

FICA REQUIREMENTS

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 not older than 2 months)
- Divorce Order, if applicable
- Proof of banking details (cancelled cheque / bank statement)

COMPANY:

- Certificate of Incorporation
- Memorandum and Articles of Association
- SARS document confirming the income tax / VAT number relating to the Company
- Proof of residential address of the Company, i.e. a utility bill not older than 2 months
- Identity documents of ALL the directors of the Company
- Marriage Certificates of ALL the directors of the Company
- Antenuptial Contracts of ALL the directors of the Company
- Proof of residence of ALL the directors of the Company
- Proof of banking details (cancelled cheque / bank statement)

CLOSE CORPORATION:

- Founding Statement of the Close Corporation (CK1 and CK2 forms)
- Certificate of Incorporation of the Close Corporation
- SARS documentation confirming the income tax number of the Close Corporation
- Proof of residential address (i.e. any utility bill not older than 2 months)
- Identity documents of ALL members of the Close Corporation, including that of the spouses
- Marriage Certificate of ALL members of the Close Corporation
- Antenuptial Contracts of ALL members of the Close Corporation
- Proof of residence of ALL members of the Close Corporation
- Proof of banking details (cancelled cheque / bank statement)

TRUST:

- Letters of Authority for the Trust
- Deed of Trust
- Proof of residential address of the Trust (i.e. any utility bill not older than 2 months)
- Verification of VAT / Tax number of the Trust of a SARS letterhead
- Identity Documents of ALL the Trustees, and their spouses if trustees are married in community of property or by foreign law)
- If Trustee is married, then proof of their marital status
- 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 not older than 2 months)
- Proof of residential address of ALL the beneficiaries (i.e. any utility bill not older than 2 months)
- Proof of banking details (cancelled cheque / bank statement)

DIVORCE:

- Decree of Divorce
- Settlement Agreement
- 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 not older than 2 months)
- Divorce Order, if applicable
- Proof of banking details (cancelled cheque / bank statement)

CHURCH:

- Constitution for the Church
- Resolution of meeting / Authority letter
- Identity Document – Authorised person to sign documents
- Proof of address of the Church (latest utility bill not older than 2 months)
- Proof of Banking details (one page Bank statement)

DECEASED ESTATE: EXECUTORSHIP

- Original / copy of Will; if any
- Letters of Executorship
- L & D Account
- Copy of Id of the Executor
- Copy of Id of the deceased
- Proof of Income Tax Number for the deceased; if any
- Death Certificate
- Banking details for the Estate

DECEASED ESTATE: LETTERS OF AUTHORITY

- Letters of Authority
- Next of Kin
- Inventory
- Death Notice
- Death Certificate
- Copy of Id of the Representative
- Copy of Id of the deceased