

FICA REQUIREMENTS: Natural Persons

- [1] South African identity document (foreigners: passport);
- [2] Utility bill addressed to your residential address less than 3 months (accounts for mobile phones are not acceptable);
- [3] South African Income Tax reference number.

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- [4] (Confirmation marital status, i.e. unmarried or married.)

If Married

- [5] Marriage certificate.
 - If IN community of property (no antenuptial contract)
- [6] S.A. identity document (foreigner: passport) of your SPOUSE.
 - If OUT of community of property (by Antenuptial Contract ("ANC"))
- [7] Page 1 (and page 2 if necessary) reflecting the registered number and names of both parties.
 - If your Marriage is governed by the Laws of another country/state
- [8] S.A. identity document (foreigner: passport) of your SPOUSE;
- [9] Name of the country/state governing your marriage, i.e. the country where the husband was living at the time of the marriage with the intention of staying there permanently.

FICA REQUIREMENTS: Entities

- Person acting on behalf of the Entity must comply with paragraphs 1 to 4 above.
- All directors / members / trustees must also comply with paragraphs 1 to 4 above

PLUS THE FOLLOWING:

Company (private and unlisted public)

- [1] Certificate of Incorporation (CM1); and
 - [2] Certificate of change of name of company (CM9) (if applicable); and
 - [3] Notice of Registered Office and Postal Address (CM22); and
 - [4] Contents of Register of Directors, Auditors and Officers (CM29); and
 - [5] Proof of business address of the Company e.g. utility bill (not older than 3 months) reflecting the name and business address; and
 - [6] Identification document(s) of the person(s) managing the Company e.g. ID book*; and
 - [7] Written confirmation of the residential address and contact particulars of the person(s) managing the Company; and
 - [8] Resolution specifying who is authorised to act on behalf of the Company as well as written confirmation of the company's shareholding; and
 - [9] Identification document(s) of the person(s) authorised to act on behalf of the Company e.g. ID book*; and
 - [10] Written confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Company; and
 - [11] Identification document(s) of the natural person(s) holding 25% or more of the voting rights in the Company e.g. ID book*; and
 - [12] Written confirmation of the residential address and contact particulars of the natural person(s) holding 25% or more of the voting rights in the Company; and
 - [13] Certificate of Incorporation, Trust Deed or Partnership Agreement of the legal person(s) holding 25% or more of the voting rights in the Company; and
 - [14] Written confirmation of business addresses and contact particulars of the legal person(s) holding 25% or more of the voting rights in the CM1.
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Close Corporations (CC):

- [1] Founding Statement and Certificate of Incorporation (CK1); and
- [2] Amended Founding Statement (CK2) (if applicable); and
- [3] Proof of business address of the Close Corporation e.g. utility bill (not older than 3 months) reflecting the name and business address; and
- [4] Identification document(s) of the member(s) of the Close Corporation e.g. ID book*; and
- [5] Written confirmation of the residential address and contact particulars of the member(s) of the Close Corporation reflecting the name and residential address; and
- [6] Resolution specifying who is authorised to act on behalf of the Close Corporation; and
- [7] Identification document(s) of the person(s) authorised to act on behalf of the Close Corporation e.g. ID book*; and
- [8] Written confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Close Corporation.

Trusts:

- [1] Letters of Authority signed by the Master of the High Court; and
 - [2] Trust deed or other founding document; and
 - [3] Resolution specifying who is authorised to act on behalf of the Trust; and
 - [4] Identification document(s) of the person(s) authorised to act on behalf of the Trust e.g. ID book*; and
 - [5] Written confirmation of residential address and contact particulars of the person(s) authorised to act on behalf of the Trust; and
 - [6] Identification documents of all the trustees and beneficiaries e.g. ID book*; and
 - [7] Written confirmation of the residential address and contact particulars of all the trustees and beneficiaries; and
 - [8] Identification document of the founder of the Trust e.g. ID book*; and
 - [9] Written confirmation of the residential address and contact particulars of the founder of the Trust (if not deceased).
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