

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.

Documents that we accept to verify identity:

- Legal Entity Registration and/or Founding Documents e.g. CIPC
- Copy of Bar-coded identity document (ID); or
- Copy of South African passport (check the expiry date to determine if the document is still valid); or
- Copy of South African Smart Card identification document issued by the Department of Home Affairs.

Please ensure that document clearly shows 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.

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 E.G 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

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
- Completed Form C for 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
- Completed Form C for all members and authorised signatories of the Close Corporation

3. Trusts

Inter Vivos

- Trust Deed
- Letters of Authority (Stamped by the Master of the High Court)
- Proof of Address of the Trust
- Proof of Identity of Founder and all Trustees

- Resolution of Authorised Signatories with specimen signatures
- 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
- Completed Form C for Founder, all Trustees, beneficiaries and Authorised Signatories of the Trust

Testamentary

- 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 all persons authorised to act on behalf of the Trust
- Completed Form C for all Trustees, all Beneficiaries and Authorised Signatories of the Trust

4. Companies

Public company

- Certificate of Incorporation (CM1 / COR14.3 – that must be stamped by the Registrar of Companies); or
- Certificate of Name change (CM9)
- Notice of Registered Office and Postal Address (CM22 / COR14.1 – that must be stamped by the Registrar of Companies);
- Proof of Address for the Public Company
- Organogram showing ownership and control structure of the Public Company;
- Directors Resolution of Authorised Signatories with specimen signatures
- Proof of Identity of all persons authorised to act on behalf of the Public Company
- Proof of Identity of all controlling persons and persons/entities that hold 25% or more voting rights
- Completed Form C for all Authorised Signatories of the Public Company

Private company

- Certificate of Incorporation (CM1 / COR14.3 – that must be stamped by the Registrar of Companies); or
- Certificate of Name change (CM9)
- Notice of Registered Office and Postal Address (CM22 / COR14.1 – that must be stamped by the Registrar of Companies);
- Proof of Address for the Private Company
- Organogram showing ownership and control structure of the Private Company;
- Directors Resolution of Authorised Signatories with specimen signatures
- Proof of Identity of all persons authorised to act on behalf of the Private Company
- Proof of Identity of all controlling persons and persons/entities that hold 25% or more voting rights
- Completed Form C for all Directors and Authorised Signatories of the Private 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
- Completed Form C for 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.
- Completed Form C for the Chairperson and all Authorised Signatories of the Legal Entity

6. Retirement Funds

- A copy of an FSB document reflecting the Fund's Registration Number
- Proof of Address of Retirement Fund
- Resolution of Authorised Signatories with specimen signatures
- Proof of Identity of all persons authorised to act on behalf of the Retirement Fund
- Completed Form C for all Authorised Signatories of the Retirement Fund

7. Linked Investment Service Provider (LISP)

- A copy of an FSB document reflecting the LISP's Registration Number
- Proof of Address of the LISP
- Resolution of authorised signatories for the LISP with specimen signatures
- Proof of Identity of all persons authorised to act on behalf of the LISP
- Proof of Identity for client that LISP is authorised to act on behalf of
- Completed Form C for all Authorised Signatories of the LISP

8. Discretionary FSP's and Brokers

On-boarding the FSP

- A copy of the broker's FSB Licence and Annexures reflecting the FSP number and CAT II authorisation
- Proof of Address for the FSP
- Resolution of authorised signatories for the FSP with specimen signatures
- Proof of Identity of all persons authorised to act on behalf 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
- Completed Form C for all Authorised Signatories allowed to sign on behalf of the client