

FICA Requirements for different entities

NATURAL PERSON

- Identity Document
- Marriage Certificate, if applicable
- Antenuptial Contract, if applicable
- Proof of income tax number (Any SARS letterhead showing income tax number)
- Proof of residential address (Any utility bill)
- Divorce Order, if applicable

COMPANY

- Certificate of Incorporation
- Memorandum and Articles of Association
- SARS document confirming the income tax / VAT number
- Proof of operating address of the Company, i.e. a utility bill
- Identity documents of ALL the directors of the Company
- Proof of residence of ALL the directors of the Company
- Shareholders Certificates as well as FICA for every shareholder with more than 25%

TRUST

- Letters of Authority for the Trust
- Deed of Trust
- Proof of operating address of the Trust (i.e. any utility bill)
- Verification of VAT / Tax number of the Trust of a SARS letterhead
- Identity Documents of the founder of the Trust
(if founder is deceased then Death Certificate)
- Identity Documents of ALL the beneficiaries (birth certificates if beneficiaries are minors)
- Proof of residential address of ALL the Trustees (i.e. any utility bill)
- Proof of residential address of ALL the beneficiaries (i.e. any utility bill)

CLOSE CORPORATION

- Founding Statement of the Close Corporation (CK1 and CK2 forms)
- Certificate of Incorporation of the Close Corporation
- SARS documentation confirming income tax number of the Close Corporation
- Proof of operating address of the CC (i.e. any utility bill)
- Identity documents of **ALL** members of the Close Corporation, including that of the spouses
- Proof of residence of **ALL** members of the Close Corporation