

FIA REQUIREMENTS FOR DECEASED SHAREHOLDERS

You will need to provide us with specific supporting documentation to FIA verify a deceased shareholder

Required Documentation:

1. A certified copy of the executor(s)' identify documents(s).
2. A certified copy of the Letters of Executorship or Letters of Authority.
3. A certified power of attorney and certified copy of identify document.
4. A certified copy of the deceased's identify documents(s).
5. A certified copy of the Death Certificate.
6. An instruction on the executor's letterhead advising of the death of the shareholder and requesting that we update our records accordingly. If the estate is not administered by an attorney or an institution, we will require a service bill reflecting the residential address in order to verify the physical address of the executor or executrix.
7. 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 (not an internet bank statement or cancelled cheque) to verify your bank account details.

Please note that the bank account must be in the name of the estate.

8. A certified copy of a document issued by NAMRA to verify the estates' tax number (where one has been issued). If you do not have a tax number, please confirm this in writing.
9. 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:

- 10. We may not accept third party banking details.
- 11. Bank confirmation letter should not be older than 3 months.
- 12. Certified copies must be done **by a Commissioner of Oaths**.
- 13. Certified copies may not be older than three months.
- 14. **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 14, has been adhered to and submitted accordingly.		
Signature		
Date Received		