## **FACT SHEET**

## TRANSFER SECRETARIES (PTY) LTD

PO Box 2401, 4 Robert Mugabe Avenue (Entrance in Dr Theo Ben Gurirab Street), Windhoek , Namibia; tel +264 61 227647; e-mail ts@nsx.com.na

## FIA REQUIREMENTS FOR INDIVIDUAL INVESTORS

You will need to provide us with specific supporting documentation to FIA verify an individual investor

Required Documentation:				
_	A certified copy of your ID Book/Card or valid Passport (for foreign nationals).			
2.	Signed and stamped letter from your bank on a letterhead confirming your banking details (with your ID number disclosed thereon).			
	Alternatively, we will accept a certified copy of your bank statement ( <u>not</u> an internet bank statement or cancelled cheque) to verify your bank account details.			
3.	A certified copy of a document issued by NAMRA to verify your tax number (where one has been issued). If you do not have a tax number, please confirm this in writing.			
4.	A certified copy of your service bill e.g., rates account, electricity bill or telephone bill bearing your name and current residential address (or erf or stand number and suburb) not older than three months in order to verify your physical address details.			
Please note:				
	We may not accept third party banking details.			
6.	Bank confirmation letter should not be older than 3 months.			
7.	Certified copies must be done by a Commissioner of Oaths.			
8.	Certified copies may not be older than three months.			
9.	If you have been appointed to act on behalf of a shareholder, please supply certified documentation as stated in the power of attorney or mandate of signatories, and certified copy of appointee's ID.			

## For Office Use Only:

	Administrator One	Administrator Two
Name of Administrator		
Confirms all line items above, 1 to 9, has been adhered to and submitted accordingly.		
Signature		
Date Received		

TS-NA-2023

To learn more, visit <u>www.nsx.com.na</u>