

## FICA requirements Non-Individual Legal Entities

Before we can enter into a transaction with you, the Financial Intelligence Centre (FICA) requires that we verify both the identity of the Legal Entity in whose name the Unit Trust Investment will be opened, as well as the identities of all beneficial owners, controlling persons and authorised signatories associated with the Legal Entity. We also require certain information from the legal entity and its beneficial owners, controlling persons and authorized signatories to establish residency, citizenship, countries of incorporation and/or operation and tax in order to perform regulatory reporting.

### Documents that we accept to verify identity:

- Legal Entity Registration and/or Founding Documents e.g. CIPC
- Copy of South African Bar-coded identity document (ID) or Smart Card; or
- Copy of Passport (if foreign national).

*Please ensure that documents clearly show your Full names, Surname, ID number and issue date. If a Smart Card is used, please ensure that we receive a clear copy of the back and the front of the Smart Card.*

### 1. Close Corporations

- Certificate of Incorporation (CK1)
- Stamped Amended Certificate of Incorporation (CK2), only applicable if changes have been made
- Proof of Address for the Close Corporation
- Resolution of Authorised Signatories with specimen signatures
- Proof of Identity of all Members, beneficial owners and controlling persons of the Close Corporation
- Proof of Identity of all persons authorised to act on behalf of the Close Corporation
- Form C – completed by all members and authorised signatories of the Close Corporation

### 2. Partnerships

- Stamped Founding Statement and/or Partnership Agreement
- Proof of Address for the Partnership
- Resolution of Authorised Signatories with specimen signatures
- Proof of Identity of all Partners, beneficial owners and controlling persons of the Partnership
- Proof of Identity of all persons authorised to act on behalf of the Partnership
- Form C – completed by all Partners and authorised signatories of the Partnership

### 3. Trusts

#### Inter Vivos

- Trust Deed
- Letters of Authority (Stamped by the Master of the High Court)
- Proof of Address of the Trust
- Resolution of Authorised Signatories with specimen signatures
- Proof of Identity of Founder and all Trustees
- Proof of Identity of all persons authorised to act on behalf of the Trust
- Proof of Identity of all named beneficiaries of the Trust, if beneficiaries are not named, we require detailed particulars of how beneficiaries will be determined
- Form C – completed by all Authorised Signatories of the Trust
- Form C – completed by all Trustees and Founders
- Form C – completed by all Named beneficiaries who have a tax liability outside of South Africa; are citizens of another country or are resident outside of South Africa

#### Testamentary, Curatorship and Trusts by Court Order

- Last Will and Testament or Trust Deed
- Letters of Authority (Stamped by the Master of the High Court)
- Resolution of Authorised Signatories with specimen signatures
- Proof of identity of the Trustee(s)
- Proof of Identity of all persons authorised to act on behalf of the Trust
- Form C – completed by all Authorised Signatories of the Trust

## 4. Companies

### Public Listed Company

- Certificate of Incorporation (CM1 / COR14.3 Companies); or most recent CIPC print out
- Certificate of Name change (CM9) where applicable
- Organogram showing ownership and control structure of the Public Listed Company;
- Directors Resolution of Authorised Signatories with specimen signatures on a company letterhead
- Proof of Identity of all controlling persons and persons/entities that hold 25% or more voting rights
- Proof of Identity of all Authorised Signatories
- Form C – completed by controlling persons and persons/entities that hold 25% or more voting rights
- Form C – completed by all Authorised Signatories of the Public Listed Company

### Private Unlisted Company

- Certificate of Incorporation (CM1 / COR14.3 or most recent CIPC print out
- Certificate of Name change (CM9) where applicable
- Organogram showing ownership and control structure of the Private Company;
- Directors Resolution of Authorised Signatories with specimen signatures on a company letterhead
- Proof of Identity of all controlling persons and persons/entities that hold 25% or more voting rights
- Proof of Identity of all Authorised Signatories
- Form C – completed by all controlling persons and persons/entities that hold 25% or more voting rights
- Form C – completed by all Authorised Signatories of the Private Unlisted Company

## 5. Other Legal Entities

### 5a Unions, Associations, Medical Schemes, Clubs, Churches, etc.

- Founding Document or Constitution
- Proof of Address for the Legal Entity
- Members Resolution of Authorised Signatories with specimen signatures
- Proof of Identity of all persons authorised to act on behalf of the Legal Entity
- Form C – completed by all Authorised Signatories of the Legal Entity

### 5b Stokvels

- Founding Statement. If the Stokvel does not have a founding statement, then NASASA, the self-regulatory body for stokvels sanctioned by the Registrar of Banks in terms of GN 620 of 2014, has one available for download from <http://nasasa.co.za/site/>
- Proof of Address for the Stokvel. If the stokvel does not have an operating address, then the address of the Chairperson will suffice.
- Members Resolution of Authorised Signatories with specimen signatures
- Proof of Identity of all persons authorised to act on behalf of the Stokvel, including the Chairperson.
- Form C – completed by the Chairperson and all Authorised Signatories of the Legal Entity

## 6. Retirement Funds

- A copy of an FSCA document reflecting the Fund's Registration Number
- Resolution of Authorised Signatories with specimen signatures on a company letterhead that shows registered address
- Proof of Identity of all persons authorised to act on behalf of the Retirement Fund
- Form C – completed by all Authorised Signatories of the Retirement Fund

## 7. Linked Investment Service Provider (LISP)

- A copy of an FSCA document reflecting the LISP's Registration Number
- Resolution of Authorised Signatories with specimen signatures on a company letterhead that shows registered address
- Proof of Identity of all persons authorised to act on behalf of the LISP
- Form C – completed by all Authorised Signatories of the LISP

## 8. Discretionary FSP's and Brokers

### On-boarding the FSP

- A copy of the broker's FSP Licence and Annexures reflecting the FSP number and CAT II authorisation
- Resolution of Authorised Signatories for the FSP with specimen signatures on a company letterhead that shows registered address
- Proof of Identity of all persons authorised to act on behalf of the FSP
- Proof of Address of the FSP

### On-boarding the Client of the FSP

- Proof of Identity for client that the FSP is authorised to act on behalf of
  - Signed Discretionary Mandate between the client and the FSP
  - Form C – completed by all Authorised Signatories of the FSP who are allowed to sign on behalf of the client
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### We may require additional documents if:

- You are not a South African citizen or South African registered entity
- We are unable to verify your information
- You are a tax resident outside of South Africa

### These may include:

- Proof of Address
- Proof of Banking Details
- Proof of Source of Funds

### Documents that we accept should we require proof of address:

- Utility bill in the entity's name (Municipal Rates and Taxes, Water, Electricity)
- Copy of Telecommunications contract statement in the entity's name eg Telkom, Neotel, etc
- Copy of bank or credit card statement which displays physical address in the entity's name.
- Letter from the Rental company on a rental letterhead
- Copy of long or short term insurance policy / communication excluding Sanlam, Santam or MiWay
- Copy of SABC television license or SABC license card or renewal letter which displays physical address.
- Copy of SARS document (excluding assessments or e-filing documents) which displays physical address.
- Copy of lease or rental agreement which displays physical address (it is acceptable to only accept the first and last page of the lease agreement if the lease period is reflected in these pages)
- Copy of Entity's Letterhead showing business address and Directors