

The Financial Intelligence Centre Act (FICA) places a burden on responsible institutions and professionals such as banks, estate agents and attorneys to comply with money laundering control obligations.

The most crucial of these is customer identification, being one way in which to prevent criminals from using false or stolen identities to gain unlawful access to services. Use this handy checklist for the documentation generally required to properly identify each type of client. *Kindly note, this checklist should only be used as a guideline.*

NATURAL PERSONS

- South African bar-code identity book
- Foreign Passport (for foreign Nationals)

ONE of the following (reflecting name and physical address):

- Utility Bill (less than 3 months old)
- Bank Statement
- Lease Agreement
- Official SARS correspondence (not older than 3 months)
- Municipal Rates or Services invoice
- Valid Television licence
- Telephone or cellphone account

Where none of the required documents can be provided for residential address verification, record the reason, and use:

- Co-Habitant declaration / Site Inspection report

CC

- Founding statement and Certificate of Incorporation (CK1) signed by the authorised member
- Latest amended Founding Statement (CK2) if applicable, signed by the authorised member

Certified proof of registered address of CC: provide **ONE** (reflecting name and physical address of the CC) of

- Either a utility bill or SARS correspondence less than 3 months old
- Bank statement
- Lease agreement
- Telkom account
- SARS issued document confirming Income Tax and VAT registration number
- In respect of all the members of the CC
- Certified copies of ID's and proof of residence

- Members resolution appointing the authorised representative of the CC
- In respect of the authorised representative
- Certified copy of ID and proof of residence

COMPANY (PTY)LTD

- Company statutory documents
- Certificate of Registration, Memorandum of Incorporation, Certificate of Name Change (if applicable) and signed by a director of the company

Proof of physical operating address. Provide **ONE** (reflecting name and physical address of the company) of

- Either a utility bill or SARS correspondence less than 3 months old
- Bank statement
- Lease agreement
- Telkom account
- Letter from the Auditors confirming shareholding; SARS issued document confirming Income Tax and VAT registration number
- Directors resolution appointing the authorised representative of the Company
- Certified copy of the ID document of the authorised representative
- Certified proof of residential address of the authorised person
- In respect of any individual or entity holding 25% shares or voting rights or more in the Company
- Individual
- Certified copy of their ID and proof of residence
- Entity
- Company statutory documents – Certificate of Registration, Memorandum of Incorporation,

Certificate of Name Change (if applicable) and signed by a director of the company

- Proof of physical operating address
- SARS issued document confirming Income Tax and VAT registration number
- Letter from the Auditors confirming shareholding
- Directors resolution appointing the authorised representative of the Company
- Certified copy of the ID document of the authorised representative
- Certified proof of residential address of the authorised person

TRUSTS

- Trust Deed
- Letter/s of Authority
- Resolution passed by trustees
- Income tax number, where applicable

Operating address of trust. Provide **ONE** (reflecting name and physical address of the trust) of

- Either a utility bill or SARS correspondence less than 3 months old
- Bank statement
- Lease agreement
- Telkom account
- In respect of trust donor, trustees and known beneficiaries:
- South African bar-coded Identity Book or card
- Valid Foreign Passport for foreign nationals
- Confirmation of physical residential address as per the requirements listed under "NATURAL PERSONS"