



## 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 ACTING ON BEHALF OF TRUSTS**

1. What is the name and Master's reference number of the trust?

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*(Provide copy of letters of authority from the Master of the High Court)*

2. Does the trust have a presence in South Africa (i.e. assets, operations or business premises)? If "yes", please provide details.

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3. What is your full name and SA Identity or foreign passport number? (ie the person completing this Questionnaire and dealing with PGP on behalf of the Trust)?

*(Your SA ID or foreign passport must be inspected by PGP and a copy/certified copy will be required from you)*

4. 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) \**

5. What is your telephone number and email address?

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6. What is the source of your authority to complete this Questionnaire and deal with PGP on behalf of the trust (ie trust resolution, authorisation letter or similar instrument)?

*(A copy/certified copy of this document giving such authority will be required)*

7. Please describe the type of service that the Trust seeks from PGP, and also the purpose for which that service is sought.

We wish to sell a property / We wish to purchase a property / We wish to let out a property / We wish to lease a property / Other:

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8. Will the trust 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)?

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9. If the trust requires a Business Relationship, how will any payments due to PGP under the prospective Business Relationship be financed?

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

YES / NO

11. Please describe the Trust's purpose or business (i.e. why the trust was created or what industry it is in, what products / services it sells etc).

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*(Please provide copy/certified copy of letter from Trustees confirming this)*

12. Which Master of the High Court administers the trust?

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13. Is the Trust registered for income tax or VAT with SARS? If so, furnish us with the registration numbers.

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14. What is the full name of the person who created the trust (the "Donor")? Full names and SA identity number / foreign passport number is required.

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*(Copy/certified letter from trustees confirming this detail)*

15. What are the names of the Trustees? Full names and SA identity numbers / foreign passport numbers are required.

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*(Please provide copy of letter from trustees /copy of letters of authority to confirm)*

16. What is the address of the main place of residence of each of the Trustees?

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17. Who are the named beneficiaries of the trust? Full names and SA identity numbers / foreign passport numbers are required.

OR If there are no named beneficiaries, how are the beneficiaries determined?

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*(Please provide copy of letter from trustees /copy of letters of authority to confirm)*

18. Does the Donor, or any individual Trustee or Beneficiary now occupy, or in the past 12 months occupied, any of the following positions in any country other than South Africa? If "yes", please indicate the position occupied.

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

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19. Does the Donor, or any individual Trustee or Beneficiary now occupy or in the past 12 months occupied, any of the following positions in South Africa? If "yes", please indicate the position occupied.

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.

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20. Is either the Donor or any individual Trustee or Beneficiary 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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21. If you responded "yes" to any of the previous 3 questions in respect of either the Donor, any individual Trustee or Beneficiary, please indicate the source of wealth of such Donor, Trustee and/or Beneficiary.

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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)

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
- COPY OF LETTER FROM TRUSTEES/LETTER OF AUTHORITY YES / NO
- IS THE DONOR/TRUSTEE(S)/BENEFICIARY 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**

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