

FICA REQUIREMENTS

No FICA, No Registration, No Bid

A. 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 (for property purchases).
4. Confirmation of marital status
 - If married:
 - 4.1 In community of property (no antenuptial contract) a copy of your Marriage certificate;
 - 4.2 Out of community of property (ANC). South African identity document of your spouse (foreigners: passport)
 - 4.3 Governed by law outside of South Africa:
 - 4.3.1 South African Identity Document (foreigners: passport) of your spouse
 - 4.3.2 Name of the country / state governing your marriage (marriage certificate)

B. 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. Utility bill, not older than 3 months
6. Identification document(s) of all Directors as per CM29. ID book
7. Proof of residential address for all Directors as per CM29. Utility bill not older than 3 months
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 .ID book
10. Confirmation of the residential address and contact of the person(s) authorised to act on behalf of the Company.
11. SARS letter with VAT Number (Notice of registration)
12. Tax clearance certificate not older than a year from date of issue (If VAT registered)

C. CLOSE CORPORATION (CC)

1. Founding Statement and Certificate of Incorporation (CK1); and
2. Amended Founding Statement (CK2) (if applicable); and
3. Tax clearance certificate not older than a year from date of issue (If VAT registered)
4. Proof of business address of the Close Corporation e.g. utility bill not older than 3 months
5. Identification document(s) of the member(s) of the Close Corporation. ID book
6. Confirmation of the residential address and contact of the member(s) of the Close Corporation 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
9. SARS letter with VAT Number (Notice of registration)

D. TRUST/S

1. Letters of Authority signed by the Master of the High Court; and
2. Trust deed or other founding document; and
3. Tax clearance certificate not older than a year from date of issue (If VAT registered)
4. Resolution specifying who is authorised to act on behalf of the Trust; and
5. Identification document(s) of the person(s) authorised to act on behalf of the Trust. ID book; and
5. Proof of residential address and contact of the person(s) authorised to act on behalf of the Trust
6. Identification documents of all the trustees and beneficiaries. ID book; and
7. Proof of the residential address and contact 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 of the founder of the Trust (if not deceased).
10. SARS letter with VAT Number (Notice of registration)

E. PARTNERSHIPS

1. Partnership agreement
2. Utility Bill with current business address, not older than 3months.
3. Confirmation letter of partner with 25% or more voting rights for the business (from the Accountant/ Auditors/ Partner) and their FICA.
4. Resolution letter confirming the registered representative can buy on behalf of the business and their FICA.