

FICA requirements checklist

Please supply copies of the FICA documents listed below:

1. Natural Persons

- 1.1 A South African barcoded identity document or passport for a foreign national with three specimen signatures.
- 1.2 Proof of residential address (not older than three months).
- 1.3 The first page of the client's bank statement/cancelled cheque.
- 1.4 An official document issued by SARS reflecting the tax registration number or a letter confirming that the client is not registered for tax indicating the reason.

2. Minors

- 2.1 Minor's unabridged birth certificate, South African barcoded identity document or passport.
- 2.2 Confirmation of legal guardianship.
- 2.3 FICA documents for the guardian as set out in 1.1 and 1.2 for Natural Persons
- 2.4 The first page of the client's bank statement/cancelled cheque.
- 2.5 A letter of request from the guardian to manage the minor's investment and receive relevant communication from Wealthport as the authorised person.

3. South African companies

- 3.1 CM1/Memorandum of Incorporation (CoR 15.1A). Proof of registration should reflect the directors' details. (CoR39)
- 3.2 Proof of business address (not older than three months).
- 3.3 A letter of authority/resolution from the Board of directors specifying the following: Natural person/s authorised to transact on behalf of the company.
- 3.4 A South African barcoded identity document or passport for a foreign national with three specimen signatures for all directors.
- 3.5 Documents as set out in 1.1 and 1.2 for all individuals authorised to act on behalf of the company.
- 3.6 A South African barcoded identity document or passport for a foreign national with three specimen signatures for individual/s with a shareholding of 25% or more.
- 3.7 Proof of registration/Incorporation and proof of address for any legal entities with a shareholding of 25% or more.
- 3.8 The first page of the entity's bank statement/original cancelled cheque.
- 3.9 An official document issued by SARS reflecting the tax registration number.
- 3.10 Proof of VAT registration if applicable.
- 3.11 Written confirmation of the company's shareholding.

4. Foreign companies

- 4.1 An official document of Incorporation approved by the foreign regulator.
- 4.2 Proof of business address (not older than three months).
- 4.3 A letter of authority/resolution from the Board of directors specifying the following: Natural person/s authorised to transact on behalf of the company.
- 4.4 Documents as set out in 1.1 and 1.2 for individuals authorised to act on behalf of the company.
- 4.5 Documents as set out in 1.1 and 1.2 for individual/s with a shareholding of 25% or more.
- 4.6 A South African barcoded identity document or passport for a foreign national with three specimen signatures for all directors.
- 4.7 Proof of registration/Incorporation and proof of address for any legal entity's with a shareholding of 25% or more.
- 4.8 The first page of the entity's bank statement/original cancelled cheque.
- 4.9 An official document issued by SARS reflecting the tax registration number if issued.
- 4.10 Proof of VAT registration if applicable.
- 4.11 Written confirmation of the company's shareholding.

5. Trusts

- 5.1 Letter of Authority granted by the Master of the High Court.
- 5.2 Trust Deed and Founding document.
- 5.3 A letter of authority/resolution specifying the following: Natural person/s authorised to transact on behalf of the Trust.
- 5.4 Documents as set out in 1.1 and 1.2 for the founder of the trust and all trustees.
- 5.5 Documents as set out in 1.1 and 1.2 for the trust beneficiaries.
- 5.6 Documents as set out in 1.1 and 1.2 for individuals authorised to act on behalf of the Trust.
- 5.7 Proof of registration/Incorporation and proof of address for any trustees that are legal entities, partnerships or Trust/s acting as Trustees.
- 5.8 Proof of registration/Incorporation for any legal entities, partnerships or Trust/s acting as Trustees that have been named as a beneficiary of the Trust.
- 5.9 The first page of the Trust's bank statement/cancelled cheque.
- 5.10 An official document issued by SARS reflecting the tax registration number or a letter confirming that the trust is not registered for tax indicating the reason.
- 5.11 Proof of VAT registration if applicable.
- 5.12 A death certificate where the founder of the trust is deceased.

6. Partnerships

- 6.1 The partnership agreement with the registered number of incorporation and registered name.
- 6.2 Proof of the registered address of the partnership.
- 6.3 If the partnership is a Trust or if one or both partners are Trusts, we require all the FICA documents as required for a Trust.
- 6.4 A letter of authority/resolution specifying the following: Natural person/s authorised to transact on behalf of the partnership.
- 6.5 Documents as set out in 1.1 and 1.2 for all partners with executive control.
- 6.6 Documents as set out in 1.1 and 1.2 for all individuals authorised to act on behalf of the partnership.
- 6.7 The first page of the Partnership's bank statement/cancelled cheque.
- 6.8 An official document issued by SARS reflecting the tax registration number.
- 6.9 Proof of VAT registration if applicable.

7. Close Corporations

- 7.1 CK1 for the close corporation. Proof of registration should reflect the members' details.
- 7.2 Proof of business address (not older than three months).
- 7.3 A letter of authority/resolution from the Board of directors specifying the following: Natural person/s authorised to transact on behalf of the close corporation.
- 7.4 The first page of the close corporation's bank statement/original cancelled cheque.
- 7.5 Documents as set out in 1.1 and 1.2 for all close corporation members.
- 7.6 Documents as set out in 1.1 and 1.2 for individuals authorised to act on behalf of the close corporation.
- 7.7 An official document issued by SARS reflecting the close corporation tax registration number.
- 7.8 Proof of VAT registration if applicable.

8. Sole Proprietor

- 8.1 Fica documents for the sole proprietor as required for Natural Persons.
- 8.2 Proof of a physical business address of the sole proprietor by means of providing a written statement on a letterhead of the sole proprietor.
- 8.3 The first page of the sole proprietorship bank statement/cancelled cheque.
- 8.4 An official document issued by SARS reflecting the tax registration number
- 8.5 Proof of VAT registration if applicable