



Registered with the Property Practitioner Regulatory Authority (PPRA)

FICA CHECKLIST

INDIVIDUAL (SOUTH AFRICAN CITIZEN)

- a) copy of identity document;
- b) proof of individual current residential address (not older than 3 months);
- c) details of individual marital status together with a copy of marriage certificate and antenuptial contract (if applicable), or completed marital status declaration;
- d) SARS document of income tax registration number;
- e) a Copy of divorce order (if applicable);
- f) a Copy of divorce settlement agreement (if applicable)

COMPANY (PTY LTD)

- a) a copy of the Memorandum and Articles of Association / Memorandum of Incorporation (CoR15.1) (together with the latest updated and registered amendments thereto);
- b) a copy of CM1 / CoR14.1 (Certificate of Incorporation);
- c) a copy of CM9 (Certificate of Name Change – if applicable);
- d) a copy of CM46 (Certificate to commence Business);
- e) a copy of CM22 / CoR17.3 (Notice of Registered and postal address). This document must contain the current postal and registered address;
- f) a copy of CM29 / CoR39 (List of active Directors);
- g) CERTIFIED COPIES of each director's identity document and proof of residential address;
- h) proof of physical address for the company (not older than 3 months);
- i) authority to act: directors' resolution (if not signed together with Agreement);
- j) SARS document for income tax registration number;
- k) SARS document for VAT registration number (if applicable);

CLOSE CORPORATION

- a) a copy of the Founding Statement / Registration Certificate of the Close Corporation and Incorporation documents CK1 AND CK2;
- b) a copy of CK2A (amendment regarding Accounting Officer – if applicable);
- c) certified copies of each member's identity document and proof of residential address;
- d) proof of address of the close corporation;
- e) authority to act: members' resolution;
- f) SARS document of income tax registration number;
- g) SARS document of VAT registration number (if applicable);

TRUST

- a) a copy of the Deed of Trust with all necessary addendums and amendments thereto (up to date);
- b) a copy of the Letters of Authority issued by the Master of the applicable Court;
- c) certified copies of the Identity Document for the authorised signatory;
- d) proof of address for the said Trust;
- e) authority to act: Trustees resolution;
- f) SARS document for income tax registration number (if applicable);
- g) SARS document for VAT registration number (if applicable);

FOREIGN NATIONAL

- a) Certified copy of Passport
- b) SARS documents bearing number and name of the person
- c) Utility statement / invoice (Water & Electricity, Municipality or Telkom)

FOREIGN COMPANY

- a) Official document issued by an authority for recording the incorporation of companies of that country.
- b) SARS documents for income tax and VAT bearing the number and the name of the company.
- c) Certified copies of ID / passport of the person authorized to act on behalf of the company.
- d) Utility statement / invoice (Municipality or Telkom) of the person authorized to act on behalf of the company.
- e) Certified copy of ID / passport of shareholders with more than 25% voting rights in the company.

PARTNERSHIP

- a) Copy of the partnership agreement – if no partnership agreement the partners must certify this in writing.
- b) Certified copies of ID / passport of each partner.
- c) Certified copies of ID / passport of the person authorized to act on behalf of the partnership.

A valid document showing proof of residential address:

- Utility bill in individual name (e.g. water, electricity, rates and taxes) *, or Utility bill in individual name and showing the legal description of the property (erf number) *, or
- Bank or credit card statement issued by bank (i.e. statements issued by the institution: whether on paper, electronically in an email or in the form of an internal printout where it is clear it has been issued by such institution). Note: a printout of a bank statement done at an ATM or printed from the internet is not acceptable *, or
- Municipal rates and taxes account *, or
- Mortgage statement from a bank or other recognized lending institution *, or
- Rent/ lease agreement **, or
- Landline (e.g. Telkom) or Cellular phone account *, or
- Official SARS documentation **, or
- IRP5 issued by an Employer **, or
- IT3(b) issued by an institution such as a bank or financial services provider
- Policy document, statement or valuation from another long-term insurance company **, or
- Client statement issued by a linked investment services provider in terms of the Stock Exchanges Control Act and the FAIS Act **, or
- Member's statement issued in terms of the Collective Investment Schemes Control Act **, or
- Correspondence from a body corporate or share-block association **, or
- Television license **, or
- Retail account reflecting National Credit Act (NCA) or Financial Services Provider (FSP) license *, or
- Motor vehicle or motorcycle license **, or
- Short-term insurance documents showing the risk address **, or
- Payslip or salary advice *, or
- Services invoice from a retirement village in the case of a person older than 55 **, or
- Third-Party Affidavit or Official letter from a tribal chief, tribal leader (only to be accepted in exceptional cases i.e. when other documents listed above is unavailable). The tribal chief/leader only has to submit the official letter.

* The document must not be older than 3 months.

** The document must not be older than 12 months.

If you don't have any of the above documents, a Sworn Affidavit from the owner of the residence confirming you:

a) Individual live with him/her will be accepted.

b) must be signed and stamped by a Commissioner of Oaths

c) be accompanied by a utility bill in the name of the owner of the residence, as well as a copy of the identity document of the owner of the residence. Please use the Third-Party Affidavit attached.

DECLARATION IN TERMS OF JOINT ADDRESS/ CO-HABITATION (FINANCIAL INTELLIGENCE CENTRE ACT, 38, 2001 AND GUIDANCE NOTES)

I, _____ (the undersigned) reside at:

I attach hereto a copy of a utility bill (etc.) verifying my residential address. I hereby confirm that (the proposed client)

Resides/ co-habits with me at the aforementioned address.

Signed at _____ on _____ 20____

Signature of the RESIDENT

Signature of the CLIENT

Commissioner of Oaths