

# Fica Compliance Requirements



## Individual

- South Africa ID book/ Smart Card (front & back).
- A passport may be acceptable, provided the individual has an acceptable reason.
- Foreigners to provide their passports.
- Refugees / asylum seekers : Valid s.22 permit or s.24 permit or maroon refugee Identity Document.
- Proof of address document (it must reflect the name of the client & full address).
- SARS issued Tax registration number.



## Trust

- A certified copy of the Trust Deed;
- Certified copy of the Letter of Authority obtained from the Master of the High Court;
- SARS issued document confirming Income Tax and VAT registration number.
- Identity Documents for all the trustees and beneficiaries;
- Proof of residential address for all the trustees and beneficiaries;
- Trustees Resolution appointing the authorised representative of the Trust;
- Certified ID and proof of residence for authorised representative.
- Founding Agreement;



## Joint Venture

- Partnership Agreement;
- Proof of physical address of Partnership;
- Documentary evidence reflecting business/trading name;
- Partner's resolution appointing the authorised representative of the Partnership;

In respect of each partner:

- Identity document and proof of address;

In respect of the authorised person, if not a partner:

- Identity Document and proof of residence;



## Company

- Company statutory documents – Certificate of Registration, Memorandum of Incorporation, Certificate of Name Change (if applicable) and signed by a director of the company;
  - Proof of physical operating address, e.g. invoice, rates bill etc;
  - Letter from the Auditors confirming shareholding;
  - SARS issued document confirming Income Tax and VAT registration number;
  - Directors resolution appointing the authorised representative of the Company;
  - ID document of the authorised representative;
  - Proof of address of the authorised person;
- In respect of any individual or entity holding 25% or more in the Company:
- Certified copy of their ID and proof of residence

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## Body Corp

- Registration documents for Body Corporate;
- Certified proof of physical address for the Body Corporate;
- Resolution appointing the authorised representative of the Body Corporate;
- Certified copy of the ID and proof of residence for the authorised representative



## NPO

- Company statutory documents – Certificate of Registration, Memorandum of Incorporation, Certificate of Name Change (if applicable) and signed by a director of the company
  - Proof of physical operating address, e.g. invoice, rates bill etc;
  - Letter from the Auditors confirming shareholding;
  - Directors resolution appointing the authorised representative of the Company;
- In respect of the authorised representative, voting member and manager:
- Certified copy ID and proof of residential address



## Closed Corp

- Founding statement and Certificate of Incorporation (CK1) signed by the authorised member;
- Latest amended Founding Statement (CK2) if applicable, signed by the authorised member;
- Proof of address of CC;
- SARS issued document confirming Income Tax and VAT registration number.

In respect of all the members of the CC:

- Identity Documents and proof of residence;
- Members resolution appointing the authorised representative of the CC;

In respect of the authorised representative:

- Identity Document and proof of residence



## Estate

- Executors Authority Letter from the Master of the High Court;
- Deceased's Identity document.
- Proof of Deceased's last residential address.
- Death certificate;

In respect of the authorised person and/or executor as per the executors letter:

- Identity Document and proof of residence