



FICA requirements checklist

Please supply copies of the FICA documents listed below:

1. Natural Persons

- 1.1 A South African barcoded identity document or passport for a foreign national with three specimen signatures.
- 1.2 Proof of residential address (not older than three months).
- 1.3 The first page of the client's bank statement/cancelled cheque.
- 1.4 An official document issued by SARS reflecting the tax registration number or a letter confirming that the client is not registered for tax indicating the reason.

2. Minors

- 2.1 Minor's unabridged birth certificate, South African barcoded identity document or passport.
- 2.2 Confirmation of legal guardianship.
- 2.3 FICA documents for the guardian as set out in 1.1 and 1.2 for Natural Persons
- 2.4 The first page of the client's bank statement/cancelled cheque.
- 2.5 A letter of request from the guardian to manage the minor's investment and receive relevant communication from Wealthport as the authorised person.

3. South African companies

- 3.1 CM1/Memorandum of Incorporation (CoR 15.1A). Proof of registration should reflect the directors' details. (CoR39)
- 3.2 Proof of business address (not older than three months).
- 3.3 A letter of authority/resolution from the Board of directors specifying the following: Natural person/s authorised to transact on behalf of the company.
- 3.4 A South African barcoded identity document or passport for a foreign national with three specimen signatures for all directors.
- 3.5 Documents as set out in 1.1 and 1.2 for all individuals authorised to act on behalf of the company.
- 3.6 A South African barcoded identity document or passport for a foreign national with three specimen signatures for individual/s with a shareholding of 25% or more.
- 3.7 Proof of registration/Incorporation and proof of address for any legal entities with a shareholding of 25% or more.
- 3.8 The first page of the entity's bank statement/original cancelled cheque.
- 3.9 An official document issued by SARS reflecting the tax registration number.
- 3.10 Proof of VAT registration if applicable.
- 3.11 Written confirmation of the company's shareholding.

4. Foreign companies

- 4.1 An official document of Incorporation approved by the foreign regulator.
- 4.2 Proof of business address (not older than three months).
- 4.3 A letter of authority/resolution from the Board of directors specifying the following: Natural person/s authorised to transact on behalf of the company.
- 4.4 Documents as set out in 1.1 and 1.2 for individuals authorised to act on behalf of the company.
- 4.5 Documents as set out in 1.1 and 1.2 for individual/s with a shareholding of 25% or more.
- 4.6 A South African barcoded identity document or passport for a foreign national with three specimen signatures for all directors.
- 4.7 Proof of registration/Incorporation and proof of address for any legal entities with a shareholding of 25% or more.
- 4.8 The first page of the entity's bank statement/original cancelled cheque.
- 4.9 An official document issued by SARS reflecting the tax registration number if issued.
- 4.10 Proof of VAT registration if applicable.
- 4.11 Written confirmation of the company's shareholding.

5. Trusts

- 5.1 Letter of Authority granted by the Master of the High Court.
- 5.2 Trust Deed and Founding document.
- 5.3 A letter of authority/resolution specifying the following: Natural person/s authorised to transact on behalf of the Trust.
- 5.4 Documents as set out in 1.1 and 1.2 for the founder of the trust and all trustees.
- 5.5 Documents as set out in 1.1 and 1.2 for the trust beneficiaries.
- 5.6 Documents as set out in 1.1 and 1.2 for individuals authorised to act on behalf of the Trust.
- 5.7 Proof of registration/Incorporation and proof of address for any trustees that are legal entities, partnerships or Trust/s acting as Trustees.
- 5.8 Proof of registration/Incorporation for any legal entities, partnerships or Trust/s acting as Trustees that have been named as a beneficiary of the Trust.
- 5.9 The first page of the Trust's bank statement/cancelled cheque.
- 5.10 An official document issued by SARS reflecting the tax registration number or a letter confirming that the trust is not registered for tax indicating the reason.
- 5.11 Proof of VAT registration if applicable.
- 5.12 A death certificate where the founder of the trust is deceased.

6. Partnerships

- 6.1 The partnership agreement with the registered number of incorporation and registered name.
- 6.2 Proof of the registered address of the partnership.
- 6.3 If the partnership is a Trust or if one or both partners are Trusts, we require all the FICA documents as required for a Trust.
- 6.4 A letter of authority/resolution specifying the following: Natural person/s authorised to transact on behalf of the partnership.
- 6.5 Documents as set out in 1.1 and 1.2 for all partners with executive control.
- 6.6 Documents as set out in 1.1 and 1.2 for all individuals authorised to act on behalf of the partnership.
- 6.7 The first page of the Partnership's bank statement/cancelled cheque.
- 6.8 An official document issued by SARS reflecting the tax registration number.
- 6.9 Proof of VAT registration if applicable.

7. Close Corporations

- 7.1 CK1 for the close corporation. Proof of registration should reflect the members' details.
- 7.2 Proof of business address (not older than three months).
- 7.3 A letter of authority/resolution from the Board of directors specifying the following: Natural person/s authorised to transact on behalf of the close corporation.
- 7.4 The first page of the close corporation's bank statement/original cancelled cheque.
- 7.5 Documents as set out in 1.1 and 1.2 for all close corporation members.
- 7.6 Documents as set out in 1.1 and 1.2 for individuals authorised to act on behalf of the close corporation.
- 7.7 An official document issued by SARS reflecting the close corporation tax registration number.
- 7.8 Proof of VAT registration if applicable.

8. Sole Proprietor

- 8.1 FICA documents for the sole proprietor as required for Natural Persons.
- 8.2 Proof of a physical business address of the sole proprietor by means of providing a written statement on a letterhead of the sole proprietor.
- 8.3 The first page of the sole proprietorship bank statement/cancelled cheque.
- 8.4 An official document issued by SARS reflecting the tax registration number
- 8.5 Proof of VAT registration if applicable



9. Additional requirements for a Financial Services Provider (FSP)

- 9.1 Copy of FSB approval to act as a financial services provider for the relevant products and product sub categories.
- 9.2 FICA exemption declaration form if applicable.
- 9.3 For Category II advisors, a copy of the signed client mandate, together with the new investor application form.

10. Financial Advisors/Representatives:

- 10.1 Copy of FSB approval to act as a financial services provider for the relevant products and product sub categories.
- 10.2 Documents as set out in 1.1 and 1.2 for all financial advisors/representatives authorised to transact on behalf of the FSP and who wishes to conduct business with Wealthport on behalf of clients.

11. Financial Advisors WITHOUT signed 4(a) and (b) FICA exemption declaration

Where an approved Financial Advisor acting on behalf of a Client/s did not sign a FICA exemption declaration with Wealthport, we will require copies of all FICA documents for each of the FSP's clients as per the FICA checklist.

12. Financial Advisors WITH a signed 4(a) and (b) FICA exemption declaration

Where an approved Financial Advisor acting on behalf of a Client/s has a signed FICA exemption declaration in place, we will only require a copy of each of the FSP's client's barcoded ID document with 3 client specimen signatures.