



Blouberg

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FICA REQUIREMENTS

SELLER / PURCHASER IS A NATURAL PERSON:

- Identity document or passport;
- Marriage Certificate (If applicable)
- Antenuptial Contract (If applicable)
- Utility bill indicating residential address, not older than 3 months
- Income Tax Number
- Questionnaire completed by each individual

SELLER / PURCHASER IS A COMPANY:

- Registration certificate
- Resolution authorising a representative to sign the agreement of sale/documents
- COR39 (director amendments) – If applicable
- COR21 (change of registered office) – If applicable
- Company VAT registration number (If applicable);
- Company's income tax number;
- Utility bill for company, not older than 3 months
- Company FICA questionnaire which lists each director
- Each director's identity document.
- Copies of utility bills for each director, not older than 3 months

SELLER / PURCHASER IS A CLOSE CORPORATION:

- Certificate of Incorporation (CK1 or CK2)
- Resolution authorising the representative to sign the agreement of sale / documents
- Auditor's appointment letter on their letterhead
- Utility account for the Close Corporation, not older than 3 months
- Close Corporation's income tax number
- Close Corporation's VAT registration number (if applicable)
- Questionnaire completed which states each member (only one questionnaire needs to be filled in)
- Each member's identity document
- Utility bill for each member, not older than 3 months

SELLER / PURCHASER IS A TRUST:

- Deed of Trust
- Master's Letter of Authority
- Resolution authorising a representative to sign the agreement of sale/documents
- Trust's Income tax number
- Utility bill for the trust, not older than 3 months
- Trust Questionnaire completed which states each trustee
- Each trustee's identity document
- Utility account for each trustee, not older than 3 months

**PAM GOLDING PROPERTIES QUESTIONNAIRE FOR NATURAL PERSONS
(SA CITIZENS OR FOREIGNERS)**

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

(Your SA ID or foreign passport must be inspected by us and a copy/certified copy will be required.)

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

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

*(Provide a document less than two months old proving this main place of residence)**

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 PGP on behalf of another person (i.e. a Principal), indicate the following:

- 6.1. What is the Principal's full name and SA ID or foreign passport number?

(Their SA ID or foreign passport must be inspected by us and a copy/certified copy will be required.)

- 6.2. Are they a South African citizen / permanent resident?

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- 6.3. What is the address of their place of residence?

*(Provide a document less than two months old proving this main place of residence)**

- 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. If you're dealing with PGP on behalf of another person, please indicate your authority to do so (ie authorisation letter, power of attorney, or a similar instrument) and provide us with a copy.

(Copy/certified copy of authorisation letter required)



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

(Copy/ certified copy of Agent's ID/passport required)

8. What is the source of that Agent's authority to deal with PGP on your behalf (ie authorisation letter, power of attorney, or...)?

(Copy/certified copy of authorisation letter required)

9. Describe the type of service you seek from PGP and purpose for which that service is sought.
I wish to sell a property / I wish to purchase a property / I wish to rent out a property / I wish to let a property / Other:

10. Will you require PGP to perform the service in terms of a single Transaction (once off only) or in terms of a Business Relationship (more than one Transaction over a certain period of time)?

11. How will any payments due to PGP under the Business Relationship, be financed?

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

YES / NO

13. 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

14. 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 the position that you occupy/ied.

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 more than [R_____]'s worth of business with the Government.



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

16. If you responded "yes" to any of the previous three questions, please indicate your source of wealth?

**Proof of 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)

CLIENT'S SIGNATURE HERE



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

PGP CHECK LIST:

- 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 FPPO/ DPIP IN TERMS OF FICA COMPLIANCE YES / NO
- IF YES, HAS SENIOR MANAGEMENT APPROVAL BEEN OBTAINED 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
