF) in the fight against money laundering and terrorist financing.

Any suspicious transaction or attempted transaction shall be reported without delay to the National Financial Intelligence Unit, in accordance with the legal and regulatory procedures in force.

Article 9: Control and sanctions

Without prejudice to the criminal sanctions provided for by the laws and regulations in force, failure to comply with the provisions of this decision shall expose the person concerned to administrative sanctions, in particular the rejection of the application for registration, the suspension of the Tax Identification Number, or removal from the commercial register.

Article 10: Transitional provisions

Companies created before the entry into force of this decision have one (1) year to declare or confirm the identity of their beneficial owners to the Agency.

Failure to comply with this deadline will result in administrative sanctions, including suspension from the commercial register and revocation of the tax identification number.



Article 11: Entry into force

This decision shall enter into force on the date of its signature.

**THE CHIEF EXECUTIVE OFFICER OF THE BURUNDI
DEVELOPMENT AGENCY**


Dr. Révérien NIZIGIYIMANA





FORM FOR DECLARING BENEFICIAL OWNERS

I. COMPANY IDENTIFICATION

1. Company name :
2. Legal Form : Limited Liability Company (LLC) Public Limited Company (PLC) Single-Member Company (Smc) Limited Partnership (LP) General Partnership (GP) Public Company (PC) Mixed Company (MC) Branch
3. Commercial Register Number (*existing companies*) :
4. Tax Identification Number (*company already registered*) :
5. Date of registration (*company already registered*) :
6. Address of registered office: Province.....Municipality:
 Area :..... Neighborhood/Hill :
7. Activities carried out/planned :

8. Share capital :
9. Number of shares :
10. Nominal value :

I. IDENTIFICATION OF THE DECLARANT

1. First and last name:
2. Position within the company: Partner / Shareholder Manager Representative (*attach power of attorney*)
3. ID number / Passport number :
4. Address : Province : Municipality :
 Area : Neighborhood /Hill :
 Phone : Email :

II. IDENTIFICATION OF THE BENEFICIAL OWNER(S)

A beneficial owner is any natural person who ultimately owns or controls a customer and/or any natural person on whose behalf a transaction is carried out.

(If there are multiple beneficial owners, please print as many pages as necessary).

Beneficial owner no.

- 1. First and last name:
- 2. Date and place of birth:
- 3. Nationality:
- 4. Address: State: City:
- Area: Neighborhood/Hill: Phone number: Email:
- 5. Type of ID:
- 6. Identity document/passport number:
- 7. Number of shares
- 8. Method of control exercised: Direct ownership Indirect ownership Decision-making power/effective control.

Beneficial owner no.

- 1. First and last name:
- 2. Date and place of birth:
- 3. Nationality:
- 4. Address: Province: Municipality:
- Area: Neighborhood/Hill: Phone: Email:
- 5. Type of ID:
- 6. ID card/passport number:
- 7. Number of shares:
- 8. Method of control exercised: Direct ownership Indirect ownership Decision-making power/effective control

II. OWNERSHIP AND CONTROL STRUCTURE

Is the company owned or controlled by another legal entity (legal person)?

Yes No

If yes, please specify:



(If there are several legal person partners, please print as many pages as necessary)

Legal entity partner no.

- 1. Name of entity:
- 2. Commercial register number:
- 3. Tax identification number:
- 4. Country of registration:
- 5. Percentage of ownership:
- 6. Existence of a specific control agreement (contract, agreement, etc.): Yes No
If yes, please specify:
- 7. First and last name of the Representative:
- 8. ID number/Passport number (Representative):
- 9. Address (Representative): Province: Municipality:
.....
Area: Neighborhood/Hill:
Phone: Email:

Legal entity partner no.

- 1. Name of entity:
- 2. Commercial register number:
- 3. Tax identification number:
- 4. Country of registration:
- 5. Percentage of ownership:
- 6. Existence of specific control agreements (pacts, conventions, etc.): Yes No If yes, specify:
- 7. First and last name of the Representative:
- 8. ID number/Passport number (Representative):



9. Address (Representative): Province: Municipality:
.....

Area: Neighborhood/Hill:

Phone number: Email:

II. DECLARATION ON HONOR

I, the undersigned,, hereby certify on my honor that the information provided in this form is accurate, complete, and truthful.

I acknowledge that I have been informed that any false statement, omission, or concealment is punishable by the penalties provided for in the regulations on combating money laundering and terrorist financing.

I undertake to notify the Burundi Development Agency of any changes relating to beneficial owners within thirty (30) days.

Done at, on

Name and signature of the declarant:

Company stamp (if the company is already registered)

