

## FICA requirements Individuals

### Documents that we accept to verify your details

Before we can enter into a transaction with you, the Financial Intelligence Centre (FICA) requires that we verify:

- Your Identity by means of a bar coded Identity document\*\*
- Your Residential Address

*Please ensure that documents clearly show your Initials, Surname, Residential/Physical address and issue date.*

### These are the documents we will accept that may not be older than 3 months

- Utility bill in your name (Municipal Rates and Taxes, Water, Electricity)
- A signed letter from a municipality on municipal letterhead confirming your address, provided that the municipality confirming the address is the municipality of the area where you reside
- A letter from your bank confirming that a physical site visit was conducted to verify your residential address provided that: it is on the bank's letterhead, and contains the official bank stamp.
- A signed confirmation of address letter from the bank on a bank letter head which displays your physical address.
- Copy of Telkom statement
- Copy of your bank, building society or credit card statement which displays physical address.
- Copy of your mortgage statement which displays physical address from a bank or other lending organisation.
- Recent pay slip or salary advice which displays physical address
- Letter of employment reflecting employee's (investor's) address
- Copy of your M-Net or DSTV account
- Copy of levy certificate issued by the body corporate, home owners association or managing agent for properties in sectional title, cluster or share block developments.
- A copy of a confirmation of residence from a retirement village / retirement home on their letterhead if the investor is 55 years or older recent
- Copy of long or short term insurance policy /communication excluding Sanlam, Santam or MiWay.
- A signed affidavit or proof by a Tribal Authority Council on letterhead confirming physical address in a rural settlement.
- Copy of a retail account
- Copy of a Loan Statement from Credit Providers
- Letter from the Rental company on a rental letterhead
- Copy of a cell phone contract statement which displays physical address.

### These are the documents we will accept that may not be older than 12 months

- Copy of SABC television license or SABC license renewal letter which displays physical address.
- Copy of motor vehicle license which displays physical address.
- Copy of SARS document (excluding assessments or e-filing documents) which displays physical address.
- Copy of lease or rental agreement which displays physical address (it is acceptable to only accept the first and last page of the lease agreement if the lease period is reflected in these pages)
- Written confirmation of physical address by a Sanlam Advisor following an on-site visit.
- A letter (signed by a Commissioner of Oaths) will be accepted where another person (spouse/landlord/partner, etc.) confirms that the investor resides with them. The person confirming the address must also be identified and verified (provide proof of Identity\*\* and address).

### If you do not have a proof of address in your name;

**Parent(s):** Utility bill or acceptable prescribed proof of residence in your parent's name, Identity document\*\* of the parent(s), \*a letter (signed by a commissioner of oaths) from your parents declaring that you reside with them.

\*(declaration letter is not applicable to applications for minors where the parent is the authorized signatory)

**Trust:** Utility bill or acceptable prescribed proof of residence in the name of the trust, a declaration letter (signed by all the trustees) or authorised signatory that you reside at the given address with a Resolution. A letter of authority from the trust.

*\*\* If a Smart Card is used as an identification document, please ensure that we receive a clear copy of the back and the front of the Smart Card.*