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FOR THE PERSONAL TOUCH | VIR PERSOONLIKE DIENS

FICA REQUIREMENTS

In any property transfer transaction, compliance with Financial Intelligence Centre Act (FICA) requirements is essential. These measures are designed to verify the identity of all parties and to prevent fraud, money laundering, and other unlawful activities. While the process may seem administrative, providing the correct FICA documentation upfront ensures a smoother, more efficient transfer.

Below is a concise guide to the documents typically required.

PERSONAL

1. A copy of your identity document (if ID card, copies front and back thereof);
2. A copy of your marriage certificate and Antenuptial Contract (if applicable);
3. Proof of your income tax number (any SARS correspondence, IRP5 or salary slip containing the number);
4. Proof of your residential address (any utility bill dated within the last 3 months); and
5. Proof of bank account details. (For payment of interest earned on deposit/purchase price invested (Purchaser) / or payment of proceeds (Seller) – payment to be effected after registration.

PRIVATE COMPANY:

1. Notice of Incorporation (CoR 14.1);
2. Certificate of Registration (CoR 14.3);
3. Notice of registered office and postal address (CoR 21.1);
4. Proof of business address of the Company e.g. utility bill (not older than 3 months)

reflecting the name of the Company & the business address;

5. Confirmation of shareholding;

6. Proof of the Company's income tax/VAT registration number; and

7. Identity documents and proof of address of the persons managing the Company, authorised signatories and individuals holding 25% or more of the voting rights; and

8. Proof of Company's bank account details.

TRUSTS:

1. Master's Letter of Authority issued for the Trust;

2. Trust Deed;

3. Resolution by Trustees to authorize the transaction;

4. A copy of the identity documents of the Founder, all Trustees and Beneficiaries of the Trust as well as the authorized signatory;

5. Proof of the income tax number/VAT number of the Trust;

6. Proof of the registered address of the Trust;

7. Proof of the residential address of all persons listed in number 4 above;

8. Proof of the income tax number of the authorized signatory; and

9. Bank account details of the Trust.

CLOSE CORPORATION (CC):

1. Founding Statement or Certificate of Incorporation (CK1);

2. Amended Founding Statement (CK2) (if the member of the CC has changed);

3. Resolution specifying who is authorised to act on behalf of the CC;

4. Proof of business address of the CC e.g. utility bill (not older than 3 months) reflecting the name and business address;

5. Identity document(s) of the member(s) and authorised signatories of the CC;

6. Written confirmation of the residential address and contact particulars of the member(s) ofthe CC reflecting the name and residential address; and

7. Identity document(s) of the person(s) authorised to act on behalf of the CC.

PARTNERSHIPS:

1. Partnership agreement;
2. Identity documents of the natural persons who are partners
3. Certificate of Incorporation, Trust Deed or Partnership Agreement of the legal persons who are partners
4. Proof of registered and business addresses of the legal persons who are partners e.g. CM22, letterhead, utility bill (not older than 3 months) reflecting the name and business address;
5. Resolution specifying who is authorised to act on behalf of the Partnership;
6. Certificate of Incorporation, Trust Deed or Partnership Agreement of the legal person(s) whoexercise executive control over the Partnership;
7. Identity document(s) of the natural person(s) who exercise(s) executive control over thePartnership;and
8. Identity document(s) of the person(s) authorised to act on behalf of the Partnership.

OTHER LEGAL PERSONS:

Other legal persons as defined by law or created by South African statute.

1. Founding document;
2. Proof of business address e.g. utility bill (not older than 3 months) reflecting the name and business address;
3. Resolution specifying who is authorised to act on behalf of the entity;
4. Identity documents of the person(s) authorised to act on behalf of the entity; and
5. Written confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the entity.

FOREIGN COMPANIES:

1. Company statutory documents - Certificate of Registration, Memorandum of Incorporation,Certificate of Name Change (if applicable) and signed by a director of the company;
2. Proof of physical operating address;
3. Letter from the Auditors confirming shareholding;
4. Directors resolution appointing the authorised representative of the Company;
5. In respect of the authorised representative:
   - Certified copy of ID and proof of residential address;
6. In respect of any individual or entity holding 25% or more in the Company:
   - Certified copy of their ID and proof of residence.

DECEASED ESTATES:

1. Letters of Executorship issued by the Master granting authority to the Executor to act;
2. A copy of the Deceased's Will (if applicable);
3. Death Certificate;
4. Proof of the Deceased Estate's bank account details;
5. A copy of the identity document and proof of address of the Executor;
6. A copy of the identity document and proof of address of all Heirs;
7. Deceased: A copy of the identity document, proof of income tax number, marriage certificate and antenuptial contract (if applicable).

CONFIRMATION OF RESIDENTIAL ADDRESS:

To verify your residential address any one of the following documents that reflects your name andresidential address can be provided:

- Utility bill (not older than 3 months)
- Bank statement or financial statement (not older than 3 months)
- Lease or rental agreement
- Municipal rates and taxes invoice (not older than 3 months)
- Mortgage statement from a Bank Group (less than 6 months old)

- Telephone account, landline or cellphone (not older than 3 months)
- An official tax return (less than one year old)
- An official tax assessment or official correspondence from the local revenue services (no older than 3 months)
- A recent life insurance policy issued by an insurance company
- Correspondence from a body corporate or share block association (not older than 3 months)
- Valid TV license document
- Recent short-term insurance policy or a renewal letter (less than one year old)
- Retail account statement or invoice (not older than 3 months)