

## Seller details and FICA compliance:

| <b>A. Natural Person.</b> |  | <b>Seller 1</b>   | <b>Seller 2</b><br><i>ICP spouse laws of a foreign country</i>  |
|---------------------------|--|---|---|
| <b>1</b>                  | Full Names:                                  |   |   |
| <b>2</b>                  | Identity Number:                             |   |   |
| <b>3</b>                  | Place:<br>Date of Birth:                     |   |   |
| <b>4</b>                  | Nationality:                                 |   |   |
| <b>5</b>                  | Passport # (if not a South African citizen): |   |   |
| <b>6</b>                  | Income Tax #:                                |   |   |
| <b>7</b>                  | VAT Registration # (if applicable):          |   |   |
| <b>8</b>                  | How Married:                                 | <input type="checkbox"/> Unmarried<br><input type="checkbox"/> Widow/er<br><input type="checkbox"/> Divorced<br><input type="checkbox"/> In Community of Property<br><input type="checkbox"/> Out of Community of Property<br><input type="checkbox"/> Foreign Marriage<br>Specify place of marriage Below<br>_____ | <input type="checkbox"/> Unmarried<br><input type="checkbox"/> Widow/er<br><input type="checkbox"/> Divorced<br><input type="checkbox"/> In Community of Property<br><input type="checkbox"/> Out of Community of Property<br><input type="checkbox"/> Foreign Marriage<br>Specify place of marriage Below<br>_____ |
| <b>9</b>                  | Residential address:                         |   |   |
| <b>10</b>                 | Contact details:                             | Business: _____<br>Home: _____<br>Cellular: _____<br>Email address: _____   | Business: _____<br>Home: _____<br>Cellular: _____<br>Email address: _____   |
| <b>11</b>                 | Transferring attorneys / Conveyancers:       | Name of Firm:<br>Contact person:<br>Contact email:  |   |
| <b>12</b>                 | Existing bondholder:                         | Bank Name:<br>Home Loan Number:   |   |

**Please refer to the FICA document checklist on page 3 for required documents to be provided.**



| <b>B. Juristic person – company, close corporation or trust.</b>  |  |
|---|--|
| <b>1</b> Full registered Names (of the Company, CC or Trust):   |  |
| <b>2</b> Registration Number:   |  |
| <b>3</b> Full names of Authorised Representative on behalf of the Company, CC or Trust):<br><br><i>(Authorised representative to complete above Natural Person Paragraph A1, 2, 3, 4, 9 and 10 in addition)</i> |  |
| <b>4</b> Registered address:  |  |
| <b>5</b> Auditor / Accounting Officer's details:  |  |
| <b>6</b> Income Tax Number:   |  |
| <b>7</b> VAT Registration Number (if applicable):   |  |
| <b>8</b> Contact details:   | Business:<br>Home:<br>Cellular:<br>Email address:  |
| <b>9</b> Transferring attorneys / Conveyancers:   | Name of Firm:<br>Contact person:<br>Contact email: |
| <b>10</b> Existing bondholder:  | Bank:<br>Home Loan Number:                         |

**Please refer to the FICA document checklist on page 3 for required documents to be provided**

# 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 Trust's banking details (less than 3 months old).
7. SARS document confirming income tax reference number.