

Client No: _____

Matter Code: _____

Responsible person: _____

FICA SCHEDULE:
COMPANY

Name of company: _____

Registration number: _____

No of Directors: _____

Documents required for FICA:	
	CIPC report
	CM46 – Registration Certificate (certified copy) OR COR 14.3 – Registration Certificate (certified copy)
	CM1 – Memorandum of Incorporation (Old Memorandum and Articles of Association (certified copy) OR COR 15.1A – Memorandum of Incorporation (certified copy)
	CM22 – Notice of Registered Address (certified copy) OR COR 21 – Notice of Registered Address(certified copy)
	Operational address - Proof of address which reflects the Company name and physical business address of the Company (not a postal address); lease agreements, levy statements, rates account, utility bills (dated within the last 3 months) or an affidavit signed by the authorised director confirming the company business address with a copy of a statement received at the business address within the last 3 months. Please note we require the original affidavits to be posted or hand delivered to us in order for us to invest.
	Shareholders holding 25% or more of the voting rights
	Documentary evidence of shareholding (SHARE CERTIFICATES – certified copies)
	Proof of Tax Reference Number
	Proof of Vat Registration Number

DIRECTOR (1) (Documents required for Directors and ALL Shareholders):

Name: _____

Identity Number: _____

Documents required for FICA:	
	Identity Document/Smart Card and Barcoded Side (Certified clear copy)
	Income Tax Number
	Proof of address which reflects the individual's name & physical residential address (not a postal address) (certified copy) (a utility bill dated within the last 3 months eg: water / electricity account / rates bill or levy statement or a lease agreement or a co-habitant's affidavit signed by the property owner with a copy of the property owner's most recent utility bill) NOTE: If the individual resides with his/her spouse and only has proof of address in the name of the spouse then we also require the spouse's identity document, copy of marriage certificate and the latest utility bill received by the spouse

NB: The Identity document, utility bill and income tax number must be attached for each of the Directors and Shareholders of the Company. Please note we require the original certified copies and original Affidavits to be posted / hand delivered to us to allow us to invest your funds.