

Leadsprop PTY Ltd T/A Leadsprop

Registered with the PPRA

Form 4 - Client identification and verification of a Partnership

(Form 4 should be accompanied by Form 1 for all persons who act on behalf and/or are part of the partnership) In terms of Regulation, accountable institutions are required to identify all partners (even silent partners) within a partnership.

1. Full name of the Partnership (<i>The client</i>)		Trading name (<i>as per advertisements/websites</i>)		Registration number			
Partnership Income tax number		Partnership VAT number (or n/a)		(We must inspect the original and keep a copy of a document issued by the government as a source or authenticated less than 3 months) *			
2. Address of partnership central place of work **							
Contact number/s			Nature of the business:				
E-mail							
Industry		Services		Products			
(As per letterhead of Partnership) **							
3. Full names (of the person who acts obo partners)		Surname		ID, passport, work permit or visa, no			
(Use "Form 1" to do identification & verification of these natural persons) (if more space is needed, use the back of the form or add on)							
3. Full names (of the person who is a partner)		Surname		ID, passport, work permit or visa, no			
(Use "Form 1" to do identification & verification on each one of the natural persons) (if more space is needed, use the back of the form or add on)							
3. Full names (of the person who is a partner)		Surname		ID, passport, work permit or visa, no			
(Use "Form 1" to do identification & verification on each one of the natural persons) (if more space is needed, use the back of the form or add on)							
3. Registered name of business owning the client		Trading name		Registration number, if applicable			
(We must inspect the document used, and a copy will be required from you) ((Forms 1-4 to be completed as necessary)							
4. Has our company ever conducted the FICA process with you before?	Yes	When ±?	What type of service was it?				
	No		Were you <u>then</u> a Seller, Buyer, Tenant, or Landlord?				
This transaction - Type of service :							
What will this property be used as? (If you are a Buyer or Tenant):							
Your reason for selling / Letting (If you are a seller or Landlord):							
5. To whose account/s will payments be made? ***		Agency	Attorney	Seller	Landlord	Other	
From where will payments be made? ****		SA Bank	International transfer	Bond	Subject to sale	An Attorney	Cash
Will any payments be R50 000 or more in cash (i.e., paper money, coins, or traveller's cheques)?					Yes	No	
(Circle all the applicable words) *** (You may pick more than one method/combination of finance) ****							

* If you are unable to produce an official **identity document**. The acceptable reason for being unable to produce an official identity document should be noted and dated below by employee OBO, our estate agency. (photo should be taken and printed by an employee with birthdate, name, surname, ID no of client and the date of photo written on the printed page)

** If your proof of **residential address** is sent in electronic format. We need to see the original email/WhatsApp as it appeared in your inbox/phone and the attachment (if any). That email/WhatsApp and the attachment must be forwarded so we can print a copy.

Consent to process (use) personal information in terms of The Protection Of Personal Information Act (**POPIA**), on condition that my personal information shall be used and processed under the Protection of Personal Information Act.

SIGNED AND DATED ON _____
Date Name in print and signature

SIGNED AND DATED ON _____
Date Name (2) in print and signature

SIGNED AND DATED ON _____
Date Name (3) in print and signature

Employee - Name person representing the PPB (Agency) Date Signature

FOR YOUR OFFICE USE ONLY (If there is more space needed, add pages or write at the back)

Transaction name	Transaction date	Transaction amount	Transaction type (Lease/Sale)	Date: TFS List Screening
Copy Of Document/S Proving Registered name and number Provided (Could be an informal partnership as well)				
Has the Partnership agreement been viewed				
Copy of the "Letter of Authority" to act on behalf of the Partnership				
A "FICA form 1" (or 1-4) is completed for each person who is a partner or acts on behalf of a partner.				
Property Practitioner involved	Date FICA done	FIC Compliance Officer	The client has a previous FICA record with us	
Open media search and/or ATMS findings:				
		Draw the legal entity ownership – organigram if possible.		
1st person, who is a beneficial owner ?		Why did you decide on this person?	(Describe the process you used.)	
2nd person, who is a beneficial owner ?		Why did you decide on this person?	(Describe the process you used.)	

RISK RATING & ASSESSMENT of the Partnership (Score all applicable blocks client/transaction/situation)

Note: FCO has reviewed the blocks and is considering the risks applicable to our office.

Client Type	Rate	Products / Services	Rate	Geographical	Rate
Proof of REG Eager (0) /Difficult (1-3)		Bond / Bond & Deposit (EFT - SA) (0)		Provided Proof of Address (easy) (0)	
Easy to ID Beneficial Owner/s (BA)(0-3)		Bond & Subject to sale (in SA) (0)		From the same/similar area (0)	
Simple (0) or Complex legal entity (3)		Transaction paid via EFT (0)		Reason why this area/property? (1-3)	
Unsure source of funds (1-3)		Third-party payments (1-3)		From another province (0-2)	
Negatively in the media or web searches		"Unusual" payments (2/3)		From low-risk(0) High-risk country(3)	
Tenant - consistent payment (0)		Cash (3) (Report R50 000 and more)		From weak regulatory oversight (3)	
Tenant uneven or large sums of R (2/3)		Cross-border flow of money (1-3)		Do not mind location/overprice (3)	
Busy setting up a trust /shell co		Rental scheduled payments (0)		From high crime areas (1-3)	
Not sure who real BO are (2-3)		Rental – sudden large amounts (1-3)		Engage with sanctions regimes. (3)	
Total rating		Total rating		Total rating	

Delivery channels	Rate	Other factors	Rate	Total Risk Rating	Rate
Direct (easy) relationship (0)		"Normal transaction" for PPB (0)		Client Type	
3 rd (unrelated) party involved (1-3)		"Unusual transaction" for PPB (1-3)		Products & Services	
3 rd party referred/introduced to us (0-3)		ML/TF/PF possibility (1-3)		Geographical area	
Non -Face to face communication (with reason) (0-1)		TFS List Screening FIC WEB (3) STOP TRANSACTION		Delivery channels	
Non -Face to face communication (without reason) (2-3)		The previous FICA we did differs totally from this one now. (1-3)		Other factors	
BO is a PEP / PIP / NPO(3)		No clear source of wealth (1-3)		Low rate (0 - 9)	
Change "client" name in process. (1-3)		Involved with tenders (1-3)		Medium rate (10 – 19)	
Uncertain Strategy of entity (1-3)		Difference: Spending / Income (1-3)		High rate (20 +)	
The property doesn't fit the business (1-3)		Unsure what entity does (1-3)			
Total rating		Total rating		Total rating	Low Med High

RISK MONITORING, MITIGATION, & MANAGEMENT Note: FCO must review and agree with the action if Medium or High risk.

Controls in the proportion of risk	Action	
Low rate (0 - 9)	Simple due diligence is enough	File & Keep 5 years (If changes happen, do again)
Medium rate (10 – 19)	Additional due diligence & open mind	Discuss with the FIC Compliance officer in the office
High rate (20 and more)	Enhanced due diligence & monitoring	Discuss with the FIC Compliance officer in the office
If necessary, do enhanced due diligence and monitoring, except if it will alert the client. Then, it is better to report immediately to the FIC.		

More notes: