

FICA REQUIREMENTS

Dear Client,

In terms of the Financial Intelligence Centre Act 38 of 2001 (FICA), estate agents and estate agencies have been classified as “accountable institutions” and we have the responsibility to identify and verify all clients in accordance with the Act.

We accordingly and humbly request your co-operation in this regard. Please note further that all transferring attorneys, Bond registration attorneys, Mortgage Originators and Financial Institutions will require these documents from you too. ANY delay in providing any of the documentation can and will cause a considerable delay in the registration of your transaction.

I/We, the undersigned, hereby confirm that we will supply the necessary documentation to the Agency within 3 working days of signature hereof.

Signed at on this day of 20.....

Seller / Buyer

Witness

Seller / Buyer

Witness

Principal / Office Manager

All documentation duly received on:

INDIVIDUAL/SOLE PROPRIETOR**UNLISTED COMPANIES****South African**

- A valid South African issued green bar-coded identity document
- if not available:
 - A valid South African driver's licence*
 - or
 - A valid South African passport*
 Subject to approval by EAM and must be accompanied by an affidavit confirming why Green bar-coded ID cannot be provided
- Proof of physical residential address in your name
- Authority to act (if applicable): power of attorney/letter of appointment from the court and authorised signatories' resolution
- Unabridged birth certificate for minors
- Proof of bank account in your name

*A valid version of these documents means they must be current and unexpired

Foreign

- Valid passport
- Proof of physical residential address
- Authority to act (if applicable): power of attorney/letter of appointment from the court and authorised signatories' resolution
- (If applicable) identity document, physical residential address and contact details of persons authorised to act
- Unabridged birth certificate for minors (under 18 years)
- Proof of bank account

Proof of physical/residential address

Residential address – any one of the following documents which must reflect name/initials and surname, physical address and property descriptions (i.e. erf/stand numbers) and must be less than 3 months old, generally:

- Retail accounts, i.e. clothing/pharmacy/veterinary/doctors accounts, etc. (less than 3 months)
- A bank statement or financial statement from a financial institution (less than 3 months)
- Correspondence from a Body Corporate/ Share Block Association (less than 1 year)
- Life assurance, short term insurance, health insurance/medical aid, funeral policies, etc. (less than 1 year)
- Mortgage statements (less than 6 months)
- A copy of a signed current lease/rental agreement by both parties (less than 1 year)
- Motor vehicle licence documentation (less than 1 year)
- South African Revenue Services (SARS) document produced by SARS or a document to be used for Tax purposes (less than 1 year)
- Telephone account, i.e. land-line or cell phone account (less than 3 months)

South African

- Certificate of Incorporation (CM1) or CIPRO certificate
- Notice of Registered Office and Postal Address (CM22) or CIPRO certificate
- Authority to act: CM29 or CIPRO certificate and directors' resolution – Section 1 (if more than one)
- Identity document, physical residential address and contact details of principal executive officer of company, of persons authorised to act and of persons holding more than 25% of voting rights in company
- Proof of physical business address
- Proof of bank account
- Official SARS documentation showing the companies income Tax and VAT numbers

Foreign

- Official document of Incorporation
- If trading in RSA, documents for RSA unlisted company
- Authority to act: directors' resolution – Section 1 (if more than one)
- Identity document/passport, details of physical residential address and contact numbers of related parties and persons authorised to act
- Proof of physical business address
- Proof of bank account

Trusts

- Trust deed or other founding document (e.g. will for Will Trust)
- Authority to act: letter of authority from the Master of the High Court and trustees' resolution – Section 1 (if more than one)
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act
- Proof of registered address of Master of High Court (stamp on letter of authority)
- Proof of bank account

Close Corporations

- Founding Statement and Certificate of Incorporation (CK1) or CIPRO certificate
- Amended Founding Statement (CK2), (if applicable) or CIPRO certificate
- Authority to act: CK1 or CIPRO certificate and members' resolution – Section 1 (if more than one)
- Identity document, physical residential address and contact details of each member, persons authorised to act and persons holding more than 25% of the

<ul style="list-style-type: none"> • Television Licence (less than 1 year) <input type="checkbox"/> • Utilities account, e.g. rates and taxes, water and electricity, etc. (less than 3 months) <input type="checkbox"/> • Affidavit from co-habitant, property owner, or employer if the above documents are unavailable <input type="checkbox"/> 	<ul style="list-style-type: none"> • Proof of physical business address <input type="checkbox"/> • Proof of bank account <input type="checkbox"/>
<p>Spouse/partner</p> <ul style="list-style-type: none"> • Any of the above documents for your spouse, together with marriage certificate or if not available: <input type="checkbox"/> <ul style="list-style-type: none"> ○ Affidavit from person co-habiting with investor, providing: <ul style="list-style-type: none"> - Name, identity number and physical residential address of investor and co-habitant <input type="checkbox"/> - Relationship between investor and co-habitant <input type="checkbox"/> - Confirmation that residential address is shared <input type="checkbox"/> ○ Affidavit from investor, providing: <ul style="list-style-type: none"> - Name, identity number and physical residential address <input type="checkbox"/> - Confirmation that investor resides at physical residential address <input type="checkbox"/> 	<p>Partnerships</p> <ul style="list-style-type: none"> • Partnership Mandate <input type="checkbox"/> • Authority to act: partners' resolution – Section 1 <input type="checkbox"/> • Identity document, physical residential address and contact details of partners and persons authorised to act <input type="checkbox"/> • Proof of bank account Listed Companies <input type="checkbox"/> • Registration Certificate (Registrar of Companies or equivalent regulator – foreign companies) <input type="checkbox"/> • Authority to act: directors' resolution – Section 1 <input type="checkbox"/> • Identity document of persons authorised to act <input type="checkbox"/> • Proof of bank account <input type="checkbox"/>
	<p>Decreased estates</p> <ul style="list-style-type: none"> • Letter of Executorship/Letter of Authority <input type="checkbox"/> • Authority to act: special power of attorney (if applicable)/executors'/authorised signatories' resolution – Section 1 (if more than one) <input type="checkbox"/> • Identity document, details of physical residential address and contact numbers of persons authorised to act <input type="checkbox"/> • Proof of bank account <input type="checkbox"/>
	<p>Pension funds</p> <ul style="list-style-type: none"> • Registration Certificate (Registrar of Pension Funds) <input type="checkbox"/> • Authority to act: trustees' resolution – Section 1 <input type="checkbox"/> • Identity document, of persons authorised to act <input type="checkbox"/> • Proof of bank account <input type="checkbox"/>