

FICA Requirements

FICA documents are required in accordance with the Financial Intelligence Centre Act No. 38 of 2001.

The Act requires us to put in place various measures to combat various financial crimes, including money laundering. Adept, like all companies and individuals should, have a moral and ethical responsibility to play out part in combating crime in the country. We therefore require, as defined by FICA, that all customers produce the information and documentation below where applicable.

A. Documents Required for an Individual

1. Identity Document; or if a person cannot produce an identity document, another legal document (e.g. passport) bearing a photograph of the person and their names, date of birth and identity number
2. Utility bill (electricity or water), municipal rates and taxes invoice, telephone bill - no older than 3 months and clearly showing the client's physical address.
3. South African Revenue Service (SARS) tax return (less than one year old) where the client's SARS registration number is clearly visible

If you do not live alone and all documents relating to your address are in the other person's name, then a marriage certificate will be acceptable. However, if it is a friend, parent, child or unmarried couple living together, an affidavit confirming the following details has to be completed by the other person:

1. Your name and address
2. Name, date of birth, identity number and residential address of the person supplying the required information
3. Your relationship with the person
4. Confirmation that the residential address supplied is shared

B. Documents Required for Closed Corporations

1. Founding statement and Certificate of Incorporation (Form CK1) and an Amended Founding Statement (CK2), if applicable
2. Electricity or water bill / Municipal rates and taxes invoice / Telkom account (less than 3 months old)
3. Proof of banking
4. SARS tax return (less than one year old)
5. All members, authorised signatories or any person who may act on behalf of the closed corporation must also provide the same information as for individuals as detailed above; written confirmation that they are authorised to act on behalf of the close corporation and the contact details need to be supplied on an original company letterhead

C. Documents Required for Listed and Unlisted Companies

1. Registered name and registration number
2. Certificate of Incorporation (form CM1)
3. Proof of banking
4. Notice of Registered Office and Postal Address (form CM22)
5. The trade name and physical business address
6. The address of the office seeking to establish a business relationship, and the address of its head office on an original company letterhead
7. Electricity or water bill / Municipal rates and taxes invoice / Telkom account (less than 3 months old)
8. SARS tax return (less than one year old)
9. Shareholders who hold 25% or more of the voting rights at a general meeting, the principal executive officer and anyone else who may act on behalf of the company must also provide the same information as for individuals as detailed above

D. Documents Required for Partnerships

1. Name of the partnership, the trade name and physical business address on an original company letterhead
2. Partnership agreement, if applicable
3. Proof of banking
4. Electricity or water bill / Municipal rates and taxes invoice / Telkom account (less than 3 months old)
5. SARS tax return (less than one year old)
6. All partners must also provide the same information as for individuals as detailed above

E. Documents Required for Trusts (inter vivos or living trusts)

1. Trust deed or other founding document in terms of which the trust created
2. List of named beneficiaries
3. List of authorised trustees
4. Address of the relevant Master's Office where the trust is registered
5. Proof of banking
6. The authorisation given by the Master's Office to each trustee to act in that capacity (notice in terms of section 7 of the Trust Property Control Act No. 57 of 1988)
7. The following related to the trust must provide their contact details:
 - 7.1. Founder
 - 7.2. Beneficiaries named in trust deed
 - 7.3. Co-trustees
 - 7.4. Any person who contributes to the trust
8. Any person authorised to act on behalf of the trust must also provide the same information as for individuals as detailed above