Leadsprop PTY Ltd T/A Leadsprop

Registered with the PPRA

Form 8 –

Index of FICA's done: _____

(month or year of transaction/mandate/employee screening)

Transaction name / Mandate Name / Employee Name (*The subject of FICA Screening & Risk Rating*)	**If reported** to FIC (date/type of report)	**Risk Rating** (L / M / H)	**TFS** Screening date	**Open media** Screening	**FICA** Date	FICA – **Expires** *(5 years)*

- 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 FCO Date Signature

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.