

# FICA Checklist

## Please provide copies of the following documents as required:

### INDIVIDUAL / NATURAL PERSON:

1. ID (South African Citizen), in the case of an ID card, copies of both the front and back or Copy of Passport (Foreign Nationals).
2. Proof of residential address (less than 3 months old) i.e., copy of utility bill, bank statement, telephone or rates account or a current signed Lease Agreement.
3. SARS document confirming income tax reference number.
4. Marriage Certificate and Antenuptial Contract (if applicable).
5. Bank statement confirming individual banking details (less than 3 months old).

### PRIVATE COMPANY:

1. Company documentation, being CoR 14.1, CoR 14.3, Cor 21.1.
2. Proof of the registered address of the Company (less than 3 months old) i.e., copy of utility bill, bank statement, telephone or rates account or a current signed Lease Agreement. A letter from the Company's auditor/accountant confirming the registered address will also be sufficient.
3. Either the share certificate or extract from the share register, confirming the details of ALL shareholders of the Company.
4. ID (South African Citizen), in the case of an ID card, copies of both the front and back or Copy of Passport (Foreign Nationals) for all Director's and the nominated authorised representative.
5. Proof of residential address (less than 3 months old) i.e., copy of utility bill, bank statement, telephone, or rates account or a current signed Lease Agreement for all Director's and the nominated Authorised Representative.
6. Bank statement confirming company banking details (less than 3 months old).
7. SARS document confirming company income tax reference number.

### CLOSE CORPORATION (CC):

1. CC documentation, being Form CK1, CK2 and CK2A.
2. Proof of the registered address of the CC (less than 3 months old) i.e., copy of utility bill, bank statement, telephone or rates account or a current signed Lease Agreement. A letter from the CC's auditor/accountant confirming the registered address will also be sufficient.
3. ID (South African Citizen), in the case of an ID card, copies of both the front and back or Copy of Passport (Foreign Nationals) for all Members and the nominated Authorised Representative.
4. Proof of residential address (less than 3 months old) i.e., copy of utility bill, bank statement, telephone, or rates account or a current signed Lease Agreement for All Members and the nominated Authorised Representative.
5. Bank statement confirming the CC's banking details (less than 3 months old).
6. SARS document confirming income tax reference number.

### TRUST

1. Letters of Authority of the Trust (and any additional Masters' Certificate/s and/or amended Letters of Authority, if applicable)
2. The Trust Deed.
3. Proof of the registered address of the Trust (less than 3 months old) i.e., copy of utility bill, bank statement, telephone or rates account or a current signed Lease Agreement. A letter from the Trust's auditor/accountant confirming the registered address will also be sufficient.
4. ID (South African Citizen), in the case of an ID card, copies of both the front and back or Copy of Passport (Foreign Nationals) for the Founder, All Trustees, All Beneficiaries and the nominated Authorised Representative.
5. Proof of residential address (less than 3 months old) i.e., copy of utility bill, bank statement, telephone, or rates account or a current signed Lease Agreement for the Founder, All Trustees, All Beneficiaries, and the nominated Authorised Representative.
6. Bank statement confirming the CC's banking details (less than 3 months old).
7. SARS document confirming income tax reference number.