Leadsprop PTY Ltd T/A Leadsprop

Registered with the PPRA

Form 7 - Cover sheet for retention of FICA records

Transaction name: _____
(The names of the parties to the transaction)

Transaction Date: _____
(Date it was concluded)

Transaction number: _____
(File number as given by admin in office – if applicable)

Transaction Amount: _____
(Amounts and currency)

Nature of transaction: _____
(Sale/Lease)

Client's name & surname	Buyer/Seller Tenant/Landlord Other: (*Once of client*)	TFS Screening Date	Fica done Date	Risk rating L / M / H

- By their very nature, the results of our FICA enquiries are privileged personal records relating to our customers. As such, they deserve the highest levels of protection under the POPI Act.
- No FICA records are to be removed from the file for any reason without the authority of the FICA compliance officer, and no such records are to be made available to any third party without the consent of the client (in line with the POPI Act) to whom they relate unless required by law.
- FICA records will be retained in the individual transaction file in our office and our archives, where we keep our old files for 5 years. If a report is made, the FICA records must be retained for 5 years from the date of the report. After this period, the information must be de-personalised or disposed of except if the client obtains further consent to use it for another purpose and only for that specific purpose in line with the POPI Act.

_____ _____ _____
Full name and surname of employee responsible. Date Signature

All notes or List Of Outstanding Requirements:

_____

_____

_____

This form is part of the RMCP2025 and should not be shared as a template with anybody outside the estate agency to whom it was NOT supplied initially or personally explained.