

FICA requirements:

For individual:

1. ID
2. Utility bill – no older than 3 months and showing clearly the clients' physical address
3. SARS document where clients' SARS registration number is clearly visible

For Companies and CC's

1. the *registered address* of the close corporation or company;
2. the *name* under which the close corporation or company conducts business;
3. the *address from which the close corporation or company operates*, or if it operates from multiple addresses –
 - a) the *address of the office seeking to establish a business relationship*; and
 - b) the *address of its head office*;
 - c) the *full names, date of birth and identity number or nationality* (as may be applicable), concerning the *manager* of the company;
 - d) *each natural person who purports to be authorised to establish a business relationship* or to enter into a transaction with the accountable institution on behalf of the company; and
4. the full names, date of birth, identity or registration number, nationality, address and / or legal form, as may be applicable, concerning the natural or legal person, partnership or trust *holding 25% or more of the voting rights in the company*

Documents required for companies

1. *identity document*; or if a person cannot produce an identity document, another document bearing a photograph of the person and their names, date of birth and identity number
2. a document issued by the *South African Revenue Services* bearing the person's name and the relevant number
3. *a utility bill (no older than 3 months) or copy thereof*
4. Certificate of Incorporation (form CM1) and Notice of Registered Office and Postal Address (form CM2) – Companies

Documents required for Closed Corporations

1. *identity document*; or if a person cannot produce an identity document, another document bearing a photograph of the person and their names, date of birth and identity number
2. a document issued by the *South African Revenue Services* bearing the person's name and the relevant number
3. *a utility bill (no older than 3 months) or copy thereof*
4. Founding Statement and Certificate of Incorporation (form CK1) and Amended Founding Statement (form CK2) if applicable - Close Corporations

For Partnerships:

1. the *name* of the partnership,
2. the names, date of birth, identity or registration number, nationality, addresses and / or legal form, as may be applicable, concerning

each partner, including every member of a partnership the person who exercises executive control over the partnership;

each natural person who purports to be authorised to establish a business relationship or to enter into a transaction with the accountable institution on behalf of the partnership.

Documents required for Partnerships

1. *identity document for all partners*; or if a person cannot produce an identity document, another document bearing a photograph of the person and their names, date of birth and identity number
2. a document issued by the *South African Revenue Services* bearing the person's name and the relevant number
3. *a utility bill (no older than 3 months) or copy thereof*
4. Partnership agreement