

## FICA REQUIREMENTS

<p><b>1 NATURAL PERSON</b></p> <ul style="list-style-type: none"> <li>• Identity document / passport</li> <li>• Proof of address (not older than 3 months)</li> <li>• Marriage certificate &amp; ante-nuptial contract (if applicable)</li> <li>• Letter from SARS reflecting income tax reference number</li> <li>• Copy of the bank statement reflecting banking details</li> </ul>	<p><b>Foreign law marriages:</b></p> <p><b>Selling</b></p> <ul style="list-style-type: none"> <li>• Owner signs the agreement of Sale</li> <li>• The spouse also signs transfer documents as the “assisting/consenting spouse”</li> </ul> <p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>• The owner signs the Agreement of Sale</li> <li>• If there is a bond to be registered, the spouse also signs bond documents as the “assisting/consenting spouse”</li> </ul>
<p><b>2 DECEASED ESTATES</b></p> <ul style="list-style-type: none"> <li>• Letter of Executorship / Authority issued by the Master of the High Court</li> <li>• Copy of the will (if applicable)</li> <li>• Death certificate</li> <li>• FICA documentation for the executor</li> <li>• Deceased’s identity document</li> <li>• Banking details of the estate late account</li> </ul>	<p><i>“Estate late (x) represented by (executor) – Estate number(y)”</i></p>
<p><b>3 TRUSTS</b></p> <ul style="list-style-type: none"> <li>• Trust deed</li> <li>• Letter of Authority issued by the Master of the High Court</li> <li>• Resolution authorising the transaction and specifying who is authorised to act on behalf of the trust</li> <li>• FICA documentation for alle trustees and the authorised representative</li> <li>• Copy of the trust’s bank statement</li> </ul>	<p><i>Resolution to be signed PRIOR to signature of the Agreement of Sale</i></p>



<p><b>4 PARTNERSHIPS</b></p> <ul style="list-style-type: none"><li>• Partnership agreement</li><li>• Proof of business address (not older than 3 months)</li><li>• Resolution specifying who is authorised to act on behalf of the partnership</li><li>• FICA documentation for each partner and authorised representative</li><li>• FICA documentation for natural / legal persons who exercise executive control over the partnership</li><li>• Copy of bank statement</li></ul>	<p><i>The names of all partners to be cited on the Agreement of Sale</i></p>
<p><b>5 PRIVATE COMPANY</b></p> <ul style="list-style-type: none"><li>• Certificate of Incorporation (CMI/CoR 14.1)</li><li>• Certificate of Registration (Cor 14.3)</li><li>• Memorandum of Incorporation</li><li>• Certificate of change of name of company (CM9/CoR 14.3) (if applicable)</li><li>• Notice of Registered Officer and Postal Address (CM22/CoR 21.1)</li><li>• Contents of Register of Directors, Auditors and Officers (CM29)</li><li>• Proof of business address of the company (not older than 3 months)</li><li>• Resolution authorising the transaction and specifying who is authorised to act on behalf of the company</li><li>• Letter from the Auditors confirming shareholding</li><li>• SARS issued document confirming income Tax and VAT registration number</li><li>• FICA documentation for all directors</li><li>• Copy of the company's bank statement</li></ul>	<p><i>“(company name)(registration number) herein represented by (x)”</i></p>
<p><b>6 CLOSE CORPORATION</b></p> <ul style="list-style-type: none"><li>• Founding Statement of Certificate of Incorporation (CK1)</li><li>• Amended Founding Statement (CK2) (if the member of the CC has changed)</li><li>• Resolution specifying who is authorised to act on behalf of the Close Corporation</li><li>• Proof of business address (not older than 3 months)</li><li>• FICA documentation for all members and authorised representatives</li></ul>	<p><i>“(corporation name) (reg nr.) herein represented by (x)”</i></p>



<ul style="list-style-type: none"><li>• Copy of the corporation's bank statements</li></ul>	
<p><b>7 NON-PROFIT ORGANIZATION</b></p> <ul style="list-style-type: none"><li>• Founding documents/constitution</li><li>• Proof of physical address (not older than 3 months)</li><li>• Resolution / letter of authority appointing and authorised representative</li><li>• FICA documentation for the authorised representative &amp; office bearers (e.g chairman, treasurer, secretary)</li><li>• Copy of the organization's bank statement</li></ul>	<p><i>“(corporation name) (reg nr.) herein represented by (x)”</i></p>