

Note: This form *must* be completed by *all* Tenants upon new and renewal of any lease – resubmission of all required information* essential *before* any transaction can continue.

*Refer to page 4 and 5 below for supporting documents required.

DETAILS REQUIRED FOR LEASE AGREEMENT

Legal Entity / Individual : _____
 Registration/ID Number : _____
 VAT Number : _____
 Company Financial Year End : _____
 Current Business Address : _____
 : _____
 :

Company / CC Representative

Full Names : _____
 ID Number : _____
 Email address : _____
 Cell number : _____

Sureties for Company / CC

Full Name : _____
 ID Number : _____
 Residential Address : _____

I/We _____, in my/our capacity as _____ declare that the above information is both true and correct.

Signature : _____
 Date : _____

3. How will the payments to Eris be financed in terms of the business relationship entered into (i.e. through business income, donations, sponsorship, investments)?

4. Who are the ultimate beneficial owners* of the funds/monies gained during the operations of the legal entity? (This includes the shareholders and/or directors of the company) (*not applicable to individuals*).

Provide an organogram detailing the structure of the legal entity.

**Ultimate Beneficial Owners refers to the individuals who ultimately owns or controls a company, organisation, or legal entity, and/or who is the natural person on whose behalf a transaction is conducted. They are the person(s) who ultimately benefits from the entity's activities, even if their name isn't directly linked to the company on paper.*

5. Do you expect any payments to be made in cash monies (cash deposits - not electronic bank payments) to Eris, in excess of R50 000 during any time of the business relationship?

6. Are any of the directors/trustees/ partners of the legal entity, or are you or any immediate family members (of the directors/trustees/ partners of the legal entity or you) politically exposed person and/or politically influential person (PEP/PIP)? If yes, please specify the details (i.e. person who identifies as PEP/PIP and the relation to the person). This includes the following:

- (a) Head of state or head of country government;
- (b) Member of foreign royal family;
- (c) Government Minister;
- (d) Senior member of a political party;
- (e) Senior judicial officer;
- (f) Senior executive of a state-owned corporation;
- (g) High-ranking member of the military.

If yes, specify the Directors full names and their position as a PEP/PIP.

7. Have you or your business ever been investigated or fined for financial crimes? (if yes, specify the details)

8. Do you agree that the information you provided above is accurate and true? (Please sign and date in the signature line provided below)

Signature : _____

Date : _____

Copies of the following FICA documentation to be obtained from the tenant (where applicable):

Individual	Copy of ID/Passport and Work Permit
	Proof of residential address
	Proof of VAT Registration

Close Corporation	Copy of the Close Corporation Registration Document (not older than 3 months)
	Proof of VAT Registration
	Copy of ID/ Passport and Work Permit of Close Corporation members
	Copy of ID/ Passport and Work Permit of Representative
	Proof of physical address of the Close Corporation (Business address) (not older than 3 months)
	Authorization letter or resolution authorizing the Representative to sign on behalf of the Close Corporation
	Beneficial Ownership Structure of the Close Corporation (as disclosed to the CIPC)
	Copy of ID/ Passport and Work Permit of Surety
	Proof of residential address of the Surety (not older than 3 months)

Non-Listed Company	Copy of the Company Registration Document (not older than 3 months)
	Proof of VAT Registration
	Copy of ID/ Passport and Work Permit of Company Directors
	Copy of ID/ Passport and Work Permit of Representative
	Proof of physical address of the Company (Business address) (not older than 3 months)
	Authorizing letter or resolution authorizing the representative to sign on behalf of the company
	Beneficial Ownership Structure of the Company (as disclosed to the CIPC)
	Copy of ID/ Passport and Work Permit of Surety
	Proof of residential address of the Surety (not older than 3 months)

Listed Company	Copy of the Company Registration Document (not older than 3 months)
	Proof that Company is Listed or part of a Listed Entity (can be given in the form of a letter on company's letterhead)
	Proof of VAT Registration
	Copy of ID/ Passport and Work Permit of Company Directors
	Copy of ID/ Passport and Work Permit of Representative
	Proof of physical address of the Company (Business address) (not older than 3 months)
	Authorizing letter or resolution authorizing the representative to sign on behalf of the company
	Beneficial Ownership Structure of the Company (as disclosed to the CIPC)
	Copy of ID/ Passport and Work Permit of Surety
	Proof of residential address of the Surety (not older than 3 months)

Partnership	Copy of the Incorporation document of the Partnership
	Proof of VAT Registration
	Copy of ID/Passport and Work Permit of all the Partners
	Copy of ID/Passport and Work Permit of all the Representative
	Proof of physical address of the Partnership (Business address) (not older than 3 months)
	Authorizing letter or resolution authorizing the representative to sign on behalf of the Partnership
	Beneficial Ownership Structure of the Partnership
	Copy of ID/ Passport and Work Permit of Surety
	Proof of residential address of the Surety (not older than 3 months)

Trust	Copy of the Trust Registration Document
	Copy of the Trust Document (i.e. Trust Deed)
	Proof of VAT Registration
	Copy of ID/ Passport and Work Permit of Trustees
	Copy of ID/ Passport and Work Permit of Representative
	Proof of physical address of the Trust (Business address) (not older than 3 months)
	Authorizing letter or resolution authorizing the representative to sign on behalf of the Trust
	Beneficial Ownership Structure of the Trust (including beneficiaries)
	Copy of ID/ Passport and Work Permit of Surety
	Proof of residential address of the Surety (not older than 3 months)

- f) Permission to conduct a Credit Check (Attached)
- g) Completion of the assessment of the Juristic Person (Attached)

CREDIT CHECK

I/We hereby grant Eris Property Group (Pty) Ltd, permission to conduct a credit check, at any time, in respect of the following individual and/or legal entity and any other legal entities associated or affiliated with the below mentioned legal entity and any of its directors:-

1. Details of Individual (director of the company) applying for the lease agreement:-

_____ (Identity Number: _____)

2. Details of Legal Entity (Company) applying for the lease agreement:-

_____ (Registration Number: _____)

3. Details of any other legal entities in which the above-mentioned director holds Directorship:-

_____ (Registration Number: _____)

_____ (Registration Number: _____)

_____ (Registration Number: _____)

_____ (Registration Number: _____)

_____ (Registration Number: _____)

_____ (Registration Number: _____)

_____ (Registration Number: _____)

with any registered credit bureau/s in order to obtain consumer credit information relating to the aforesaid legal entity and/or the aforesaid individual including, but not limited to, the aforesaid legal entity's and/or the aforesaid individual's credit history, financial history and identity.

I/We hereby indemnify and hold Eris Property Group (Pty) Ltd harmless against all and any claims whatsoever and howsoever arising as a result of aforesaid credit checks.

Yours faithfully,

Name and Surname

Signature

For: _____ (Pty) Ltd/CC
who warrants that I/we are duly authorized thereto

Date: _____

ASSESSMENT OF JURISTIC PERSON (I.E. COMPANY/CLOSE CORPORATION/TRUST/ PARTNERSHIP) FOR PURPOSES OF THE CONSUMER PROTECTION ACT

ASSESSMENT OF JURISTIC PERSON'S ANNUAL INCOME OR ASSET VALUE AT TIME OF TRANSACTION:

NAME OF JURISTIC PERSON: _____

REG NO./CK NO/TRUST NO: _____

The Tenant will have a net annual turnover, at signature of the agreement in the sum of:

ANNUAL TURNOVER	X
RO – R2 million	
Above R2 million	

The Tenant will have a net asset value, at signature of the agreement in the sum of:

ANNUAL TURNOVER	X
RO – R2 million	
Above R2 million	

DECLARATION

I/We the undersigned, in my/our capacity as _____ of _____ (insert name of juristic person), hereby declare that the information provided above is accurate and a true reflection of the tenant's financial position.

Signed at _____ on this _____ of _____ 20____

Signature: _____

Full name and Surname: _____