

## FICA REQUIREMENTS

ENQUIRIES AND QUERIES, PLEASE FORWARD TO: [fica@aucor.com](mailto:fica@aucor.com) OR CALL US ON 011 237 4444

### A. NATURAL PERSONS

1. South African identity document (foreigners: valid passport and visa)
2. Utility bill addressed to your residential address less than 3 months old.
3. South African Income Tax reference number.

If married:

5. Marriage certificate;
6. South African identity document of your spouse (foreigners: passport) IF out of community of property (ANC)

### B. 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. Tax clearance certificate not older than a year from date of issue (if vat registered)
6. Proof of business address of the Company e.g. utility bill (not older than 3 months) reflecting the name and business address;
7. Identification document(s) of all directors as per CM29 e.g. ID book\*
8. Proof of the residential address for all directors as per CM29 e.g. utility bill (not older than 3 months)
9. Resolution specifying who is authorised to act on behalf of the Company as well their id and proof of residence not older than 3 months
10. Confirmation of the company's shareholding; and those with more than (Twenty Five) 25% voting rights.
11. Identification document(s) of the person(s) authorised to act on behalf of the Company e.g. ID book\*; and
12. Confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Company.

#### CLOSE CORPORATION (CC)

1. Founding Statement and Certificate of Incorporation (CK1); and
2. Amended Founding Statement (CK2) (if applicable); and
3. Valid tax clearance certificate (if vat registered)
4. Proof of business address of the Close Corporation e.g. utility bill (not older than 3 months) reflecting the name and business address; and
5. Identification document(s) of all the member(s) of the Close Corporation e.g. ID book\*
6. Confirmation of the residential address and contact particulars of all the member(s) of the Close Corporation reflecting the name and residential address not older than 3 months.
7. Resolution specifying who is authorised to act on behalf of the Close Corporation; and
8. Identification document(s) of the person(s) authorised to act on behalf of the Close Corporation e.g. ID book\*; and
9. Confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Close Corporation.
10. Confirmation of the company's shareholding; and those with more than (Twenty Five) 25% voting rights

#### TRUST/S

1. Letters of Authority signed by the Master of the High Court; and
2. Trust deed or other founding document; and
1. Valid tax clearance certificate if vat registered
2. Proof of address for the Trust e.g. utility bill (not older than 3 months) reflecting the name and physical address for the Trust
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. Confirmation of the company's shareholding; and those with more than (Twenty Five) 25% voting rights

#### SOLE PROPRIETOR

1. A letter confirming that the business is operating as a sole proprietor
2. Proof of business address not older than 3 months
3. SARS letter with VAT number not older than a year from date of issue
4. ID and proof of residential address not older than 3 months for the owner

#### NOTE

- An affidavit may be submitted to confirm residence for those buyers that are residing or operating at landlord's premises together with a certified ID copy of the landlord.

#### **BUYERS TAKE NOTE OF THE FOLLOWING INFORMATION – ASSET PURCHASES MAY REQUIRE FURTHER FICA DOCUMENTS**

- Proxy details/ BRN Certificate/ Dealer Stocking Certificate/ Traffic Register Certificate/ 551 Printout (from the license department)
- Proxy and representative's copy of ID, valid driver's license and proof of residential address not older than 3 months and a letter of confirmation
- NO FICA, NO REGISTRATION, NO BID



THE AUCOR GROUP