

FICA Requirements

1. NATURAL PERSONS

1. South African identity document (foreigners: passport)
2. Utility bill addressed to your residential address less than 3 months old.
3. South African Income Tax reference number.
4. Confirmation marital status i.e. unmarried or married.
If married:
 5. Marriage certificate; If IN community of property (no antenuptial contract)
 6. South African identity document of your spouse (foreigners: passport) IF out of community of property (ANC)
 7. Page 1 reflecting the registered identity numbers and names of both parties.
8. If marriage is governed by law outside of South Africa:
 1. South African Identity Document (foreigners: passport) of your spouse
 2. Name of the country / state governing your marriage (marriage certificate)

2. ENTITIES

◦ **COMPANY (PRIVATE AND UNLISTED PUBLIC)**

1. Certificate of Incorporation (CM1); and
2. Certificate of change of name of company (CM9) (if applicable); and
3. Notice of Registered Office and Postal Address (CM22); and
4. Contents of Register of Directors, Auditors and Officers (CM29); and
5. Proof of business address of the Company e.g. utility bill (not older than 3 months)
6. Identification document(s) of the person(s) managing the Company e.g. ID book*
7. Confirmation of the residential address and contact particulars of the person (s) managing the Company; and
8. Resolution specifying who is authorised to act on behalf of the Company.
9. Identification document(s) of the person(s) authorised to act on behalf of the Company e.g. ID book*; and
10. Confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Company.
11. SARS letter with VAT Number (Notice of registration)

◦ **CLOSE CORPORATION (CC)**

1. Founding Statement and Certificate of Incorporation (CK1); and
2. Amended Founding Statement (CK2) (if applicable); and
3. Proof of business address of the Close Corporation e.g. utility bill (not older than 3 months)
4. Identification document(s) of the member(s) of the Close Corporation e.g. ID book*
5. Confirmation of the residential address and contact particulars of the member(s) of the Close Corporation not older than 3 months.
6. Resolution specifying who is authorised to act on behalf of the Close Corporation; and
7. Identification document(s) of the person(s) authorised to act on behalf of the Close Corporation e.g. ID book*; and
8. Confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Close Corporation.
9. SARS letter with VAT Number (Notice of registration)

◦ **TRUST/S**

1. Letters of Authority signed by the Master of the High Court; and
2. Trust deed or other founding document; and
3. Resolution specifying who is authorised to act on behalf of the Trust; and
4. Identification document(s) of the person(s) authorised to act on behalf of the Trust e.g. ID book*; and
5. Proof of residential address and contact particulars of the person(s) authorised to act on behalf of the Trust; and
6. Identification documents of all the trustees and beneficiaries e.g. ID book*; and
7. Proof of the residential address and contact particulars of all the trustees and beneficiaries; and
8. Identification document of the founder of the Trust e.g. ID book*; and
9. Proof of the residential address and contact particulars of the founder of the Trust (if not deceased).
10. SARS letter with VAT Number (Notice of registration)

NOTE

- An affidavit may be submitted to confirm residence for those buyers that are residing or operating at a landlord's premises together with a certified ID copy of the landlord.
- NO FICA, NO REGISTRATION, NO BID

BUYERS TAKE NOTE OF THE BELOW INFORMATION

ASSET PURCHASES MAY REQUIRE FURTHER FICA REQUIREMENTS.

- Proxy details/BRN certificate/Dealer stocking certificate/Traffic Register certificate/551 Printout (from the Licensing Department)
- Proxy and representative's copy of ID , valid Driver's Licence and proof of address with letter of confirmation
- Letter by company's secretary/ accountant/auditor/ director, confirming: names of those holding 25% or more of company's voting rights at general meetings.