



SME Data Schema

**MANDATORY FIELDS  
FOR SMEs  
(FOR COMPANIES THAT EMPLOYES BETWEEN 5 AND 50 PEOPLE)**

SME Data Schema			
MANSA Category	Field	sub-field	Optionality
<b>IDENTIFICATION</b>	Legal Name:		Mandatory
	Legal Form:		Mandatory
	Registered Address:		Mandatory
	Principal Place of Business:		Mandatory
	P.O. Box:		Optional
	Telephone :		Mandatory
	Email:		Mandatory
	Swift Address:		Optional
	Website:		Optional
	Contact Person:		Mandatory
	Stock Exchange:		Optional
	Operating Law:		Optional
	Africa Entity Identifier:		Auto populated



	Trading As		Optional
	<b>External Auditors:</b>	Name	Optional
		Telephone	Optional
		Website	Optional
		Address	Optional
		Email	Optional
Supporting Documents	<b>Business License:</b>	Date of Issuance:	Optional
		License Number:	Optional
		Document: (attachment)	Optional
	<b>Company Registration:</b>	Company Registration ID/Number:	Mandatory
		Date of Issuance:	Mandatory

		Document: (attachm nt)	Mandatory
	<b>Object of Establishment:</b>	Object of Establishm nt Type:	Optional
		Document: (attachm nt)	Optional
	<b>Tax Certificate:</b>	Document: (attachm nt)	Optional
<b>OWNERSHIP AND MANAGEMENT</b>	<b>Shareholder Structure</b>	Shareholder Name	Mandatory
		Shares	Mandatory
		Contact email	Mandatory
		Nationality	Mandatory



	<b>Board of Directors</b>	Board Member Name	Mandatory
		Nationality	Mandatory
		Additional Information	Optional
	<b>Management Structure</b>	Name	Mandatory
		Role	Mandatory
		Contact	Mandatory
		Nationality	Mandatory
	<b>Ultimate Beneficial Owners</b>	Name	Mandatory
		Date of Birth	Optional
		Nationality	Mandatory
		Contact	Optional
		Source of Wealth	Mandatory
		Passport / Id	Mandatory
<b>Supporting Documents</b>	<b>Declaration of Ultimate Beneficial Owners: (attachment)</b>		Mandatory
	<b>Executive Management Profiles: (attachment)</b>		Optional
	<b>Profiles of Directors: (attachment)</b>		Optional
	<b>Shareholder List: (attachment)</b>		Mandatory
<b>BUSINESS INFORMATION</b>	<b>Legal Advisors</b>	Name	Optional
		Address	Optional



		Telephone	Optional
		Email	Optional
		Telephone	Optional
	<b>Industry</b>	<b>ISIC Industry</b>	<b>Mandatory</b>

		ISIC Sub-Division	Optional
		ISIC Activity-Group	Optional
		ISIC Activity Name	Optional
		Product Group Name	Optional
	Operating Countries (number of):		Optional
	Number of Local Branches:		Optional
	Number of Overseas Branches:		Optional
	Bank Name:		Optional
	<b>Contributor Affiliates:</b>	Business Name	Optional
		Business Number	Optional
		Telephone	Optional
		Email	Optional
		Website	Optional
<b>COMPLIANCE INFORMATION</b>	Can you confirm that your business name is published on official documents for business such as letterheads, business cards	Not Applicable/No/Yes	Optional
<b>FINANCIAL INFORMATION</b>	<b>Annual Reports:</b>	Start/End of Financial Year:	Optional
	Interim Reports	Start/End of Financial Year:	Optional
	<b>Management Reports</b>	<b>Start/End of Financial Year:</b>	<b>Mandatory</b>



	Bank Statement	Start/End of Financial Year:	Optional
Supporting Documents	Document: (attachment)		Mandatory
	<b>Credit Info and Rating:</b>	Rating Agency:	Optional
		Rating:	Optional
Supporting Documents	Document: (attachment)		Optional
<b>OTHER INFORMATION</b>	Associations & Memberships:		Optional