

FIA REQUIREMENTS FOR COMPANIES, CLOSE CORPORATION & OTHER LEGAL ENTITIES

You will need to provide us with specific supporting documentation to FIA verify a company, close corporation and other legal entity shareholder

Required Documentation:

1. Company:

- CM1 Certificate of Incorporation;
- CM22 Certificate of Registered Address; and
- CM29 form,
all bearing the stamp of the Registrar of Companies and signed by the Company Secretary.

OR

Close Corporation / CC:

- CC1 Founding Statement bearing the stamp of the Registrar and signed by an authorised member.

OR

Trust:

- Trust Certificate issued by Master of the High Court bearing the stamp of the High Court.

OR

Other legal entities:

- Registration document and Constitution or other founding documentation in terms of which the legal entity is created.

2. original certified copy of a board minute/resolution detailing persons authorised to act on behalf of the company / close corporation / trust / legal entity for share dealing and other purposes.

- On an applicable letterhead, a list of authorised persons with each one's specimen signature and contact particulars.
- Original certified copies of the identity documents of the authorised signatories **and Directors** or CEO or principal officer.
- A certified copy of service bill **of all Directors/CEO/authorised signatories** 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.

- Signed and stamped letter from your bank on a letterhead confirming the organisation's banking details (with your ID number disclosed thereon).

Alternatively, we will accept a certified copy of the organisation's bank statement (not an internet bank statement or cancelled cheque) to verify your bank account details.

- A certified copy of a document issued by NAMRA to verify the tax number or VAT number (where one has been issued). If a tax or VAT number has not been issued, please confirm this in writing.
- A certified copy of executors(s)' 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
- Bank confirmation letter should not be older than 3 months.
- Certified copies must be done **by a Commissioner of Oaths**.
- Certified copies may not be older than three months
- 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:

	<i>Administrator One</i>	<i>Administrator Two</i>
Name of Administrator		
Confirms all line items above, 1 to 10, has been adhered to and submitted accordingly.		
Signature		
Date Received		