



## FICA REQUIREMENTS

### INDIVIDUALS

- Valid Identity Document or Passport.
- Proof of address: e.g. utility bill (not older than 3 months) reflecting the name and residential address
- Bank-stamped confirmation letter or a month's bank statement.
- SARS document bearing the tax registration number and client name

### FOREIGN NATIONALS

- Valid passport
- Valid asylum seeker or refugee permit
- Valid work permit

### TRUST

- Letter of Authority signed by the Master of the High Court
- Trust deed or other founding document
- Resolution specifying who is authorized to act on behalf of the Trust
- Valid Identity Document or Passport of each of the serving trustees
- Proof of address as described under "INDIVIDUALS"
- Bank-stamped confirmation letter or a month's bank statement.

### CLOSE CORPORATION – CC

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2).
- Valid Identity Document or Passport for each current member of the close corporation.
- Proof of address as described under "INDIVIDUALS".
- Bank-stamped confirmation letter or a month's bank statement.

### COMPANIES (Private and Unlisted Public)

- Certificate of Incorporation (CM1, CM2, and/or CM3).
- Certificate to Commence Business (CM46).
- Memorandum of Association and Articles of Association (CM4 and CM44).
- Valid Identity Document or Passport for each appointed director.
- Notice of Registered Office and Postal Address of Company (CM22) endorsed by the Registrar and signed by the Company Secretary.
- Valid Identity Document or Passport for each official authorized to act on the company's behalf, each CEO, and each shareholder with more than 25% shares.
- Signed Resolution confirming authority to act on the Company's behalf.
- Proof of address as described under "INDIVIDUALS"
- Bank-stamped confirmation letter or a month's bank statement.