

The logo for KLOPPERS | ME is displayed in white text on a red rectangular background. The word 'KLOPPERS' is in a large, bold, sans-serif font, followed by a vertical bar and the letters 'ME' in a smaller, similar font.

KLOPPERS | ME

Attorneys | Notaries | Conveyancers

A red circular graphic with a white border containing the text 'FICA' in large white letters, with 'Requirements' in smaller white letters below it, separated by a thin white horizontal line.

FICA
Requirements



FICA

Requirements



Private person: SA citizen / non SA citizen

- Copy of identity document / passport
- Proof of residential address (not older than 3 months)
- Proof of SARS tax registration number
- Copy of marriage certificate (if applicable)
- Copy of ANC (if applicable)



Close Corporations

- Copies of the Founding Statement (ck1) or Amended Founding Statement (ck2) and Amended Founding Statement in respect of the Accounting Officer and Addresses (ck2a)
- Proof of the VAT / tax registration number of the close corporation
- Proof of address of the Close Corporation (not older than 3 months)
- Copy of the resolution by the members
- Copy of identity document of each member
- Proof of address of each member (not older than 3 months)



Company

- Copy of the Certificates of Incorporation (cm1 or cor15.1a)
- Notice of registered office and postal address (cm22 or cor21)
- Contents of directors, auditors and offices (cm22 or cor39 / cor20.1a)
- Certificate to commence a business (if incorporated after 1st January 1974 (cm46 or cor14.3 / cor18.3)
- Copy of the Memorandum and Articles of Association (cm2 or cor14.1a – cor14.1d)
- Proof of VAT / tax registration number of the company
- Proof of address of the company (not older than 3 months)
- Copy of the resolution by the directors
- Copies of identity documents of each director
- Proof of address of each director (not older than 3 months)

- Identity document and proof of address and contact details of persons holding more than 20% of voting rights in company
- Proof of shareholding
- Entities should confirm who will be signing the documents on behalf of the entity



Trusts

- Copy of the trust deed
- Copy of the letter of authority
- Proof of address of the trust (not older than 3 months)
- Proof of the VAT / tax registration number of the trust
- Copy of the resolution by the trustees
- Copy of identity document of each donor, trustee and beneficiary
- Proof of address of each donor, trustee and beneficiary (not older than 3 months)
- Bank letterhead for the trust
- Letter on trust letterhead confirming which trustee will be attending to the signature of the bond documents
- Each trustee will need to provide the following documents: id, confirmation of marital status and copy of ANC and marriage certificate if applicable, proof of residential address



Estate late

- **For the deceased we require the following:**
 - Copy of death certificate
 - Copy of ID
 - Bank details of estate late account
 - Resolution (if more than one executor)
- **For the executor/s we require the following:**
 - Copy of ID
 - Copy of letter of executorship / authority
 - Proof of address (less than three months old)
 - Copy of SARS document confirming the income tax number of the deceased estate (estate must be register with SARS as a deceased estate)
 - Notice of death and police report where cause of death was not due to natural causes