

**INDIVIDUAL****Documents required for FICA:**

1. Identity Document (CERTIFIED COPY);
2. Income Tax Number;
3. Proof of address which reflects the individual's **name** and **physical residential address (not a postal address)**:certified
  - Utilities (e.g. water, electricity account) (less than 3 months old); or
  - Rates (less than 3 months old); or
  - Levy Statement

[NOTE: If the individual resides with their spouse and only has proof of address in the name of their spouse then we require the spouse's documents as well as the marriage documents for the purposes of FICA. See below.]

**Documents required for purposes of the transaction:**

1. Marital status:
  - If unmarried, please advise;
  - If married in community of property – marriage certificate and spouse's Identity Document;
  - If married out of community of property – marriage certificate, ANC and spouse's Identity Document.

**TRUST**

1. Trust Deed (CERTIFIED COPY);
2. Letters of Authority (CERTIFIED COPY);
3. Proof of Tax Reference Number / VAT Registration Number, if applicable;
4. **FOUNDER**
  - 4.1 Identity Document (CERTIFIED COPY);
  - 4.2 Income tax number;
  - 4.3 Proof of address\* in the name of the Founder showing the Founder's residential address (**not a postal address**); certified
5. **TRUSTEE** (If more than one, please provide for each Trustee)
  - 5.1 Identity Document (CERTIFIED COPY);
  - 5.2 Income tax number;
  - 5.3 Proof of address\* in the name of the Trustee showing the Trustee's residential address (**not a postal address**); certified
6. **BENEFICIARY** (If more than one, please provide for each Beneficiary)
  - 6.1 Identity Document (CERTIFIED COPY);
  - 6.2 Income Tax Number;
  - 6.3 Proof of address\* in the name of the Beneficiary showing the Beneficiary's residential address (**not a postal address**). certified

\*NOTE – PROOF OF ADDRESS:

Any **one** of the undermentioned documents provided that they specify the **physical** address (**not a postal address**):

- Utilities (e.g. water, electricity account) (less than 3 months old); or
- Rates account (less than 3 months old); or
- Levy statement (less than 3 months old).

**SOUTH AFRICAN COMPANY**

**Documents required for FICA:**

1. CM1 – Certificate of Incorporation (CERTIFIED COPY);
2. CM22 – Notice of Registered Office (CERTIFIED COPY);
3. Proof of Vat Registration Number (CERTIFIED COPY);
4. Proof of Tax Reference Number;
5. Proof of address\* which reflects the **Company name** and **physical business address** of the Company (**not a postal address**); certified
6. **DIRECTORS** (we require all of this for **ALL** of the Directors) :
  - 6.1 Identity Document (CERTIFIED COPY);
  - 6.2 Income Tax Number;
  - 6.3 Proof of address\* which reflects the Director's **name** and **physical residential address (not a postal address)**. certified

**Documents required for purposes of the transaction:**

1. CM2 – Memorandum of Association (CERTIFIED COPY);
2. CM46 – Certificate to commence business (CERTIFIED COPY);

\*NOTE – PROOF OF ADDRESS:

Any **one** of the undermentioned documents provided that they specify the **physical address (not a postal address)**: certified

- Utilities (e.g. water, electricity account) (less than 3 months old); or
- Rates account (less than 3 months old); or
- Levy statement (less than 3 months old).

**CLOSE CORPORATION**

1. CK1 – Founding Statement and Certificate of Incorporation (CERTIFIED COPY);
2. CK2 – Amended Founding Statement (CERTIFIED COPY);
3. Proof of Vat Registration Number (CERTIFIED COPY);
6. Proof of Tax Reference Number;
5. Proof of address\* which reflects the **Close Corporation's name** and **physical business address** of the Close Corporation (**not a postal address**); certified
6. **MEMBERS** (we require all of this for **ALL** of the Members) :
  - 6.1 Identity Document (CERTIFIED COPY);
  - 6.2 Income Tax Number;
  - 6.3 Proof of address\* which reflects the Member's **name** and **physical residential address (not a postal address)**. certified

\*NOTE – PROOF OF ADDRESS:

Any **one** of the undermentioned documents provided that they specify the **physical address (not a postal address)**: certified

- Utilities (e.g. water, electricity account) (less than 3 months old); or
- Rates account (less than 3 months old); or
- Levy statement (less than 3 months old).