

FICA DOCUMENT CHECKLIST

NATURAL PERSONS (SA CITIZENS/RESIDENTS)

- Certified copy of green bar-coded identity document
- Original or certified recent documentary evidence of your residential address (eg utility bill, bank statement or telephone account less than 3 months old)
- For any person with the authority to act on your behalf or assisting you –
 - Original or certified copy of documentary authority of the person acting on your behalf
 - (eg power of attorney, mandate, legal guardian affidavit)
 - Certified copy of the person's bar-coded identity document
 - Original or certified recent documentary evidence of their residential address
 - Contact particulars

NATURAL PERSONS (FOREIGN NATIONALS)

- Certified copy of foreign passport
- Details of your residential address
- For any person with the authority to act on your behalf or assisting you –
 - Original or certified copy of documentary authority of the person acting on your behalf (eg power of attorney mandate, legal guardian affidavit)
 - Certified copy of the person's passport
- Details of their residential address and contact particulars

COMPANIES

- Certified copy of a certificate of incorporation (COR15.1)
- Certified copy of most recent COR21
- An original or certified letterhead of the company reflecting its trade name
- Original or Certified recent documentary evidence of the physical business address (eg utility bill, bank statement).
- Name each person with authority to act on behalf of the company along with this/these person/s –

- Original or certified copy of documentary authority (eg a letter from the company, resolution, signatory list or minutes)
- Certified copy of the person's green bar-coded identity document or passport (if foreigner)
- Residential address and contact particulars
- Name the managing director/chief executive officer and for him/her –
 - Certified copy of green bar-coded identity document or passport (if foreigner)
 - Residential address and contact particulars
 - Details of all persons or entities holding 25% or more of the voting rights at a meeting of the company:
 - If an individual – a certified copy of a green bar-coded identity document or passport (if foreigner), details of residential address and contact particulars
 - If a company - a certified copy of the COR15.1, COR21, original or certified copy of the letterhead of the company reflecting its trade name and original or certified proof of physical address (eg utility bill, bank statement). Contact particulars also to be provided
 - If a close corporation - a certified copy of most recent CK1 and CK2 (if applicable), original or certified copy of the letterhead of the close corporation reflecting its trade name and proof of the close corporation's physical business address (eg utility bill, bank statement). Contact particulars also to be provided
 - If a trust - a certified copy of the letters of authority (or similar authorisation for foreign trust) and a certified copy of the trust deed. Contact particulars also to be provided

TRUSTS

- Certified copy of the trust deed
- Certified copy of the letters of authority (SA trust) or official document/s reflecting name, number and trustees (foreign trust)
- Name of each person with authority to act on behalf of the trust and for this/these person/s –

- Original or certified copy of documentary authority (eg resolution of trustees, minutes, power of attorney)
- Certified copy of the person's green bar-coded identity document or passport (if foreigner)
- Residential address and contact particulars
- Details of the founder, all trustees and all beneficiaries named in the trust deed:
 - If an individual – a certified copy of green bar-coded identity document or passport (if foreigner), details of residential address and contact particulars
 - If a company - a certified copy of the COR15.1, COR21, original or certified copy of the letterhead of the company reflecting its trade name and original or certified proof of physical address (eg utility bill, bank statement). Contact particulars also to be provided
 - If a close corporation - a certified copy of most recent CK1 and CK2 (if applicable), original or certified copy of the letterhead of the close corporation reflecting its trade name and proof of the close corporation's physical business address (eg utility bill, bank statement). Contact particulars also to be provided
 - If a trust - a certified copy of the letters of authority (or similar authorisation for foreign trust) and a certified copy of the trust deed. Contact particulars also to be provided

CLOSE CORPORATIONS

- Certified copy of CK1 and CK2 (if applicable)
- An original or certified letterhead of the close corporation reflecting its trade name
- Original or certified recent documentary evidence of the physical business address (eg utility bill, bank statement).
- Name each person with authority to act on behalf of the close corporation and for this/these person/s –
 - Original or certified copy of documentary authority (eg a letter from the close corporation, resolution, signatory list or minutes)

- Certified copy of the person's green bar-coded identity document or passport (if foreigner)
- Residential address and contact particulars
- For all members of the close corporation –
 - Certified copy of green bar-coded identity document or passport (if foreigner)
 - Residential address and contact particulars