

## HOW TO COMPLETE THIS DOCUMENT:

**REGISTERING AS INDIVIDUAL:** you will be required to complete the following pages, initial the bottom of each page and provide FICA documentation not older than 3 months (valid form of ID, proof of address not older than 3 months and a bank confirmation letter).

- Pages: 1 – 2 - complete and initial
- Page 8 – only if paying by credit card (complete and initial)
- Page 9 – 10 - initial only
- Page 11 - complete and initial

**REGISTERING AS JURISTIC ENTITY:** you will be required to complete the following pages, initial the bottom of each page and provide the accompanying documentation as outlined below:

- Pages 1 – 7 - complete and initial
- Page 8 – only if paying by credit card (complete and initial)
- Page 9 – 10 - initial only
- Page 11 – 12 (Annexure A) - complete and initial

**Close Corporation / Company** – the FICA documentation not older than 3 months (valid form of ID, proof of address not older than 3 months) of the ultimate beneficial owners (UBO's) of the close corporation / company as well as proof of address for each.

**Partnership – Partner/s** - FICA documentation not older than 3 months (valid form of ID, proof of address not older than 3 months and a bank confirmation letter) plus authorisation letter / power of attorney / resolution or similar. This applies to a professional partnership (i.e. all the partners are public accountants or auditors, attorneys, pharmacists, medical doctors or other professionals, engineers, architects or engineers as well as silent partners and partners en commandite, (i.e. partners that do not necessarily involve themselves in the day the day-to-day running of the partnership, and who are not known to the general public as partners in the partnership).

**Trust** – The person / people who created the trust (donor/s) FICA documentation not older than 3 months (valid form of SA ID/Foreign Passport, proof of address not older than 3 months, VAT number if applicable). A valid form of ID and proof of address as well as phone number and email for each of the trustees. A valid form of ID for the named beneficiary/ies of the trust. Authorisation letter, power of attorney, resolution or a similar instrument

**PLEASE VIEW ALL REQUIRED FICA DOCUMENTATION ON PAGES 13-14 (ANNEXURE B).** *These are legally required to complete the registration process in addition to proof of payment for the refundable registration fee.*

# AUCTION REGISTRATION

**broll**

AUCTIONS AND SALES

## SECTION 1: AUCTION INFORMATION

<b>Date &amp; Time of Auction</b>	
<b>Venue</b>	<ul style="list-style-type: none"><li>Wanderers Club, Inanda</li><li>Via live-stream at <a href="https://online.brollauctions.com/Auctions">https://online.brollauctions.com/Auctions</a></li></ul>
<b>Property/ies of interest</b>	

## SECTION 2: BIDDING PREFERENCE

<b>Bidding Preference</b> (mark with X)	<b>Attend Auction</b>		<b>Telephone</b>		<b>Bid Online</b>	
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## SECTION 3: BIDDER INFORMATION

<b>Bidding Capacity</b> (mark with X)	<b>Individual</b>		<b>On behalf of a juristic entity</b>	
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## INDIVIDUAL / NATURAL PERSONS

<b>First Name &amp; Surname</b>		
<b>SA ID Number</b>		
<b>Are you a South African Citizen / Permanent Resident</b>	<b>Yes</b>	<b>No</b>
<b>Foreign Passport Number</b> (if applicable)		
<b>Physical Address</b> (Your main place of residence)		
<b>Postal Address</b>		
<b>Landline Number</b>		
<b>Mobile Number</b>		
<b>South African Income Tax Number</b>		

# AUCTION REGISTRATION

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AUCTIONS AND SALES

<b>Email Address</b>			
<b>Marital Status</b> (if applicable)	In <input type="checkbox"/>	Out of <input type="checkbox"/>	Community of Property <input type="checkbox"/>
<b>Spouse Name</b> (if applicable)			
<b>Spouse ID No.</b> (if applicable)			
If you are dealing with Broll Auctions And Sales on behalf on another person, please indicate your authority to do so (Authorisation letter, power of attorney, resolution or a similar instrument) and provide us with a copy of such document.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If, following your completion of this document will someone else deal with Broll Auctions And Sale on your behalf (i.e. a representative), what is the representative's full names and SA Identity or Foreign passport number.	Full Names _____		
	SA Identity Number or Foreign Passport Number _____		
Do you now occupy, or have you in the past 12 months occupied, any of the following positions in any country other than South Africa? If "Yes", please indicate the position that you occupy/ied	<input type="checkbox"/> Head of State <input type="checkbox"/> Member of a Royal family <input type="checkbox"/> Cabinet member <input type="checkbox"/> Senior member of a political party <input type="checkbox"/> Senior judicial officer <input type="checkbox"/> Senior executive of a state-owned entity <input type="checkbox"/> High rank in the military		
	<input type="checkbox"/> President or deputy president of South Africa <input type="checkbox"/> Premier of a province <input type="checkbox"/> Mayor of a municipality <input type="checkbox"/> Leader of a political party <input type="checkbox"/> Senior traditional leader <input type="checkbox"/> Head accounting officer or CFO of a national or provincial department <input type="checkbox"/> Manager or CFO of a municipality <input type="checkbox"/> Chairperson, CEO, accounting authority, CFO or chief investment officer or a public entity <input type="checkbox"/> Judge <input type="checkbox"/> Ambassador, high commissioner or other senior representative of a foreign country based in South Africa <input type="checkbox"/> Chairperson of board of directors, chairperson of audit committee, executive officer or CFO of a company doing more than _____ <b>(INSERT AMOUNT ONCE GAZETTED)</b> worth of business with the government		
Are you a family member or a close associate of one of the categories of people mentioned in the previous 2 questions? If, so please name such person and indicate the position they occupied			
If you responded "Yes" to any of the previous 2 questions, please indicate your source of wealth			
Proof of your residential address can be furnished by way of a document emailed to you.			

**FICA documents to be provided as listed in Annexure B**

# AUCTION REGISTRATION

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AUCTIONS AND SALES

JURISTIC ENTITY (if applicable) (COMPANY, TRUST, CLOSE CORPORATION, OTHER)

<b>Name of Entity</b>			
<b>Registration Number / If Trust: Masters reference Number for the Trust and which Master of the High Court Administers the trust</b>			
<b>Physical Address</b>			
<b>Postal Address</b>			
<b>Does the Entity have a presence in South Africa (i.e. assets, operations or business premises)? If "Yes", please provide details.</b>	<b>No</b>		
	<b>Yes</b>	_____	
		_____	
<b>Contact Number</b>			
<b>Email Address</b>			
<b>Annual turnover is (mark with X)</b>	<b>Less than R2M</b>	<input type="checkbox"/>	<b>Greater than R2M</b>
		<input type="checkbox"/>	
<b>Asset value is (mark with X)</b>	<b>Less than R2M</b>	<input type="checkbox"/>	<b>Greater than R2M</b>
		<input type="checkbox"/>	
<b>If the company is a Listed Public Company, please indicate the stock exchange on which it is listed</b>			
<b>What is SARS income tax number of the Juristic Entity</b>			
<b>What is the Juristic Entity's registered address?</b>			
<b>What is your full name and SA Identity or Foreign passport number? (i.e. the person completing this form on behalf of the Juristic Entity) (Your SA ID or Foreign passport must be verified by Broll Auctions and Sales and a copy will be required from you).</b>			
<b>What is your physical address? [Proof of address must not be older than 3 months].</b>			

# AUCTION REGISTRATION

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AUCTIONS AND SALES

<b>What is your telephone number and email address?</b>	
<b>What is your authority to complete this form and transact with Broll Auctions And Sales on behalf of the Juristic Entity? Please provide a copy of the following documents (Authorisation letter, power of attorney, resolution or a similar instrument)</b>	
<b>Please describe the Juristic Entity's business (i.e. what is industry and what products/ services it sells).</b>	
<b>What is the Juristic Entity's ownership and control structure?</b> <b>Company or Close Corporation</b> [Note: This question is about whether the Client is part of a fairly simple ownership structure in terms of which its assets are directly owned or controlled by an easily determinable number of natural persons (which will almost always be the case for a close corporation), or whether the Client is part of a more complex structure, in terms of which it is not as easy to determine the natural persons who directly own and control the Client's assets). <b>Partnership</b> If the partnership is a professional partnership (i.e. all the partners are public accountants or auditors, attorneys, pharmacists, medical doctors or other professionals, engineers, architects or engineers), [Full names and SA Identity numbers/ Foreign passport numbers are required and a copy of such document proving identity will be required for our file]. What is the partnership's ownership and control structure (are the partners all natural persons, or companies, or a mixture of the two)? <b>Trust</b> What is the full name of the person who created the trust (the "Donor")? Full names and SA Identity number / Foreign passport number is required and a copy of such document proving identity will be required for our file. What are the names of the Trustees? Full names and SA Identity numbers / Foreign passport numbers are required and a copy of such document proving identity will be required for our file. What is your telephone number and email address of the Trustees?	

# AUCTION REGISTRATION

**broll**

AUCTIONS AND SALES

What is the physical address of each of the Trustees?

*[Proof of address must not be older than 3 months' owners].*

Who are the named beneficiaries of the trust?

Full names and SA identity numbers / Foreign passport numbers are required and a copy of such document proving identity will be required.

If there are no named beneficiaries, how are the beneficiaries determined?

**Who are the ultimate beneficial owners (UBO'S) of the company or close corporation? Full names and SA Identity numbers/ Foreign passport numbers are required and a copy of such document providing identity will be required for our file.**

**What are the names of the partners (including silent partners and partners en commandite, (i.e. partners that do not necessarily involve themselves in the day the day-to-day running of the partnership, and who are not know to the general public as partners in the partnership)?**

**The person completing the CDD on behalf of the trust must also provide their full name and a copy of a valid form of ID/Foreign Passport.**

***(A copy of a South African ID or Foreign passport must be provided in respect of each of these beneficial owners).***

## **Method 1**

Names of the Ultimate natural persons who individually or collectively control the company or close corporation's operations.

**OR**

## **Method 2**

Names of the Ultimate natural persons who individually or collectively own a majority (25%) of the company's shares or close corporation's members interests.

**OR**

## **Method 3**

Names of company or close corporation's executive Managers.

**[Note:** For a close corporation, the ultimate beneficial owners are the members of the close corporation who, individually or acting together, own 25% of the member's interests, and who are almost always natural persons. For a company, the ultimate beneficial owners or controllers are the natural persons who, individually or acting together, ultimately own 25% or more of the shares of the company, or otherwise control the company]. (For instance through a shareholders agreement). For example, if Company A ( a client of the Business0 is 25% owned by Company B, and Company B is in turn 100% owned by John Smith, then John Smith is the ultimate beneficial owner of Company A, even though he is not the legal owner of the 25% stake in Company A.

Please fill in this answer based on the available information and consideration of practicality, choosing the most suitable of the 3 given methods of identifying the natural persons who benefit from the assets and income of the company.

# AUCTION REGISTRATION

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AUCTIONS AND SALES

Note: Where a person is bidding on behalf of a juristic entity, please complete **Annexure A**.

**(DIRECTOR, MEMBERS, TRUSTEES, OTHER, BENEFICIAL OWNERS, DONORS, TRUSTEES, BENEFICIARIES OF THE TRUST, SILENT PARTNERS AND PARTNERS EN COMMANDITE)**

<b>Full Names</b>	<b>Identity Number / Foreign passport Number</b>	<b>Physical Address</b> [Proof of address must not be older than 3 months will be required for each of these as well as for beneficial owners].

**FICA documents to be provided as listed in Annexure B**

# AUCTION REGISTRATION

**broll**

AUCTIONS AND SALES

## SECTION 4: AUCTION REGISTRATION FEE (REFUNDABLE TO THE BIDDER AFTER THE AUCTION TO THE BANK ACCOUNT FROM WHICH THE FEE WAS PAID)

<b>Amount</b>	COMMERCIAL PROPERTY R50 000 (Fifty Thousand Rand) RESIDENTIAL PROPERTY R10 000 (Ten Thousand Rand)		
<b>Method of Payment</b> (mark with X)	<b>EFT</b>	<input type="checkbox"/>	<b>Credit Card – please sign acknowledgement letter below</b>
<b>Account Name</b>	Broll Auctions and Sales (Pty) Ltd		
<b>Bank</b>	Nedbank		
<b>Account Number</b>	1 102 884 839		
<b>Branch Code</b>	123 209		
<b>Branch Name</b>	Southern Peninsula		
<b>Proof of payment</b>	<a href="mailto:hdejongh@broll.com">hdejongh@broll.com</a> / <a href="mailto:jdeklerk@broll.com">jdeklerk@broll.com</a>		
How will any payments due to Broll Auctions And Sales, or the other party to the prospective Business Relationship, be financed?			
Will any of the payments referred to in the previous question involve a payment by you or your representative of R 25 000 or more in cash (i.e. Paper money, coins or travelers cheques)?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>

## SECTION 5: REFUND BANKING DETAILS

*Note: We require proof of banking details prior to paying the refund, which we will request after the auction. Refunds can only be paid into the bank account from which the registration fee was received.*

<b>Account Name</b>	
<b>Bank Name</b>	
<b>Branch Name</b>	
<b>Branch Code</b>	
<b>Account Type</b>	
<b>Account Number</b>	
<b>Reference</b>	Broll Auctions
<b>Proof of payment</b>	



# AUCTION REGISTRATION



## CREDIT CARD REFUND ACKNOWLEDGEMENT

### ONLY APPLICABLE IF PAYING THE REGISTRATION FEE BY CREDIT CARD

I \_\_\_\_\_, ID Number \_\_\_\_\_

Credit Card Number \_\_\_\_\_

I fully understand that by paying my registration fee by Credit Card / ATM Debit Card:

- If I am not the successful bidder at auction I will need to bring my card back to the Broll Auctions and Sales finance department to process my refund after the auction.
- 
- If I am the successful bidder, and my offer is rejected, I will then have to go Broll Auctions and Sales physical address at 14 Fort Street Illovo, with my credit card / ATM debit card in order for the refund to be processed.

I understand that in each instance above, that REFUNDS ON THE CREDIT CARD (after processed with the card on the card machine) can take up to TEN WORKING DAYS TO REFUND.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## SECTION 6: TERMS & CONDITIONS

By signature of this auction registration form, the signatory:

### Registration

1. Acknowledges himself/herself to have read, understood and be bound by the Auctioneer's terms and conditions of auction; and has complied with FICA requirements i.e. brought a copy of his/her ID book, proof of residence and letter of authority to sign on behalf of a juristic entity (if applicable).
2. Should the Bidder be bidding on behalf of another person, this bidding form must be accompanied by an original Power of Attorney.
3. Should the Bidder be bidding on behalf of a third party in respect of an entity (i.e. Close Corporation, Trust, Company, Association or similar), this proxy bidding form must be accompanied by the relevant signed resolution from the entity's Members, Trustees, Directors, Shareholders, etc.
4. Warrants, in the event that he/she is bidding on behalf of another person/company/close corporation or trust, that he/she has all necessary authority to do so and to bind such party to any consequent sale, and will produce written proof of such authority upon request.
5. Acknowledges that in the event of allowing the registration number allocated to the bidder to be used by any other bidder whether registered or not, shall remain liable for performance.
6. Acknowledges and understands that he/she shall not be entitled to bid until such time as the Auctioneer's registration fee has been paid or secured to the Auctioneer's satisfaction, this registration fee is refundable should he/she not be the highest bidder.

### Lot Information

7. Warrants that he/she has fully apprised him/herself with the lot for which he/she is bidding and all associated documentation.
8. The prospective Purchaser shall be considered to have inspected the auction catalogue, bidders pack and conditions of sale for the relevant lot and to have full knowledge thereof.

### Bids

9. The sale by auction is subject to a reserve price.
10. The auctioneer or his agent shall be entitled to bid up to the reserve price on behalf of the owner, but shall not be entitled to make a bid equal to or exceeding the reserve price.
11. Acknowledges that, should his/her bid be knocked down as the highest bid in respect of any lot bid upon, Auctioneer's commission, as stipulated in the Conditions of Sale, shall be payable over and above the bid price, unless otherwise stated.
12. Acknowledges and understands that, in respect of lots subject to a reserve, should his/her bid be knocked down as the highest bid in respect of any lot bid upon, such bid shall constitute an irrevocable offer to purchase the relevant lot at such price, which offer shall remain open for acceptance by the seller during the confirmation period of the lot.
13. Acknowledges and understands that, in respect of lots not subject to a reserve, should his/her bid be knocked down as the highest bid in respect of any lot bid upon, then such lot shall be deemed to have been sold to the bidder at such bid.
14. Acknowledges and understands that any sale of immovable property by way of public auction shall be binding on the bidder and does not need to be recorded in a written agreement, in accordance with the provisions of Section 3(1) of the Alienation of Land Act 68 of 1981.

# AUCTION REGISTRATION



## Telephone Bidding

15. The prospective Purchaser appoints Broll Auctions and Sales as agent and authorises the Broll Auctions and Sales representative to bid for the relevant lot on behalf of the prospective Purchaser, while receiving his / her bid via telephone, in such a manner as the Broll Auctions and Sales representative deems fit in his absolute discretion.
16. All prospective Purchasers are advised to telephone Broll Auctions and Sales on the day of the auction to ensure that there are no amendments to the particulars of the sale or conditions relating to the relevant lot or other matters relating to it. The prospective Purchaser will be deemed to have knowledge of such amendments and will be subject to them in any event. If the prospective Purchaser does not telephone and such amendments have been made in the event of telephone bidding, the Broll Auctions and Sales representative may in his absolute discretion decide not to bid for the relevant lot on the prospective Purchaser's behalf. In all events, neither the Broll Auctions and Sales representative or any of its subsidiaries, will not be responsible for any loss, costs or damages incurred by the prospective Purchaser as a result thereof.
17. Prospective Purchasers are advised in respect to telephone bids that should they become disconnected during bidding or are unobtainable, neither the Broll Auctions and Sales representative or any of its subsidiaries, will be held responsible or liable for any loss suffered in respect thereof.

## Signatures and Payment

18. Acknowledges and understands that should his/her bid be the highest bid on any lot, he/she will then be obligated to sign the Auctioneer's standard agreement of sale by public auction, which agreement the bidder acknowledges to have acquainted himself/herself therewith.
19. If the Bidder's bid is the highest, then the Purchaser undertakes to sign a copy of the Conditions of Sale and return same signed copy to Broll Auctions and Sales, immediately on the fall of the hammer.
20. If the Bidder's bid is the highest, then the Purchaser undertakes to pay the required deposit to Broll Auctions and Sales, as stipulated in the Conditions of Sale, immediately on the fall of the hammer.
21. If the Bidder's bid is the highest, then the Purchaser undertakes to pay to Broll Auctions and Sales the required Auctioneer's commission amount, as stipulated in the Conditions of Sale, immediately on the fall of the hammer.

## POPIA Consent

22. Processing of Personal Information
23. The Client's privacy is very important to BROLL AUCTIONS AND SALES and it will use reasonable efforts in order to ensure that any information, including personal information, provided by the Client, or which is collected from the Client, is stored in a secure manner.
24. The Client agrees to give (where applicable) honest, accurate and current information about the Client to BROLL AUCTIONS AND SALES and to maintain and update such information when necessary.
25. The Client's personal information collected by BROLL AUCTIONS AND SALES may be used for the following reasons:
  26. Process your information for ordinary business purposes
  27. Carry out statistical and other analyses to evaluate and improve our business (this includes improving and developing new services)
  28. Marketing of similar services and products within the BROLL AUCTIONS AND SALES Property Group (Pty) Ltd services and products
  29. Comply with applicable laws and regulations

# AUCTION REGISTRATION



30. The Client acknowledges that any information supplied to BROLL AUCTIONS AND SALES in terms of these Terms of Business is provided voluntarily.
31. By submitting any information to BROLL AUCTIONS AND SALES in any form the Client further acknowledges that such conduct constitutes an unconditional, specific and voluntary consent to the processing of such information by BROLL AUCTIONS AND SALES under any applicable law in the manner contemplated above, which consent shall, in the absence of any written objection received from the Client, be indefinite and/or for the period otherwise required in terms of any applicable law.
32. Unless the Client has consented, BROLL AUCTIONS AND SALES will not sell, exchange, transfer, rent or otherwise make available any personal information about the Client (such as name, address, email address, telephone or fax number) to other parties and the Client indemnifies BROLL AUCTIONS AND SALES from any unintentional disclosures of such information to unauthorized persons.
33. Should the Client believe that BROLL AUCTIONS AND SALES has utilised the Client's personal information contrary to applicable law, the client shall first resolve any concerns with BROLL AUCTIONS AND SALES. If the Client is not satisfied with such process, the Client has the right to lodge a complaint with the Regulator, once established.

## SECTION 7: SIGNATURES

34. I hereby instruct and authorise a Broll Auctions and Sales Representative to bid on my behalf in accordance with the terms and conditions contained herein; and I understand that should my bid be successful the offer will be binding upon me. If required, a Broll Auctions and Sales Representative will bid on my behalf taking my instruction in this respect on the telephone when the relevant lot is being sold at the auction. I authorise a Broll Auctions and Sales Representative to record such bidding and instructions in order to avoid any doubts or disputes.
35. I the undersigned, acknowledge that I have received the Rules of Auction for this auction and it is my responsibility to understand, read and acquaint myself with the Rules of Auction incorporating the Sale Agreement. I have read and understood the Rules of Auction and have no objection to the Rules of Auction not being read out for the auction to be valid. Notwithstanding the fact that the Auctioneer has not read out every clause of the contract, I will legally comply myself with all my obligations, including immediate signing of the Rules of Auction incorporating the Sale Agreement on the fall of the hammer; and to the immediate transfer of the funds required in terms of the Rules of Auction and Sale Agreement.

**SIGNED BY THE BIDDER AS ACCEPTANCE** (and where applicable the **BIDDER** is duly authorised)

<b>Date</b>	
<b>Place</b>	
<b>Signature</b>	
<i><b>The Purchaser has read the Rules of Auction and Conditions of Sale and fully understands the property that they are bidding on. The Purchaser is aware that a 10% Commission plus VAT (Value added tax) thereon, is payable by the Purchaser over and above the bid price. The Commission + VAT and deposit amounts are due and payable immediately on the fall of the hammer.</b></i>	

**FOR OFFICIAL USE BY BROLL**

<b>BIDDERS CARD NUMBER</b>	
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# AUCTION REGISTRATION



## ANNEXURE A: RESOLUTION AUTHORISING BIDDER TO BID ON BEHALF OF THE JURISTIC ENTITY

Extract from the minutes of a meeting of the Directors/Members/Trustees of:

<b>Juristic Entity Name</b>	
<b>Held at</b> (location)	
<b>On</b> (date)	

Resolved that:

<b>First name &amp; Surname</b>	
<b>ID Number</b>	
<b>Foreign Passport Number</b> (if applicable)	

In his/her capacity as a Director/Member/Trustee of the juristic entity is authorised to execute and sign all necessary documents on behalf of the juristic entity.

Certified a true copy

Director/Member/Trustee

<b>Full Name</b>	
<b>Signature</b>	

Director/Member/Trustee

<b>Full Name</b>	
<b>Signature</b>	

## ANNEXURE B: FICA DOCUMENTS REQUIRED

**To comply with money laundering regulations, we require certain identification details and documents to be in place in order for a transaction to be processed. Incomplete details and documentations will delay the processing of an application and a business relationship cannot be formed until all the documentation including any additional information (if requested), had been provided.**

### For Individuals

- Copy of ID document (Back and front of card) (SA Citizens) / Passport (Foreign Nationals)
- Proof of address less than three months old (for example utility bill, store account statement, bank statement with address, DSTV account, municipal letter)
  - Should you not have proof of address in your name, you may provide a declaration by a third party confirming that you share an address with them and provide the third party's proof of ID and proof of address (less than three months old)
- Copy of SARS document confirming income tax number
- Bank confirmation letter individual banking details (less than three months old)
- Completed registration and customer due diligence form, please complete, initial and sign the attached form

### For a Company

- Completed registration documents
- Proof of address (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for company
- Resolution on company letterhead signed by all directors nominating authorised signatory / representative
- Bank confirmation letter confirming company banking details (less than three months old)

**For the authorised signatory / representative and / or CEO, each director and each person or corporation with shareholding of 25% or more in the company, we require the following:**

- Copy of ID (Back and front of card)
- Proof of address (less than three months old)

### For a 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
- Bank confirmation letter of 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:**

- Copy of ID (Back and front of card)
- Proof of address (less than three months old)

## For a Close Corporation

- Copy of Founding Statement (CK 1) and Certificate of Incorporation (if applicable, CK2 for any amendments to the Founding Statement)
- Business address if different from registered address
- Proof of address of the company (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
- Bank confirmation letter of bank details of the company (less than three months old)

### **For the authorised signatory / representative and each member we require the following:**

- Copy of ID (Back and front of card)
- Proof of address (less than three months old)

## For a Partnership

- Copy of partnership agreement
- Proof of address (less than three months old)
- Resolution signed by all members nominating authorised signatory / representative
- Copy of SARS document confirming Income tax / VAT registration number for the partnership
- Bank confirmation letter of banking details of partnership account (less than three months old)

### **For the authorised signatory / representative and each partner, we require the following:**

- Copy of ID (Back and front of card)
- Proof of address (less than three months old)

## For Unincorporated Entities (e.g. Clubs, Churches)

- Copy of document confirming list of all active members (Back and front of card)
- Resolution signed by all members nominating authorised signatory / representative (a note to be made of bank details and possible tax implications for the nominated person)
- Proof of address (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for the entity
- Bank confirmation letter of banking details of partnership account (less than three months old)

### **For the authorised signatory / representative and each member or partner, we require the following:**

- Copy of ID (Back and front of card)
- Proof of address (less than three months old)