FICA REQUIREMENTS VWVH

INDIVIDUAL:

1. A copy of your identity document (if a card, copies of both the front and back thereof);
2. A copy of your marriage certificate and Antenuptial Contract (if applicable);
3. Proof of your income tax number (any SARS correspondence, IRP5 or salary slip containing the number);
4. Proof of your residential address (any utility bill dated within the last 3 months); and
5. Proof of bank account details.

PRIVATE COMPANY:

1. Notice of Incorporation (CoR 14.1);
2. Certificate of Registration (CoR 14.3);
3. Notice of registered office and postal address (CoR 21.1);
4. Proof of business address of the Company e.g. utility bill (not older than 3 months) reflecting the name of the Company & the business address;
5. Confirmation of shareholding;
6. Proof of the Company's income tax/VAT registration number; and
7. Identity documents and proof of address of the persons managing the Company, authorised signatories and individuals holding 25% or more of the voting rights; and
8. Proof of Company's bank account details.

TRUSTS:

1. The Master's Letter of Authority issued for the Trust;
2. The Trust Deed;
3. Resolution by Trustees to authorize the transaction;
4. A copy of the identity documents of the Founder, all Trustees and Beneficiaries of the Trust, as well as the authorized signatory;
5. Proof of the income tax number/VAT number of the Trust;
6. Proof of the registered address of the Trust;
7. Proof of the residential address of all persons listed in number 4 above;
8. Proof of the income tax number of the authorized signatory; and
9. Bank account details of the Trust.

CLOSE CORPORATION (CC):

1. Founding Statement or Certificate of Incorporation (CK1);
2. Amended Founding Statement (CK2) (if the member of the CC has changed);
3. Resolution specifying who is authorised to act on behalf of the CC;
4. Proof of business address of the CC e.g. utility bill (not older than 3 months) reflecting thename and business address;
5. Identity document(s) of the member(s) and authorised signatories of the CC;
6. Written confirmation of the residential address and contact particulars of the member(s) ofthe CC reflecting the name and residential address; and
7. Identity document(s) of the person(s) authorised to act on behalf of the CC.

PARTNERSHIPS:

1. Partnership agreement;
2. Identity documents of the natural persons who are partners (including en commandite and silent partners);
3. Certificate of Incorporation, Trust Deed or Partnership Agreement of the legal persons whoare partners (including en commandite and silent partners);
4. Proof of registered and business addresses of the legal persons who are partners (including en commandite and silent partners) e.g. CM22, letterhead, utility bill (not older than 3 months) reflecting the name and business address;
5. Resolution specifying who is authorised to act on behalf of the Partnership;
6. Certificate of Incorporation, Trust Deed or Partnership Agreement of the legal person(s) who exercise executive control over the Partnership;
7. Identity document(s) of the natural person(s) who exercise(s) executive control over thePartnership; and
8. Identity document(s) of the person(s) authorised to act on behalf of the Partnership.

OTHER LEGAL PERSONS:

Other legal persons as defined by law or created by South African statute.

1. Founding document;
2. Proof of business address e.g. utility bill (not older than 3 months) reflecting the name and business address;
3. Resolution specifying who is authorised to act on behalf of the entity;
4. Identity documents of the person(s) authorised to act on behalf of the entity; and
5. Written confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the entity.

FOREIGN COMPANIES:

1. Company statutory documents - Certificate of Registration, Memorandum of Incorporation, Certificate of Name Change (if applicable) and signed by a director of the company;
2. Proof of physical operating address;
3. Letter from the Auditors confirming shareholding;
4. Directors resolution appointing the authorised representative of the Company;
5. In respect of the authorised representative:
   - Certified copy of ID and proof of residential address;
6. In respect of any individual or entity holding 25% or more in the Company:
   - Certified copy of their ID and proof of residence.

DECEASED ESTATES:

1. Letters of Executorship issued by the Master granting authority to the Executor to act;
2. A copy of the Deceased's Will (if applicable);
3. Death Certificate;
4. Proof of the Deceased Estate's bank account details;
5. A copy of the identity document and proof of address of the Executor;
6. A copy of the identity document and proof of address of all Heirs;
7. Deceased: A copy of the identity document, proof of income tax number, marriage certificate and antenuptial contract (if applicable).

CONFIRMATION OF RESIDENTIAL ADDRESS:

To verify your residential address any one of the following documents that reflects your name and residential address can be provided:

- Utility bill (not older than 3 months)
- Bank statement or financial statement (not older than 3 months)
- Lease or rental agreement
- Municipal rates and taxes invoice (not older than 3 months)
- Mortgage statement from a Bank Group (less than 6 months old)
- Telephone account, landline or cellphone (not older than 3 months)
- An official tax return (less than one year old)
- An official tax assessment or official correspondence from the local revenue services (no older than 3 months)
- A recent life insurance policy issued by an insurance company
- Correspondence from a body corporate or share block association (not older than 3 months)
- Valid TV license document
- Recent short-term insurance policy or a renewal letter (less than one year old)
- Retail account statement or invoice (not older than 3 months)