

FICA DOCUMENTS REQUIRED

The following documents are required in terms of FICA.

Customer Due Diligence Forms

- The applicable Customer Due Diligence to be completed in full initialled and signed (Templates attached)

For Individuals

- Copy of ID document (**BACK AND FRONT OF CARD**) (SA Citizens) / Passport (Foreign Nationals)
- Proof of address less than three months old (for example utility bill, store account statement, bank statement with address, DSTV account, municipal letter)
 - Should you not have proof of address in your name, you may provide a declaration by a third party confirming that you share an address with them and provide the third party's proof of ID and proof of address (less than three months old)
- Copy of SARS document confirming income tax number
- Bank confirmation letter individual banking details (less than three months old)

For a Company

- Company registration documents
 - CM1- Certificate of Incorporation
 - CM2- Memorandum of Association
 - CM22- Notice of Registered Office
 - If applicable, CM9 or Certificate of Recognition (CoR) (CoR 18.1 and 18.3 for conversion from CC and CoR 15.1 for name changes)
 - Latest CM29 – Contents of Registrar of Directors, Auditors and Officers Business name if different from registered name
- Proof of address (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for company
- Resolution on company letterhead signed by all directors nominating authorised signatory / representative
- Bank confirmation letter confirming company banking details (less than three months old)
- For the authorised signatory / representative and / or CEO, each director and each person or corporation with shareholding of 25% or more in the company, we require the following:
 - Copy of ID (**BACK AND FRONT OF CARD**)
 - Proof of address (less than three months old)

For a Trust

- Copy of Trust deed (if applicable, any deeds of amendment of Trust Deed)
- Copy of Letter of Authority
- Copy of SARS document confirming Income tax / VAT registration number for trust
- Resolution signed by all Trustees nominating authorised signatory / representative
- Bank confirmation letter of trust account banking details (less than three months old)
- For the authorised signatory / representative, each trustee, beneficiary and founder of the trust we require the following:
 - Copy of ID (**BACK AND FRONT OF CARD**)
 - Proof of address (less than three months old)

For a Close Corporation

- Copy of Founding Statement (CK 1) and Certificate of Incorporation (if applicable, CK2 for any amendments to the Founding Statement)
- Business address if different from registered address
- Proof of address of the company (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for the CC
- Resolution on the CC letterhead signed by all members nominating one signatory / representative
- Bank confirmation letter of bank details of the company (less than three months old)
- For the authorised signatory / representative and each member we require the following:
 - Copy of ID (**BACK AND FRONT OF CARD**)
 - Proof of address (less than three months old)

For a Partnership

- Copy of partnership agreement
- Proof of address (less than three months old)
- Resolution signed by all members nominating authorised signatory / representative
- Copy of SARS document confirming Income tax / VAT registration number for the partnership
- Bank confirmation letter of banking details of partnership account (less than three months old)
- For the authorised signatory / representative and each partner, we require the following:
 - Copy of ID (**BACK AND FRONT OF CARD**)
 - Proof of address (less than three months old)

For Unincorporated Entities (e.g. Clubs, Churches)

- Copy of document confirming list of all active members (**BACK AND FRONT OF CARD**)
- Resolution signed by all members nominating authorised signatory / representative (a note to be made of bank details and possible tax implications for the nominated person)
- Proof of address (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for the entity
- Bank confirmation letter of banking details of partnership account (less than three months old)
- For the authorised signatory / representative and each member or partner, we require the following:
 - Copy of ID (**BACK AND FRONT OF CARD**)
 - Proof of address (less than three months old)

For Non-Resident Individuals

- Copy of foreign ID / passport
- Proof of address less than three months old
 - Should you not have proof of address in your name, you may provide a declaration by a third party confirming that you share an address with them and provide the third party's proof of ID and proof of address (less than three months old).
- Document confirming tax registration number
- Bank confirmation letter of foreign bank details of individual (less than three months old)

For a Non-Resident Company

- Copy of foreign company registration documents
- Proof of address (less than three months old)
- Document confirming tax registration number for company
- Resolution signed by all directors nominating one signatory / representative
- Bank confirmation letter of foreign bank details of the company (less than three months old)
- For the authorised signatory / representative and / or CEO, each director and each person or corporation with shareholding of 25% or more in the company, we require the following:
 - Copy of ID / passport (**BACK AND FRONT OF CARD**)
 - Proof of address (less than three months old)