

# FICA REQUIREMENTS

Certified copies of documents to be obtained within 14 days. It is not acceptable to use an affidavit from the customer as verification of his/her residential address. In instances where the customer is unable to provide EAM with the residential address verification document, an affidavit from a co-habitant (person living at the same address), property owner or employer of the investor provides sufficient verification of the customers residential address.

## INDIVIDUALS/SOLE PROPRIETOR

### South African

- A valid South African issued green bar-coded identity document
- if not available:
  - A valid South African driver's licence\* or
  - A valid South African passport\*  
Subject to approval by EAM, and must be accompanied by an affidavit confirming why Green bar-coded ID cannot be provided.
- Proof of physical residential address in your name
- Authority to act (if applicable): power of attorney/letter of appointment from the court and authorised signatories' resolution
- Unabridged birth certificate for minors
- Proof of bank account in your name

\* A valid version of these documents means they must be current and unexpired

### Foreign

- Valid passport
- Proof of physical residential address
- Authority to act (if applicable) : power of attorney/letter of appointment from the court and authorised signatories' resolution
- (If applicable) Identity document, physical residential address and contact details of persons authorised to act
- Unabridged birth certificate for minors (under 18 years)
- Proof of bank account

### Proof of physical/residential address

Residential address – any one of the following documents which must reflect name/initials and surname, physical address or property descriptions (i.e. erf/stand numbers) and must be less than 3 months old, generally:

- Retail accounts, i.e. clothing/pharmacy/veterinary/doctors accounts, etc. (less than 3 months)
- A bank statement or financial statement from a financial institution (less than 3 months)
- Correspondence from a Body Corporate/Share Block Association (less than 1 year)
- Life assurance, short term insurance, health insurance/medical aid, funeral policies, etc. (less than 1 year)
- Mortgage statement (less than 6 months)
- A copy of a signed current lease/rental agreement by both parties (less than 1 year)
- Motor vehicle licence documentation (less than 1 year)
- South African Revenue Services (SARS) document produced by SARS or a document to be used for Tax purposes (less than 1 year)
- Telephone account, i.e. Land-line or cellphone account (less than 3 months)
- Television License (less than 1 year)
- Utilities account, e.g. rates and taxes, water and electricity, etc. (less than 3 months)
- Affidavit from co-habitant, property owner, or employer if the above documents are unavailable

### Spouse/partner

- Any of the above documents for your spouse, together with marriage certificate or if not available:
  - Affidavit from person co-habiting with investor, providing:
    - Name, identity number and physical residential address of investor and co-habitant
    - Relationship between investor and co-habitant
    - Confirmation that residential address is shared
  - Affidavit from investor, providing:
    - Name, identity number and physical residential address
    - Confirmation that investor resides at physical residential address

## UNLISTED COMPANIES

### South African

- Certificate of Incorporation (CM1) or CIPRO certificate
- Notice of Registered Office and Postal Address (CM22) or CIPRO certificate
- Authority to act: CM29 or CIPRO certificate and directors' resolution - Section I (if more than one)
- Identity document, physical residential address and contact details of principal executive officer of company, of persons authorised to act and of persons holding more than 25% of voting rights in company
- Proof of physical business address
- Proof of bank account
- Official SARS documentation showing the companies Income Tax and VAT numbers

### Foreign

- Official document of Incorporation
- If trading in RSA, documents for RSA unlisted companies
- Authority to act: directors' resolution - Section I (if more than one)
- Identity document/passport, details of physical residential address and contact numbers of related parties and persons authorised to act
- Proof of physical business address
- Proof of bank account

### Trusts

- Trust deed or other founding document (e.g. will for Will Trust)
- Authority to act : letter of authority from the Master of the High Court and trustees' resolution - Section I (if more than one)
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act
- Proof of registered address of Master of High Court (stamp on letter of authority)
- Proof of bank account

### Close Corporations

- Founding Statement and Certificate of Incorporation (CK1) or CIPRO certificate
- Amended Founding Statement (CK2), (If applicable) or CIPRO certificate
- Authority to act: CK1 or CIPRO certificate and members' resolution - Section I (if more than one)
- Identity document, physical residential address and contact details of each member, persons authorised to act and persons holding more than 25% of the voting rights in the CC
- Proof of physical business address
- Proof of bank account

### Partnerships

- Partnership Mandate
- Authority to act: partners' resolution - Section I
- Identity document, physical residential address and contact details of partners and persons authorised to act
- Proof of bank account Listed Companies
- Registration certificate (Registrar of Companies or equivalent regulator - foreign companies)
- Authority to act: directors' resolution - Section I
- Identity document, of persons authorised to act
- Proof of bank account

### Deceased estates

- Letter of Executorship/Letter of Authority
- Authority to act: special power of attorney (if applicable)/executors'/authorised signatories' resolution - Section I (if more than one)
- Identity document, details of physical residential address and contact numbers of persons authorised to act
- Proof of bank account

### Pension funds

- Registration certificate (Registrar of Pension Funds)
- Authority to act: trustees' resolution - Section I
- Identity document, of persons authorised to act
- Proof of bank account