

## **FICA DOCUMENTS REQUIRED**

**ALL DOCUMENTS MUST BE CERTIFIED AND CERTIFICATION CANNOT BE OLDER THAN 3 MONTHS'**

**PROOF OF ADDRESS DOCUMENTS MUST ALSO NOT BE OLDER THAN 3 MONTHS**

### **INDIVIDUAL**

- Copy of ID document (SA Citizens) / Passport (Foreign Nationals)
- Proof of residential address less than three months old (for example utility bill, store account statement, bank document with residential address, DSTV account, municipal letter)
  - o Should you not have proof of residential address in your name, you may provide a declaration by a third party confirming that you share a residential address with them and provide the third party's proof of ID and proof of residential address (less than three months old).
- Copy of SARS document confirming income tax number
- Copy of bank document confirming individual banking details (less than three months old)

### **MINOR**

- Copy of the birth certificate (abridged or unabridged) / ID document
- In the case of a guardian, provide documents confirming legal guardianship.
- Copy of SARS document confirming income tax number of minor
- Proof of residential address less than three months old
  - o As the parent / guardian, you may provide a declaration confirming that:
    - You share a residential address with the minor.
    - The minor does not have a tax number
- Copy of ID document (SA Citizens) / Passport (Foreign Nationals) and proof of residential address of parent / guardian
- Copy of bank document confirming parent / guardian banking details (less than three months old)

### **NON-RESIDENT INDIVIDUAL**

- Copy of foreign ID document / passport
- Proof of residential address less than three months old
  - o Should you not have proof of residential address in your name, you may provide a declaration by a third party confirming that you share a residential address with them and provide the third party's proof of ID and proof of residential address (less than three months old).
- Document confirming tax registration number
- Copy of bank document confirming foreign bank details of individual (less than three months old)

### **ESTATE LATE**

- For the deceased we require the following:
  - o Copy of death certificate
  - o Copy of ID
    - Copy of bank document confirming bank details of estate late account
    - Special Power of Attorney (if more than one executor)
    - For the executor/s (for each executor if there are more than 1) we require the following:
  - o Copy of ID

- o Copy of Letter of Executorship / Authority
- o Proof of residential address (less than three months old)
- o Copy of SARS document confirming the income tax number of the Deceased Estate (Estate must be registered with SARS as a Deceased Estate)
- o Notice of death and police report where cause of death was not due to natural causes

### **TRUST**

- Copy of Trust deed (if applicable, any deeds of amendment of Trust Deed)
- Copy of Letter of Authority
- Copy of SARS document confirming Income tax / VAT registration number for trust
- Resolution signed by all Trustees nominating authorised signatory / representative
- Copy of bank document confirming trust account banking details (less than three months old)
- For the authorised signatory / representative, each trustee, beneficiary and founder of the trust we require the following:
  - o Copy of ID
  - o Proof of residential address (less than three months old)

### **COMPANY**

- Company CIPC registration documents - Certificate of Registration, Memorandum of Incorporation, Certificate of Name change (if applicable) and signed by the director of the company
- Proof of business address (less than three months old), if different from registered address
- Copy of SARS document confirming Income tax / VAT registration number for company
- Resolution on company letterhead signed by all directors nominating authorised signatory / representative
- Copy of bank document confirming company banking details (less than three months old)
- **For the authorised signatory / representative and / or CEO, each director and each person or corporation / each shareholder (irrespective of their shareholding percentage) in the company, we require the following:**
  - o Copy of ID
  - o Proof of residential address (less than three months old)
- Register of shareholders / written statement from the entity showing ownership and control structure of the company (shareholding diagram)
- Letter from the auditor confirming shareholding of the company

### **NON-RESIDENT COMPANY**

- Copy of foreign company registration documents
- Proof of business address (less than three months old), if different from registered address
- Document confirming tax registration number for company
- Resolution on the company letterhead signed by all directors nominating one signatory / representative
- Copy of bank document confirming foreign bank details of the company (less than three months old)
- **For the authorised signatory / representative and / or CEO, each director and each person or corporation / each shareholder (irrespective of their shareholding percentage) in the company, we require the following:**
  - o Copy of ID / passport
  - o Proof of residential address (less than three months old)

- Register of shareholders / written statement from the entity showing ownership and control structure of the company (shareholding diagram)
- Proof of source of funds.
- Letter from the auditor confirming shareholding

### **CLOSE CORPORATION**

- Copy of Founding Statement (CK 1) and Certificate of Incorporation (if applicable, CK2 for any amendments to the Founding Statement)
- Proof of business address if different from registered address (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for the CC
- Resolution on the CC letterhead signed by all members nominating one signatory / representative
- Copy of bank document confirming bank details of the company (less than three months old)
- **For the authorised signatory / representative and each member we require the following:**
  - o Copy of ID
  - o Proof of residential address (less than three months old)
- Proof of source of funds.

### **PARTNERSHIP**

- Copy of partnership agreement
- Proof of business address (less than three months old)
- Resolution signed by all partners nominating authorised signatory / representative
- Copy of SARS document confirming Income tax / VAT registration number for the partnership
- Copy of bank document confirming banking details of partnership account (less than three months old)
- **For each partner we require the following:**
  - o Copy of ID
  - o Proof of residential address (less than three months old)

### **UNINCORPORATED ENTITIES (E.G. CLUBS, CHURCHES)**

- Copy of document confirming list of all individuals who exercise control over the entity (constitution or similar founding document)
- Resolution signed by all individuals who exercise control over the entity nominating authorised signatory / representative
- Proof of physical address for the entity (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for the entity
- Copy of bank document confirming banking details of partnership account (less than three months old)
- **For the authorised signatory / representative and each member or partner, we require the following:**
  - o Copy of ID
  - Proof of residential address (less than three months old)

### **BODY CORPORATES**

- Registration documents for Body Corporate
- Proof of address for the Body Corporate
- Resolution appointing the authorised representative of the Body Corporate
- ID and proof of address for the authorised representative