

## FICA requirements Non-Individual Legal Entities

### 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.*

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

- Utility bill in the entity's name (Municipal Rates and Taxes, Water, Electricity)
- Copy of Telkom statement in the entity's name
- Copy of bank, building society or credit card statement which displays physical address in the entity's name.
- Letter from the Rental company on a rental letterhead
- Copy of long or short term insurance policy/ communication excluding Sanlam, Santam or MiWay

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

- Copy of SABC television license or SABC license card 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)

#### 3. Close Corporations and Partnerships

- Stamped Founding Statement and Certificate of Incorporation (CK1) /Partnership Agreement
- Stamped Amended Certificate of Incorporation (CK2), only applicable if changes have been made
- Proof of Address for the Close Corporation/Partnership (refer to sections 1 and 2)
- Resolution of Authorised Signatories
- Proof of Identity\*\* and Address of all Members/Partners
- Proof of Identity\*\* and Address of all persons authorised to act on behalf of the Close Corporation/Partnership

#### 4. Trusts

##### Inter Vivos

- Trust Deed
- Letters of Authority (Stamped by the Master of the High Court)
- Proof of Identity\*\* and Address of all trustees
- Resolution of Authorised Signatories
- Proof of Identity\*\* and Address of all persons authorised to act on behalf of the Trust
- Proof of Identity\*\* and Address of all named beneficiaries of the Trust

##### Testamentary

- Last will and testament or Trust Deed
- Letters of Authority (Stamped by the Master of the High Court)
- Resolution of Authorised Signatories
- Proof of Identity\*\* and Address of all persons authorised to act on behalf of the Trust

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## 5. Companies

### Public company

- Certificate of Incorporation (CM1 / COR14.3 – that must be stamped by the Registrar of Companies); or
- Certificate of Name change (CM9)
- Notice of Registered Office and Postal Address (CM22 / COR14.1 – that must be stamped by the Registrar of Companies);
- Proof of Address for the Public Company (refer to sections 1 and 2)
- Resolution of Authorised Signatories with specimen signatures
- Proof of Identity\*\* and Address of all persons authorised to act on behalf of the Public Company
- Proof of Identity\*\* and Address of all persons that hold 25% or more voting rights

### Private company

- Certificate of Incorporation (CM1 / COR14.3 – that must be stamped by the Registrar of Companies); or
- Certificate of Name change (CM9)
- Notice of Registered Office and Postal Address (CM22 / COR14.1 – that must be stamped by the Registrar of Companies);
- Proof of Address for the Private Company (refer to sections 1 and 2)
- Resolution of Authorised Signatories with specimen signatures
- Proof of Identity\*\* and Address of all persons authorised to act on behalf of the Public Company

## 6. Other Legal Entities (Unions, Associations, Medical Schemes, Clubs, Stokvels, etc.)

- Founding Document or Constitution
- Proof of Address for the Legal Entity (refer to sections 1 and 2)
- Resolution of Authorised Signatories
- Proof of Identity\*\* and Address of all persons authorised to act on behalf of the Legal Entity

## 7. Retirement Funds

- A copy of an FSB document reflecting the Fund's Registration Number
- Resolution of Authorised Signatories
- Proof of Identity\*\* and Address of all persons authorised to act on behalf of the Retirement Fund

*\*\* 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.*