



# Required Documents

## For FICA Purposes

FICA – THE FINANCIAL INTELLEGENGE 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 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

### 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



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#### **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.



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### **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 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
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.