

Matter No. \_\_\_\_\_

Client No: \_\_\_\_\_

Responsible person: \_\_\_\_\_

**FICA SCHEDULE:**  
**CLOSE CORPORATION**

Name of CC: \_\_\_\_\_

No. of Members: \_\_\_\_\_

**All members docs required**

<b>Documents attached:</b>	
	CK1 Founding Statement and Certificate of Incorporation or CK2 Amended Founding Statement (Certified Copy)
	Operational Address (Utility bill, Lease Agreement, Levy, Rates account, Affidavit)
	Proof of Tax Reference Number
	Proof of Vat Registration Number (Certified Copy)

**Member (1):**

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

<b>Documents attached:</b>	
	Identity Document (Original Certified Copy)
	Income Tax Number (Certified Copy)
	Proof of residential address (Certified Copy) not older than 3 months

**Member (2):**

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

<b>Documents attached:</b>	
	Identity Document (Original Certified Copy)
	Income Tax Number (Certified Copy)
	Proof of residential address (Certified Copy) not older than 3 months

**Member (3):**

Name: \_\_\_\_\_

Identity Number: \_\_\_\_\_

<b>Documents attached:</b>	
	Identity Document (Original Certified Copy)
	Income Tax Number (Certified Copy)
	Proof of residential address (Certified Copy)

**NB:** Identity document, utility bill and income tax number must be attached for each of the Member of the Close Corporation.