

FICA CHECKLISTS

INDIVIDUAL

	A certified copy of the most recently issued identity document / both sides of smartcard ID or valid passport
	A copy of a service bill not older than 3 months (please refer to page 4 for a list of acceptable Service bills)
	A bank statement, alternatively a bank confirmation letter with an e-stamp or a stamped letter from the bank confirming the bank account details (not older than 3 months)
Note: No third-party bank accounts are permitted. The bank account holder must be same as client.	
Note: When the client is an Emigrant a rand blocked account is required for exchange control purposes	

DECEASED SHAREHOLDER

	An instruction on the executor's letterhead advising of the death of the shareholder and requesting that we update our records
	A certified copy of the Letters of Executorship or Letters of Authority. Letter of Authority to include assets
	Note that for non-resident deceased estates the Letter of Executorship/ Letters of Authority/ Letter of Transfer must be resealed by the Master of the Court in South Africa
	A certified copy of the Death Certificate
	A certified copy of the executor/s most recently issued identity document / both sides of smartcard ID or valid passport
	A copy of the executor/s service bill not older than 3 months
	If the estate is being administered by an attorney or an institution then we require a Power of Attorney and proof of address for the attorney/ institution not older than 3 months
	A bank statement stamped by the bank, alternatively a signed and stamped letter from the bank confirming the bank account details (not older than 3 months)
Note: No third-party bank accounts are permitted. The bank account holder must be same as client i.e. in the name of the deceased (estate late) or the attorney/institutions trust bank account.	

MINORS

	If the shares are registered in the name of a minor a written confirmation from the natural guardian, stating the capacity in which he/she is signing or in the case of a legal guardian a certified copy of the Letters of Guardianship
	A certified copy of the birth certificate of the minor
	A certified copy of the most recently issued identity document / both sides of smartcard ID or valid passport of the guardian
	A copy of proof of residence in the minor's name not older than 3 months or a copy of a service bill bearing the guardian's residential address not older than 3 months together with the co-habitant form
	A bank statement, alternatively a bank confirmation letter with an e-stamp or a stamped letter from the bank confirming the bank account details (not older than 3 months)
Note: No third-party bank accounts are permitted. The bank account holder must be same as client.	

POWER OF ATTORNEY

	A certified copy of the Power of Attorney signed by the shareholder and the agent
	A certified copy of the agent's most recently issued identity document / both sides of smartcard ID or valid passport
	A copy of a service bill not older than 3 months
	Where the agent is an attorney or an institution, we require the agent's letterhead in order to verify their physical address.

TRUSTS

	Any form or instruction must be signed or given by the authorised principle trustee
	A certified copy of the trustee resolution/power of attorney signed by all the trustees authorising them to act on behalf of the trust
	A list of persons/trustees who are authorised to act on behalf of the trust together with specimen signatures
	A certified copy of the Letters of Authority issued by the Masters of the High Court and the Trust Deed (IT number showing the Trust number if applicable)
	Certified copies of all shareholder's most recently issued identity document/ both sides of smartcard ID or valid passport for all the trustees, beneficiaries and the founder
	Proof of residence not older than 3 months in order to verify the residential address of the: <ul style="list-style-type: none"> - authorised trustees - the founder of the trust and
	Contact particulars for the trustees, founder of the trust and beneficiaries of the trust
	Trust shareholder structure including percentage per shareholder
	Any Trust shareholder who holds more than 25% of the voting rights of the investor company: A certified copy of the Trust Deed and Letter of Authority issued by the Master of the High Court; certified copies of the identity documents or valid passports for all the trustees, beneficiaries and the founder of the Trust
	A bank statement stamped by the bank, alternatively a signed and stamped letter from the bank confirming the bank account details (not older than 3 months)
Note: No third-party bank accounts are permitted. The bank account must be in the name of the trust	

REGISTERED COMPANIES AND CLOSE CORPORATIONS

	A certified copy of a board minutes/resolution detailing persons authorised to act on behalf of the company or close corporation
	Appointed a principal company officer/member to act on behalf of the company/close corporation/legal entity for share dealing purposes
	A list of authorised signatories together with specimen signatures on a company letterhead
	Companies: A certified copy of the CM1/COR15.1A Certificate of Incorporation, CM22/COR21 Certificate of Registered Address and CM29/COR39 form bearing the stamp of the Registrar of Companies and signed by the Company Secretary
	Close Corporations: A certified copy of the CK1/CK2 Founding Statement bearing the stamp of the Registrar and signed by an authorised member
	Certified copies of the most recently issued identity document/ both sides of smartcard ID or valid passport of the authorised signatories and directors
	A copy of a service bill for the authorised signatories and directors bearing their physical address not older than 3 months
	A copy of a service bill bearing the business' name and current physical address not older than 3 months
	Company shareholder structure including percentage per shareholder
	Any individual shareholder who holds more than 25% of the voting rights of the investor company: A certified copy of the identity document/ both sides of smart card ID or passport (certification must not be older than 1 year)
	Any Company or Close Corporation shareholder who holds more than 25% of the voting rights of the investor company: A certified copy of the Certificate of Incorporation (CM1/COR15.1) and Notice of Registered Address (CM22/COR21) or CK1 Founding statement and service bill to verify trade name and physical address of company or close corporation
	Contact particulars for any shareholder who holds more than 25% of the voting rights of the company and certified copies of the identity document/ both sides of the smartcard or valid passport
	A bank statement stamped by the bank, alternatively a signed and stamped letter from the bank confirming the bank account details (not older than 3 months)
	Bank account name must be the same as the Registered Company or Close Corporation

DEREGISTERED COMPANIES

	A deregistration certificate issued by CIPC
	Resolution signed by all Directors nominating the Director that will act as the representative for the sale of the shares and his/her banking details for the proceeds to be paid
	Certified copies of the most recently issued identity document/ both sides of smartcard ID or valid passport of all Directors/members
	A bank statement, alternatively a bank confirmation letter with an e-stamp or a stamped letter from the bank confirming the bank account details not older than 3 months
	Stamped letter from the bank confirming that the company bank account is closed

OTHER LEGAL ENTITIES

	A certified copy of a board minute/resolution detailing persons authorised to act on behalf of the legal entity
	A list of authorised signatories together with specimen signatures on the entity letterhead
	A certified copy of the Constitution / Partnership Agreement or other founding documentation and written confirmation of the residential address of persons authorised to act on behalf of the legal entity
	Certified copies of the most recently issued identity document/ both sides of smartcard ID or valid passport of the authorised signatories and all members
	A copy of proof of residence for all members not older than 3 months
	A copy of a service bill bearing the business' name and current physical address not older than 3 months
	Contact particulars for all members
	Any Other legal entity shareholder who holds more than 25% of the voting rights of the investor company; A certified copy of the constitution; certified copies of the identity document/both sides of smartcard ID or valid passport of the authorised signatories and all members
	A bank statement stamped by the bank, alternatively a signed and stamped letter from the bank confirming the bank account details (not older than 3 months)
	Bank account name must be in the name of the Entity

NON-RESIDENT COMPANY

	A certified copy of a board minute/resolution detailing persons authorised to act on behalf of the company
	Appointed a principal company officer/member to act on behalf of the company for share dealing purposes
	A list of authorised signatories together with specimen signatures on a company letterhead
	Certified copies company registration documents
	Contact particulars for authorised persons
	The registered name/address and trade name/physical address under which the company conducts business in the country of incorporation. If the unlisted company has multiple offices, the physical business address of its head office
	Certified copies of the most recently issued identity document/ both sides of smartcard ID or valid passport of the authorised signatories and CEO
	A copy of a service bill for the authorised signatories and directors bearing their current physical address not older than 3 months
	A certified copy of a service bill bearing the business' name and current physical address date within the preceding 3 months
	Company shareholder structure including percentage per shareholder
	Any Company or Close Corporation shareholder who holds more than 25% of the voting rights of the investor company: certified copies of company registration documents and certified copies of the identity documents of the authorised signatories and all members
	Contact particulars for any shareholder who holds more than 25 % of the voting rights of the company
	A bank statement stamped by the bank, alternatively a signed and stamped letter from the bank confirming the bank account details (not older than 3 months)
	Bank account name must be in the name of the Entity
	If the client acts in the capacity of a nominee, then we require a certified copy of the nominee approval from the relevant authority / regulator in their jurisdiction

LISTED COMPANIES (FOREIGN AND SOUTH AFRICAN)

	Written confirmation of the registered name, registration number and physical address. If the listed company has multiple offices, the physical business address of the head office and the registered investor company
	Certified copy of a board minute/resolution detailing persons authorised to act on behalf of the company
	Appointed a principal company officer to act on behalf of the company for share dealing purposes
	A list of authorised signatories together with specimen signatures on a company letterhead
	Certified copies of the most recently issued identity document/ both sides of smartcard ID or valid passport of the authorised signatories/ persons of the listed company
	A bank statement stamped by the bank, alternatively a signed and stamped letter from the bank confirming the bank account details (not older than 3 months)
	Bank account holder must be the same as the Listed Company

JOINT SHAREHOLDERS

	An instruction letter signed by the first mentioned shareholder, advising that we update the records accordingly
	Certified copies of all shareholder's most recently issued identity document/ both sides of smartcard ID or valid passport
	A copy of the first mentioned shareholder's service bill not older than 3 months
	A bank statement, alternatively a bank confirmation letter with an e-stamp or a stamped letter from the bank confirming the bank account details not older than 3 months (the bank account is required to be in the first mentioned shareholders name)
Note: No third-party bank accounts are permitted. The bank account holder must be same as the first mentioned shareholder	

CURATORSHIP

	A certified copy of the Letter of Appointment/Curatorship
	All instructions must be signed by the administrator appointed by the Master of the High Court
	A certified copy of the administrator's most recently issued identity document/both sides of the smartcard or valid passport
	A certified copy of the shareholder's most recently issued identity document/ both sides of the smartcard or valid passport
	If the administrator is an attorney or an institution, an instruction on the administrator's letterhead is acceptable to verify their physical address.
	If the administrator is an individual, we require a service bill reflecting the residential address not older than 3 months
	A bank statement stamped by the bank, alternatively a signed and stamped letter from the bank confirming the bank account details (not older than 3 months)
Note: No third-party bank accounts are permitted. The bank account holder must be same as client.	

PENSION FUNDS

	A certified copy of the certificate of registration issued by the registrar of pension funds
	A certified copy of the board minutes/resolution appointing the persons authorised to act on behalf of the Pension fund; Provident fund or Retirement annuity fund and the details of the principal officer/ trustee to act on behalf of the fund for share dealing purposes
	A list of authorised signatories/ trustees together with specimen signatures on a company letterhead
	A certified copy of the most recently issued identity document/both sides of the smartcard or valid passport of the authorised signatories/ trustees
Note: No third-party bank accounts are permitted. The bank account holder must be same as client.	

NB: Documents must be certified by a suitable certifier e.g. a Commissioner of Oaths, Police Station, Registered Attorney, Post Office Manager etc.

Proof of address documents not older than 3 months that we will accept include the following:

- A utility bill reflecting the name and residential address of the shareholder;
- A bank statement reflecting the name and residential address of the shareholder;
- Municipal rates and taxes invoice reflecting the name and residential address of the shareholder;
- Loan statement from Credit Providers reflecting the name and residential address of the shareholder;
- Telephone or cellular account reflecting the name and residential address of the shareholder;
- Recent long-term or short-term insurance policy document issued by an insurance company and reflecting the name and residential address of the shareholder;
- A statement of account issued by a retail store that reflects the residential address of the shareholder;
- Confirmation of residence from a retirement village / retirement home on their letterhead if the investor is 55 years or older;
- Stamped letter from the Tribal Authority Council on a letterhead confirming residential address in a rural settlement;
- Medical aid benefit statement that reflects the name and residential address of the shareholder;
- Recent correspondence from a Body Corporate or Share-Block Association reflecting the name and residential address of the shareholder.

Proof of address documents not older than 12 months that we will accept include the following:

- A lease or rental agreement reflecting the name and residential address of the shareholder;
- Motor vehicle license documentation reflecting the name and residential address of the shareholder;
- SABC television licence or SABC license renewal letter which displays name and residential address of the shareholder;
- SARS document (excluding assessments or e-filing documents) which displays the name and residential address of the shareholder;
- A mortgage statement reflecting the names and residential address of the shareholder.