



AMC HUNTER INC

Attorneys, Notaries & Conveyancers

REQUIRED DOCUMENTS FOR FICA PURPOSES

FICA – THE FINANCIAL INTELLIGENCE CENTRE ACT 38/2001

****Certified copies of the following documents are required in terms of FICA****

INDIVIDUALS

1. Green bar coded ID book for SA citizens OR valid passport for foreign nationals
2. And one of the following which reflects your name and physical address or erf number and suburb:
 - Utility bill (less than 3 months old)
 - Bank Statements (less than 3 months old)
 - Lease or rental agreement (less than 12 months old)
 - Telkom account (less than 3 months old)
 - IRP5 as supplied by employer or an official SARS document

TRUSTS

1. Trust Deed for SA registered trusts OR similar founding statement for foreign registered trusts
2. Letter of Authority issued by the Master of the High Court
3. Green Bar coded ID book for SA citizens OR valid passport for foreign nationals who are founders, trustees or determined beneficiaries of the trust and anyone who has the authority to act on the account (e.g. under power of attorney)
4. Proof of authority to act on the account for individuals with this authority.
5. If a beneficiary, trustee or founder is a legal entity, then proof of registration details e.g:
 - For a SA company, CM1/CM3 AND CM22 AND CM27/CM29.
 - For a foreign company, the official registration document from the foreign country of Incorporation.
 - For a CC, the CK1/CK2 with CK2A
 - For a Partnership, the partnership agreement
 - For another trust, the trust deed and Master's Letter of Authority.
 - For another legal entity, the constitution document COMPANIES / CC'S

P.O. Box 50641, Musgrave, 4062 : Docex 274, Durban

HEAD OFFICE	66 Lilyan Ngoyi Street (formerly Windermere Road) Durban	Tel: (031) 303 4001 Fax: (031) 303 4010 / 303 4011
BALLITO OFFICE	Shop 1, 27 Sandra Road Ballito	Tel: (032) 946 2337 Fax: (032) 946 1805
AMANZIMTOTI OFFICE	First floor, 419 Kingsway Amanzimtoti	Tel: (031) 903 1707 Fax: (031) 903 1711

COMPANIES / CC'S

For companies: CM1/CM3 AND CM22 AND CM27/CM29 OR if a foreign company, the foreign document of incorporation.

For CC's: CK1/CK2 AND CK2A

1. ONE of the following documents which reflects the co/cc name and physical address or erf number and suburb:
 - Utility bill (less than 3 months old)
 - Bank statement (less than 3 months old)
 - Lease or rental agreement (less than 12 months old)
 - Telkom account (less than 3 months old)
 - Official SARS document
2. Green bar coded ID book for SA citizen
OR valid passport for foreign national who is the CEO/MD/Head AND anyone having authority to transact
OR anyone holding 25% or more of the shareholding (plus a letter from the company's auditors proving shareholding)
AND proof of authority to transact for individuals with this authority.
3. If another legal entity holds 25% or more shareholding, then proof of registration details e.g:
 - For a SA company, CM1.CM3 AND CM22 AND CM27/29
 - For a foreign company, the official registration document from the foreign country of incorporation.
 - For a CC, the CK1/CK2 with CK2A
 - For a Partnership, the partnership agreement
 - For another trust, the trust deed and Master's Letter of Authority.
 - For another legal entity, the constitution document

PARTNERSHIPS

1. Partnership Agreement, if any
2. Green bar coded ID book for SA citizen
OR valid passport for foreign national who is the CEO/MD/Head AND anyone having authority to transact
OR anyone holding 25% or more of the shareholding (plus a letter from the company's auditors proving shareholding)
AND proof of authority to transact for individuals with this authority.
3. If partners are legal entities then proof of registration details e.g:
 - For a SA company, CM1.CM3 AND CM22 AND CM27/29
 - For a foreign company, the official registration document from the foreign country of incorporation.
 - For a CC, the CK1/CK2 with CK2A
 - For a Partnership, the partnership agreement
 - For another trust, the trust deed and Master's Letter of Authority.

OTHER LEGAL ENTITIES (E.G CLUBS, ASSOCIATIONS)

1. Constitution or founding document if any
2. One of the following documents which reflects the entity name and physical address or erf number and suburb:
 - Utility bill (less than 3 months old)
 - Bank Statements (less that 3 months old)
 - Lease or rental agreement (less than 12 months old)
 - Telkom account (less than 3 months old)
 - IRP5 as supplied by employer or an official SARS document
3. Green bar coded ID book for SA citizens
OR valid passport for foreign nationals who have authority to transact
AND proof of authority to act on the account for individuals with this authority.