

FICA DOCUMENT

In terms of the financial Intelligence Centre Act 38 of 2001, the following documentation is required:

- a) **IF YOU ARE A SOUTH AFRICAN CITIZEN / RESIDENT**
1. SA identity document / passport or certified copies.
 2. SARS documents bearing the number and name of the person.
 3. Utility statement / invoices (Water & Electricity, Municipality or Telkom).
 4. Copy of a cancelled cheque / Savings account: copy of bank statement.
- b) **IF YOU ARE A FOREIGN NATIONAL**
1. Passport or certified copy.
 2. Copy of work permit.
 3. SARS documents bearing number and name of the person.
 4. Utility statement / invoices (Water & Electricity, Municipality or Telkom).
 5. Copy of a cancelled cheque / Savings account: copy of bank statement.
- c) **IF YOU ARE A SOUTH AFRICAN COMPANY**
1. Recent version of Certificate of Incorporation (Form CM1), bearing the stamp of the Registrar of Companies and signed by the company secretary.
 2. Notice of registered office and postal address (Form CM22), bearing the stamp of the Registrar of Companies and signed by the company secretary.
 3. SARS documents for income tax and VAT bearing the number and name of the company.
 4. Certified copies of ID / passport of person(s) authorized to act on behalf of the company.
 5. Utility statement / invoice (Municipality or Telkom) of person(s) authorized to act on behalf of the company.
 6. Certified copies of ID / passports of shareholders with more than 25% voting rights in the company.
 7. Copy of a cancelled cheque / Savings account: copy of bank statement.
- d) **IF YOU ARE A FOREIGN COMPANY**
1. Official document issued by an authority for recording the incorporation of companies of that country.
 2. SARS documents for income tax and VAT bearing the number and name of the company.
 3. Certified copies of ID / passport of the person authorized to act on behalf of the company.
 4. Utility statement / invoice (Municipality or Telkom) of the person authorized to act on behalf of the company

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5. Certified copy of ID / passport of shareholder with more than 25% voting rights in the company.
 6. Copy of a cancelled cheque / Savings account: copy of bank statement.

e) **IF YOU ARE A CLOSE CORPORATION**

1. Recent version of the Founding statement.
2. Recent version of the Certificate of Incorporation bearing the stamp and signature of the Registrar of Close Corporations.
3. Amended Founding Statement, if applicable, bearing the stamp and signature of the Registrar of Close Corporations.
4. Forms must be signed by an authorized member / employee of the Close Corporation.
5. SARS documents for income tax and VAT bearing the number and name of the close corporation.
6. Certified copies of ID / passport of the person authorized to act on behalf of the close corporation.
7. Utility statement / invoice (Municipality or Telkom) of the person authorized to act on behalf of the close corporation.
8. Certified copies of ID / passport of each member of the close corporation.
9. Copy of a cancelled cheque / Savings account: copy of bank statement.

f) **IF YOU ARE A PARTNERSHIP**

1. Copy of the partnership agreement – if no partnership agreement this must be certified in writing by the partners.
2. Certified copies of ID / passport of each partner.
3. Certified copies of ID / passport of the person authorized to act on behalf of the partnership.
4. Copy of a cancelled cheque / Savings account: copy of bank statement.

g) **IF YOU ARE A TRUST**

1. Trust Deed or other founding documents in terms of which the trust was created.
2. Authorization to each trustee of the trust to act as such, issued by the Master of the High Court.
3. SARS documents for income tax bearing the trust number.
4. Certified copies of ID / passport of each trustee.
5. Certified copies of ID / passport of the person authorized to act on behalf to the Trust.
6. Copy of a cancelled cheque / Savings account: copy of bank statement.