



FICA PRESCRIBED CLIENT FORM (JURISTIC PERSON)

DETAILS OF CLIENT

Registered Business Name					
Registration Number		(certified copy of Founding documents to be attached)			
Type of Company		Pty Limited	Close Corporation	Partnership	Trust
Registered Address					
Trade Name (If Applicable)					
Addresses where Business operates					
Head Office					
Branch					
Telephone	Home		Work		Fax
	Mobile		Email address/es		

DETAILS OF CLIENT'S MEMBERS/PARTNERS/SHAREHOLDER OF MORE THAN 25%

Full Name					
Identity / Passport No.		(certified copy to be attached)			
Date of Birth					
Nationality					
Residential Address					
Telephone	Home		Work		Fax
	Mobile		Email address/es		

Full Name					
Identity / Passport No.		(certified copy to be attached)			
Date of Birth					
Nationality					
Residential Address					
Telephone	Home		Work		Fax
	Mobile		Email address/es		

Full Name					
Identity / Passport No.		(certified copy to be attached)			
Date of Birth					
Nationality					
Residential Address					
Telephone	Home	Work		Fax	
	Mobile	Email address/es			

VERIFICATION STEPS (Only Collect Documentation Relevant to the Type of Client)

COMPANY	CLOSE CORPORATION	PARTNERSHIP	TRUSTS
Obtain the most recent Certificate of Incorporation (CM1) and Notice of Registered Office and Postal Address (CM22) issued by CIPRO and signed by the company secretary	Obtain the most recent Founding Statement and Certificate of Incorporation (CK1) and, where applicable, the Amended Founding Statement (CK2), issued by CIPRO and signed by an authorised member/employee of the close corporation;	Obtain the following documents (as applicable) in respect of each partner and each person mentioned above and compare the details recorded above with the particulars stated in the documents: Natural person ID document Close corporation Most recent founding statement (CK1 and CK2) SA company Most recent forms CM1 and CM22 Foreign company Official Incorporation documents Partnership Partnership agreement Other legal entity Constitution or other founding document	Obtain the Letters of authority for the Trust as issued by the Master of the High Court.
Obtain the identity document of each manager of the company or a similar document bearing a photograph of the manager concerned and his/her full names, date of birth and identity number	Obtain the identity document of each member of the close corporation or a similar document bearing a photograph of the member concerned and his/her full names, date of birth and identity number;	Take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the legal entities mentioned above	Obtain the identity document of each person acting on trustee of the Trust or a similar document bearing a photograph of the person concerned and his/her full names, date of birth and identity number
Obtain the identity document of each person acting on behalf of the company or a similar document bearing a photograph of the person concerned and his/her full names, date of birth and identity number	Obtain the identity document of each person acting on behalf of the close corporation member or a similar document bearing a photograph of the person concerned and his/her full names, date of birth and identity number	Compare the partnership name with the partnership agreement	In the event that you are not satisfied with these documents then you may also request a copy of the Trust deed. And verify the existence of the Trust with the Master of the High Court
Where any person or legal entity holds 25% or more of the voting rights in the company: Natural person ID document Close corporation Most recent founding statement (CK1 and CK2) SA company Most recent forms CM1 and CM22 Foreign company Official Incorporation documents Partnership Partnership agreement Trust Trust deed Other legal entity Constitution or other founding document	take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the close corporation	Make a copy of the various documents referred to above to be retained for record purposes	Confirm that these steps have been complied with

COMPANY	CLOSE CORPORATION	PARTNERSHIP	TRUSTS
take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the company	obtain reliable proof that the person representing the close corporation is authorised to act on behalf of the close corporation such as, for instance, a duly signed resolution of the close corporation or a letter of authorisation signed for and on behalf of the close corporation	Confirm that these steps have been complied with	
obtain reliable proof that the person representing the company is authorised to act on behalf of the company such as, for instance, a resolution of the company duly signed by the company secretary or a letter of authorisation signed for and on behalf of the close corporation	Make a copy of the various document referred to above to be retained for record purposes		
Make a copy of the various documents referred to above to be retained for record purposes	Confirm that these steps have been complied with.		
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Staff Member Responsible For Obtaining Information	
Type of transaction concluded with Client	

Signed by the Agent at	on this the	day of	20
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Agent