

FICA REQUIREMENTS

In terms of the Financial Intelligence Centre Act (No 38 of 2001) (FICA), we require the following documents in order to verify our shareholders' information.

Please note:

- **If a certified copy of an ID is not available, a certified copy of a South African passport or South African driver's licence will suffice. If the individual is a foreign national, a certified copy of their passport is required.**
- **Proof of residential and business address must be a document, not older than 3 months, containing the name and address. It can be in the form of a utility bill, bank statement, recent lease or rental agreement, municipal rates and taxes invoice, telephone or cellular account, or official company documentation issued by the CIPC. In cases where the applicant resides at a shared residence, we require proof of address of principal occupant together with an affidavit from that principal occupant confirming shared residence.**
- **References to "Legal Entity" in this document include: South African companies, foreign companies, close corporations, trusts and other legal entities.**
- **References to "Respective Documents of Incorporation" in this document means the Certificate of Incorporation (if a company), the Trust deed and letter of authorisation given by the Master of the High Court¹ (if a trust); the partnership agreement (if a partnership); or the constitution or other founding document in terms of which another legal person is created.**
- **An "Authorised Representative" is any director, trustee, partner, member or an authorised signatory authorised to transact on behalf of a Legal Entity with TBI.**

Documents to be emailed, faxed or posted to:

- **Email: invest@trusteeboard.co.za**
 - **Fax: (021) 948 0329**
 - **Post: PO Box 21168, Parow, 7499**
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1. NATURAL PERSONS

- Certified copy of ID.
- Proof of residential address.

2. MINORS (UNDER THE AGE OF 18 YEARS)

- Certified copy of ID or birth certificate of minor.
- Certified copy of ID of parent/guardian(s).
- Proof of residential address of parent/guardian(s).
- In case of legal guardian, proof of guardianship.

¹ If the trust is a foreign trust, we require an official founding document and a document of authority issued by the relevant authority in the country where the trust is created.

- In addition to all of the above, if someone other than the parent/guardian(s) is acting on behalf of the minor, we require:
 - Copy of power of attorney between the parent/guardian(s) and the person acting on the minor's behalf.
 - Certified copy of ID and proof of residential address of the person acting on the minor's behalf.

3. COMPANIES

Listed company

- If a company is listed on a recognised security exchange, no FICA documents are required.

Proof of identity

- Copy of Certificate of Incorporation.²
- Copy of official CIPC documentation listing directors (CM29/COR39).

Proof of address

- Proof of business address and trade name. If operating from multiple addresses, (a) proof of address of office seeking to establish the relationship and (b) proof of address of head office.³
- Proof of registered address (CIPC Notice of Registered Office bearing stamp of Registrar and signed by company secretary)².

Company officials

- Certified copy of ID of (a) the principal executive officer in South Africa and (b) all Authorised Representatives.
- Detail of residential address and contact details (*no proof required*) of (a) the principal executive officer in South Africa and (b) any Authorised Representatives.

Shareholders of an unlisted company holding more than 25% of the voting rights

- Individual shareholders:
 - Certified copy of ID.
 - Detail of residential address and contact details (*no proof required*).
- Shareholders that are Legal Entities:
 - Copy of Respective Document of Incorporation.
 - Proof of business address and trade name.³
 - Proof of registered address (in case of companies: CIPC Notice of Registered office bearing stamp of Registrar and signed by company secretary).²

Proof of authority to act on the behalf of the company

- Specific board resolution authorising an investment in TBI, board resolution appointing authorised signatories, or court order.

4. PARTNERSHIPS

Proof of identity

- Copy of partnership agreement.

² If the company is a foreign company, we require an official document by an authority for recording the incorporation of companies of the relevant country bearing the name, incorporation number and address where situated for incorporation.

³ If the company is a foreign company, we require proof of business address containing the South African and foreign trade name. If operating from multiple addresses, we require proof of address of South African office seeking to establish the relationship and proof of address of foreign head office.

- Certified copy of ID of (a) each partner, who is a natural person, (b) the natural person who exercises control over the partnership and (c) each Authorised Representative.
- Copy of Respective Documents of Incorporation for each Legal Entity that is a partner.

Proof of address

- Proof of address for each partner.

Proof of authority to act on the behalf of the partnership

- Specific partnership resolution authorising an investment in TBI, resolution appointing authorised signatories, power of attorney or court order.

5. TRUSTS

Proof of identity

- Copy of trust deed and letter authorisation given by the Master of the High Court¹.

Each trustee, each Authorised Representative, founder of the trust and each beneficiary referred to by name⁴ in the trust deed

- Individuals:
 - Certified copy of ID.
 - Detail of residential address and contact details (*no proof required*).
- Legal Entities:
 - Copy of Respective Document of Incorporation.
 - Proof of business address and trade name³.
 - Proof of registered address (in case of companies: CIPC Notice of Registered office bearing stamp of Registrar and signed by company secretary).²

Proof of authority to act on the behalf of the trust

- Specific trustee resolution authorising an investment in TBI, trustee resolution appointing authorised signatories or court order.

6. OTHER LEGAL ENTITIES

Proof of identity

- Copy of constitution or other founding document in terms of which the legal person is created.
- Certified copy of ID of each Authorised Representative.

Proof of business address

- Proof of business address.
- Detail of residential address of each Authorised Representative (*no proof required*).

Proof of authority to act on the behalf of the legal entity

Specific resolution authorising an investment in TBI, resolution appointing authorised signatories, power of attorney or court order.

⁴ Particulars of how beneficiaries of the trust are to be determined to be set out in trust deed or founding document.