

FICA Checklist

This Checklist is applicable for Due Diligence on: New investors, Additional or updating Investor details. All copies submitted must be clear and in accordance with this checklist.

Natural Person	Trust
<p>Identification</p> <p><u>South African Natural Person</u></p> <ul style="list-style-type: none"> • Copy of Green RSA Identity Document • South African Smart Card identification document issued by the Department of Home Affairs • Copy of RSA Passport and proof of the loss or theft of ID book <p><u>Foreign Natural Person</u></p> <ul style="list-style-type: none"> • A copy of a valid passport <p>Confirmation of address The name and physical Address of the person must be reflected on the document (no postal address unless the address is the same as the residential address)</p> <p><u>not older than three months:</u></p> <ul style="list-style-type: none"> • Rates and taxes (utility) account • bank, building society or credit card statement (no internet print-outs) • Retail account, excluding loyalty or reward account statements • levy certificate issued by the body corporate, home owner's association or managing agent for properties in sectional title, cluster or share older block developments • A recent letter of employment reflecting the employees' residential address (only for individuals staying in company property) • If investor stays in a rural area, an affidavit or proof from the tribal Authority Council • Any government issued document, e.g. court order, subpoena, traffic fine, etc. or documentation relating to UIF and/or pension payouts, etc. • confirmation of residence from a retirement village/ retirement home on their letterhead if the investor is 55 years or older • Payslip / Salary Advice • Any of above documents for spouse, together with marriage certificate <p><u>not older than six months:</u></p> <ul style="list-style-type: none"> • A mortgage statement from your bank or other lending organisation e.g. SA Home Loans <p><u>not older than one year:</u></p> <ul style="list-style-type: none"> • Rental / lease agreement • Short term insurance document • Motor vehicle license document • TV License • Telephone or cell phone statement • Any SARS document (excluding e-filing documents) • Telkom Account • An affidavit, where the investor resides with another person (The person confirming the address must also be identified and verified) • Letter from bank manager, medical practitioner, accountant, or attorney, on a formal letterhead, stating that they know the client for three years and confirming physical address. • Any of above documents for spouse, together with marriage certificate <p>Additional Requirements</p> <ul style="list-style-type: none"> • Proof of banking details (cancelled cheque, stamped bank statement or letter from bank confirming account) (no internet print-outs and must be in the name of the Investor) • Proof of VAT registration (if applicable) • Proof of Income Tax Number 	<p>Identification</p> <ul style="list-style-type: none"> • A certified copy of the Trust Deed or other Founding Document • A certified copy of the authorisation given by the Master of the High Court in terms of Section 7 of the Trust Property Control Act 1988, to each trustee to act in that capacity or an official document which reflects these particulars issued in a country where the Trust was created. • Trustees: as per class requirements of this checklist • Beneficiaries (referred to by name in the Trust Deed): as per class requirements of this checklist • Founders: as per class requirements of this checklist <p>Confirmation of address</p> <ul style="list-style-type: none"> • Trust – as per natural person requirements of this checklist • Trustees – as per class requirements of this checklist <p>Related due diligence</p> <ul style="list-style-type: none"> • A certified copy of Resolution or similar document, signed by all trustees, reflecting the authority provided by the Trustees to the relevant person/s, authorised to establish the business relationship on behalf of the Trust. • Authorised signatory list including specimen signatures • Proof of the Trust's banking details • Proof of VAT registration (if applicable) • A certified copy of a document issued by SARS reflecting the SA income tax number for the Trust

Investing in Name of Minor	Investor Clubs and Stokvels
<p>Identification</p> <ul style="list-style-type: none"> Minor – Certified copy of birth certificate Legal Guardian – as per natural person requirements of this checklist Letter confirming legal guardianship (if applicable) <p>Confirmation of address</p> <ul style="list-style-type: none"> Legal Guardian – as per natural person requirements of this checklist <p>Additional Requirements</p> <ul style="list-style-type: none"> Proof of banking details (cancelled cheque, stamped bank statement or letter from bank confirming account) (no internet print-outs and must be in the name of the Investor) Proof of VAT registration (if applicable) Proof of Income Tax Number (if applicable) 	<ul style="list-style-type: none"> Copy of constitution or other founding documents A certified copy of a document reflecting the trade name and physical address of the entity Copy of register of all the participants Confirmation of identity for the person/s authorised to establish the business relationship – as per natural person requirements. Confirmation of address for the person/s authorised to establish the business relationship – as per natural person requirements. The Administrator reserves the right to request FICA documents for all participants <p style="text-align: center;">Related due diligence</p> <ul style="list-style-type: none"> A certified copy of Resolution or similar document reflecting the authority of the person/s who is authorised to establish the business relationship on behalf of the entity Authorised signatory list including specimen signatures Proof of Club and Stokvel banking details
South African Company	Partnership
<p>Identification</p> <ul style="list-style-type: none"> Company statutory documents - Certificate of Registration, Memorandum of Incorporation, Certificate of Name change (if applicable) and directors list Directors – as per individual requirements All shareholders holding 25% or more of voting rights at a general meeting – as per class requirements of this checklist. <p>Confirmation of address for the company The name and residential Address must be reflected on the document (no postal address unless the address is the same as residential address)</p> <p><u>not older than three months:</u></p> <ul style="list-style-type: none"> Rates and taxes (utility) account bank, building society or credit card statement (no internet print-outs) Retail account, excluding loyalty or reward account statements Telephone or cell phone statement Proof of physical operating address, e.g. invoice, delivery note, rates bill etc. <p><u>not older than six months:</u></p> <ul style="list-style-type: none"> A mortgage statement from your bank or other lending organisation <p><u>not older than one year:</u></p> <ul style="list-style-type: none"> Rental / lease agreement Short term insurance document Any SARS document (excluding e-filing documents) An affidavit, where the investor resides with another person (The person confirming the address must also be identified and verified) Letter from bank manager, accountant or attorney on a formal letterhead, stating that they know the client for three years and confirming physical address. <p>#Confirmation of address for directors and #Shareholders confirmation of address as per class requirements of this checklist.</p> <p>Additional Requirements</p> <ul style="list-style-type: none"> Resolution on a company letterhead specifying who is authorised to act on behalf of the Company as well as written confirmation of the company's shareholding Confirmation of identity for the person/s authorised to establish the business relationship – as per natural person requirements. Confirmation of residential address for the person/s authorised to establish the business relationship – as per natural person requirements. Authorised signatory list including specimen signatures Proof of Banking details – as per individual requirements Proof of VAT registration (if applicable) Proof of Income Tax Number 	<p>Identification</p> <ul style="list-style-type: none"> A certified copy of the partnership agreement The person exercising executive control; and the person authorised to establish a business relationship on behalf of the Partnership A certified copy of Resolution or similar document reflecting the authority of the person/s authorised to establish the business relationship on behalf of the Partnership All Partners – as per individual requirements <p>Confirmation of address</p> <ul style="list-style-type: none"> All Partners – as per natural person requirements The person exercising executive control; and the person authorised to establish a business relationship on behalf of the Partnership <p>Related due diligence</p> <ul style="list-style-type: none"> Authorised signatory list including specimen signatures Proof of Banking details – as per individual requirements Proof of VAT registration (if applicable) Proof of Income Tax Number

Third Parties/ Acting on behalf	Close Corporations
<p>Identification</p> <ul style="list-style-type: none"> Confirmation of identity for the person/s authorised to establish the business relationship – as per natural person requirements. <p>Confirmation of address</p> <ul style="list-style-type: none"> as per natural person requirements <p>Additional Requirements Copy of document establishing authority to act on behalf (e.g. power of attorney)</p>	<p>Identification</p> <ul style="list-style-type: none"> The most recent version of the founding statement and certificate of incorporation, bearing the stamp of the Registrar of Close Corporations and signed by an authorised member or employee of the close corporation Identification document(s) of all the member(s) of the Close Corporation <p>Confirmation of address</p> <ul style="list-style-type: none"> Proof of business address of the Close Corporation e.g. utility bill (not older than 3 months) reflecting the name and business address Confirmation of residential address and contact particulars of the member(s) of the Close Corporation reflecting the member's name and residential address <p>Related due diligence</p> <ul style="list-style-type: none"> Resolution specifying who is authorised to act on behalf of the Close Corporation Authorised signatory list including specimen signatures Confirmation of identity for the person/s authorised to establish the business relationship – as per natural person requirements. Confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Close Corporation Proof of banking details of the Close Corporation as per individual requirements Proof of VAT registration (if applicable) Proof of Income Tax Number
Third Parties/ Acting on behalf	Deceased Estate
<p>Identification</p> <ul style="list-style-type: none"> Confirmation of identity for the person/s authorised to establish the business relationship – as per natural person requirements. <p>Confirmation of address</p> <ul style="list-style-type: none"> as per natural person requirements <p>Additional Requirements</p> <ul style="list-style-type: none"> Copy of document establishing authority to act on behalf (e.g. power of attorney, mandate) 	<p>Identification</p> <ul style="list-style-type: none"> Letter of Authority issued by the Master of the High Court. Confirmation of Identity of the executor <p>Confirmation of address</p> <ul style="list-style-type: none"> Confirmation of residential address of the Executor- as per natural person requirements <p>Additional Requirements</p> <ul style="list-style-type: none"> Proof of Banking details Death Certificate
<p>Source of funds (the proceeds to be invested need to have been accumulated and invested legitimately): - Declaration on the application advising how the funds have legitimately arisen (from which legitimate activity, event or circumstances)</p>	