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## FICA CHECKLIST

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*Last Updated - 14 July 2025*

### **What Documents May We Request?**

It depends on who you are, or who you represent.

#### **1. Individuals (local or foreign)**

- ✓ Copy of valid South African ID or passport
- ✓ Proof of residential address (not older than three months)
- ✓ Income tax number (if applicable)
- ✓ Confirmation of source of funds (e.g. salary slip, bank letter)
- ✓ Proof of authority if acting under power of attorney or mandate

#### **2. Companies (Pty Ltd / Ltd / NPC)**

- ✓ Company registration documents (e.g. COR 14.3)
- ✓ Proof of registered address and business address
- ✓ Tax clearance certificate or SARS confirmation letter
- ✓ Bank account confirmation letter
- ✓ Board resolution authorising the individual to act on behalf of the entity
- ✓ ID and proof of residential address of authorised representative
- ✓ Copies of directors' IDs / passports
- ✓ Confirmation of shareholding and Ultimate Beneficial Owner(s)
- ✓ If a holding company exists: group structure and UBO declarations
- ✓ Proof of source of funds

#### **3. Bodies Corporate / Homeowners Associations**

- ✓ Sectional title scheme or HOA constitution / founding documents
- ✓ Resolution from the trustees or directors appointing a representative
- ✓ ID and proof of residence of the representative
- ✓ Proof of physical address of the scheme / HOA
- ✓ Annual financial statements or budget
- ✓ Confirmation of bank account (e.g. recent bank letter)
- ✓ UBO declarations if corporate entities are involved in majority governance

#### 4. Trusts

- ✓ Certified copy of the trust deed
- ✓ Letters of Authority issued by the Master of the High Court
- ✓ ID and proof of residence of all trustees
- ✓ ID and proof of residence of the founder
- ✓ ID and proof of residence of all beneficiaries (or a beneficiary schedule)
- ✓ UBO declaration and structure (if the trust owns companies or assets)
- ✓ Resolution authorising a trustee to act for the trust
- ✓ Source of funds and purpose of transaction

#### **\*Important Note**

We may request additional documentation if the transaction or instruction requires enhanced due diligence under FICA. All documentation must be clear and legible. Where required, certified copies must not be older than three months.

Thank you for your understanding.

| **END OF FICA CHECKLIST** |