

**KELLER WILLIAMS EXPLORE QUESTIONNAIRE FOR NATURAL PERSONS**

1. What is your full name and SA Identity or foreign passport number (ie the person completing this Questionnaire)?

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(Your SA ID or foreign passport must be inspected by us and a copy will be required from you)

2. Are you a South African citizen / permanent resident?

3. What is the address of your main place of residence?

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(A document less than 2 months old proving this main place of residence will be required from you)\*

4. What is your telephone number and email address?

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5. Do you have a South African income tax number issued by SARS? If so, please furnish it:

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6. If you are dealing with KW Explore on behalf of another person (ie a Principal):

6.1 What is the principal's full name and SA Identity or foreign passport number?

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(Their SA ID or foreign passport must be inspected by us and a copy will be required from you. If the original document is not available for inspection, a certified copy must be provided.)

6.2 Is he/she a South African citizen / permanent resident? Indicate by underlining.

6.3 What is the address of their main place of residence?

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(A document less than 2-month-old proving this main place of residence will be required from you) \*

6.4 What is their telephone number and email address:

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6.5 Do they have a South African income tax number issued by SARS? If so, please furnish it:

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6.6 Please indicate your authority to do so (i.e. authorisation letter, power of attorney, or a similar instrument) and provide us with a copy of such a document.

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7 If, following your completion of this Questionnaire, someone else will deal with KW Explore on your behalf (ie a Representative), what is that Representative's full name and SA Identity or foreign passport number?

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8 What is the source of that Representative's authority to deal with KW Explore on your behalf (ie authorisation letter, power of attorney, or a similar instrument)? If the authority is in writing, provide us with a copy of such a document.

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9 Please describe the type of service you seek from KW Explore, and the purpose for which that service is sought.

I wish to sell a property

I wish to purchase a property

I wish to let out a property

I wish to rent a property

Other:

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10 How will any payments due to KW Explore or the other party to the prospective Business Relationship, be financed?

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11 Will any of the payments referred to in the previous question involve a payment by you or your Representative of R25 000 or more in cash (i.e. paper money, coins or traveller's cheques)?

YES / NO

12 Do you now occupy, or have you in the past 12 months occupied, any of the following positions in any country other than South Africa? If "yes", please indicate the position that you occupy/ied.

- Head of state
- Member of the royal family
- Cabinet member
- Senior member of a political party
- Senior judicial officer
- Senior executive of a state-owned entity
- High rank in the military

13 Do you now occupy, or have you in the past 12 months occupied, any of the following positions in South Africa? If "yes", please indicate that position that you occupy/ied by underlining.

- President or deputy president of South Africa
- Cabinet minister or deputy minister
- Premier of a province
- MEC of a province
- Mayor of a municipality
- Leader of a political party
- Member of a royal family
- Senior traditional leader
- Head, accounting officer or CFO of a national or provincial department
- Manager or CFO of a municipality
- Chairperson, CEO, accounting authority, CFO or chief investment officer of a public entity
- Judge
- Ambassador, high commissioner or other senior representative of a foreign country based in South Africa

- Chairperson of board of directors, chairperson of audit committee, executive officer or CFO of a company doing business with the government, and if so, in what amount?

14 Are you a family member or a close associate of one of the categories of people mentioned in the previous 2 questions? If so, please name such person and indicate the position they occupied.

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15 If you responded "yes" to any of the previous 3 questions, please indicate your source of wealth?

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\* Proof of your residential address can be furnished by way of a document emailed to you. In that case we will need to see the original email as it appeared in your inbox, and the attachment, (if any). That email and the attachment must then be emailed to us so that we can print a copy.

SIGNED AND DATED ON \_\_\_\_\_ (date)

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CLIENT'S SIGNATURE HERE

FOR OFFICE USE ONLY	
FULL NAME OF EMPLOYEE ADMINISTERING	
QUESTIONNAIRE	
SIGNATURE	
DATE	

**KW EXPLORE CHECKLIST:**

- COPY OF DOCUMENT/S PROVING IDENTITY PROVIDED: YES / NO
- COPY OF DOCUMENT/S PROVING ADDRESS PROVIDED: YES / NO
- COPY OF DOCUMENT PROVING AUTHORITY PROVIDED: YES / NO / Not Applicable
- COPY OF DOCUMENT DELEGATING AUTHORITY PROVIDED: YES / NO / Not Applicable
- IS THE CLIENT A VIP IN TERMS OF FICA COMPLIANCE: YES / NO
- IS THERE ANYTHING SUSPICIOUS OR UNUSUAL TO NOTE: YES / NO
- IS THE PROPOSED TRANSACTION CONSISTENT WITH OUR KNOWLEDGE OF THE CLIENT YES / NO

**LIST OF OUTSTANDING REQUIREMENTS:**