

FICA DOCUMENTATION CHECKLIST

- Please ensure that the information provided on the FICA documentation is clear and certified if a copy.
- All FICA documents must be less than 3 months old.

Natural Persons

Verification of Person

Clear copy of one of the following:

- A valid passport; or
- A valid Identity Document; or
- An original driver's licence reflecting the person's surname, initials, photograph, date of birth and identity number; or
- A valid temporary identity document or driver's licence.

Verification of Person's Address

Clear copy of one of the following confirming name and address:

- A utility bill; or
- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and residential address of the person; or
- A bank statement or mortgage bond statement reflecting the name and residential address of the person; or
- A short term insurance contract covering the building and/or content of the person's residential address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and residential address of the person; or
- A visit to the person's residential address by a member of staff or agent of the Landlord in order to verify the name and address of the person. A standard declaration confirming the person's details must be completed, dated and signed by the staff member or agent.

Close Corporations

Close Corporations:

CK1 or CK 2 must be obtained.

Resolution from the Close Corporation must be obtain in respect of the Lease Agreement.

Verification of Trading Name and Address of Close Corporation

Clear copy of one of the following:

- An original of the close corporation's formal letterhead reflecting the trade name and business address; or
- A utility bill; or
- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and business address of the close corporation; or
- A bank statement or mortgage bond statement reflecting the name and business address of the close corporation; or
- A short term insurance contract covering the building and/or content of the close corporation's business address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and business address of the close corporation; or
- A visit to the business address from which the close corporation operates by a member of staff or agent of the Landlord in order to verify the name and address of the close corporation. A standard declaration confirming the close corporation's details must be completed, dated and signed by the staff member or agent.

Verification of each Member

Clear copy of one of the following:

- A valid passport; or
- A valid Identity Document; or
- An original driver's licence reflecting the person's surname, initials, photograph, date of birth and identity number; or
- A valid temporary identity document or driver's licence.

Verification of each Member's Residential Address

Clear copy of one of the following confirming name and address:

- A utility bill; or
- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and residential address of the member; or
- A bank statement or mortgage bond statement reflecting the name and residential address of the member; or
- A short term insurance contract covering the building and/or content of the member's residential address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and residential address of the member.

South Africa Companies

South African Companies Not Listed on JSE:

CoR 14.3- Registration Certificate (Old CM1), CoR 21.1- Notice of Change of Registered Office (Old CM22) and Notice of Change of Directors (Old CM29) must be obtained.

Resolution from the Company must be obtain in respect of the Lease Agreement.

Verification of Trading Name and Address of Company

Clear copy of one of the following:

- An original of the company's formal letter head reflecting the trade name and business address; or
- A utility bill; or
- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and business address of the company; or
- A bank statement or mortgage bond statement reflecting the name and business address of the company; or
- A short term insurance contract covering the building and/or content of the company's business address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and business address of the company; or
- A visit to the business address from which the company operates by a member of staff or agent of the Landlord in order to verify the names and address of the company. A standard declaration confirming the company's details must be completed, dated and signed by the staff member or agent.
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Verification of each Director:

Clear copy of one of the following:

- Copy of valid passport; or
- A valid passport; or
- A valid Identity Document; or
- An original driver's licence reflecting the person's surname, initials, photograph, date of birth and identity number; or
- A valid temporary identity document or driver's licence.

Verification of each Director's Residential Address

Clear copy of one of the following confirming name and address:

- A utility bill; or
- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and residential address of the Director; or
- A bank statement or mortgage bond statement reflecting the name and residential address of the Director; or
- A short term insurance contract covering the building and/or content of the Director's residential address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and residential address of the Director.

Note: Also need to verify the trade name and address of each legal person, partnership or trust holding 25% or more of the voting rights at a general meeting of a South African company.

South African Companies Listed on JSE

Resolution from the Company must be obtain in respect of the Lease Agreement.

Verification of the Company:

- Verification of the Company on the JSE; and
- Verification of the Company 's registration number and business address on the JSE.

Foreign Companies

Foreign Companies:

Must obtain certificate of incorporation; notice of registered office and postal address of company and contents of register of directors, auditors and officers.

Resolution from the Company must be obtain in respect of the Lease Agreement.

Verification of Trading Name and Address of Foreign Company

Clear copy of one of the following:

- An original of the foreign company's formal letter head reflecting the trade name and business address; or
- A foreign utility bill; or
- A foreign or local rates and taxes bill; or
- A foreign or local lease or rental agreement reflecting the name and business address of the foreign company; or
- A foreign or local bank statement or mortgage bond statement reflecting the name and business address of the foreign company; or
- A foreign or local short term insurance contract covering the building and/or content of the foreign company's business address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and business address of the foreign company in South Africa.

Verification of Natural Persons associated with the foreign company:

Clear copy of one of the following from the manager in respect of the company's affairs in South Africa:

- A valid passport; or
- A valid Identity Document; or
- An original driver's licence reflecting the person's surname, initials, photograph, date of birth and identity number; or
- A valid temporary identity document or driver's licence.

Verification of Natural Person's Address Associated with the Foreign Company

Clear copy of one of the following confirming name and address of the manager in respect of the company's affairs in South Africa:

- A utility bill; or
- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and residential address of the person in South Africa; or
- A bank statement or mortgage bond statement reflecting the name and residential address of the person in South Africa; or
- A short term insurance contract covering the building and/or content of the person's residential address in South Africa; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and residential address of the person in South Africa.

Note: Also need to verify each natural person holding 25% or more of the voting rights at a general meeting of a foreign company.

Trusts

Trusts

Trust deed must be verified.

Letter of Authority from the Master (SA Trust) or from foreign regulator.

Resolution from the Trust must be obtain in respect of the Lease Agreement.

Verification of Address of Trust. Obtain in respect of each Trustee-

Clear copy of one of the following:

- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and residential address of the person; or
- A bank statement or mortgage bond statement reflecting the name and residential address of the person; or
- A short term insurance contract covering the building and/or content of the person's residential address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and residential address of the person.

Verification of each Trustee

Clear copy of one of the following:

- A valid passport; or
- A valid Identity Document; or
- An original driver's licence reflecting the person's surname, initials, photograph, date of birth and identity number; or
- A valid temporary identity document or driver's licence.

Partnership

Partnership

Partnership Agreement must be verified.

Resolution from the Partnership must be obtain in respect of the Lease Agreement.

Verification of Address of each Partner

Clear copy of one of the following:

- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and residential address of the person; or
- A bank statement or mortgage bond statement reflecting the name and residential address of the person; or
- A short term insurance contract covering the building and/or content of the person's residential address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and residential address of the person.

Verification of each Partner

Clear copy of one of the following:

- A valid passport; or
- A valid Identity Document; or
- An original driver's licence reflecting the person's surname, initials, photograph, date of birth and identity number; or
- A valid temporary identity document or driver's licence.

Other Legal Persons as Defined by Law or Created by South African Statute

Other Legal Persons as Defined by Law or Created by South African Statute

Resolution from the Legal Person must be obtain in respect of the Lease Agreement.

Verification of Trading Name and Address of Legal Person

Clear copy of one of the following:

- An original of the legal person's formal letter head reflecting the trade name and business address; or
- A utility bill; or
- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and business address of the legal person; or
- A bank statement or mortgage bond statement reflecting the name and business address of the legal person; or
- A short term insurance contract covering the building and/or content of the legal person's business address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and business address of the legal person; or
- A visit to the business address from which the legal person operates by a member of staff or agent of the Landlord in order to verify the names, address and legal form of the entity. A standard declaration confirming the entity's details must be completed, dated and signed by the staff member or agent.

Verification of the Person Signing the Lease

Clear copy of one of the following:

- A valid passport; or
- A valid Identity Document; or
- An original driver's licence reflecting the person's surname, initials, photograph, date of birth and identity number; or
- A valid temporary identity document or driver's licence.

Verification of the Person Signing the Lease's Residential Address

Clear copy of one of the following confirming name and address:

- A utility bill; or
- A rates and taxes bill; or
- A lease or rental agreement reflecting the name and residential address of the member; or
- A bank statement or mortgage bond statement reflecting the name and residential address of the member; or
- A short term insurance contract covering the building and/or content of the member's residential address; or
- An official document issued by SARS such as a tax return or provisional tax return reflecting the name and residential address of the member.