

# FICA

## **Financial Intelligence Centre Act, 2001**

In order to combat money laundering activities the South African Government has introduced the Financial Intelligence Centre Act (FICA) 2001.

As an accountable institution, VILJOEN-ATTORNEYS is subject to this legislation and must therefore identify/update particulars of clients and verify this information.

**If you want us to act for you we would need you to complete the information bellow as it applies to you:**

Natural Persons (RSA Residents)

- Full names<sup>1</sup>
- Date of Birth<sup>1</sup>
- Identification number<sup>1</sup>
- SA Income Tax number<sup>2</sup>
- VAT registration number<sup>2</sup>
- Residential address<sup>2</sup>

1. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number.
2. Attach copy of document issued by the South African Revenue Service bearing such a number and the name of the natural person.
3. Any reasonable way to obtain this information.

**Where the natural person is unable to act and has to be assisted by someone else, the following additional information of that person should be obtained:**

- Full names<sup>1</sup>
- Date of Birth<sup>1</sup>
- Identification number<sup>1</sup>
- Residential address<sup>2</sup>
- Contact information

1. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number.
2. Any reasonable way to obtain this information.

**Natural Persons Who Are Aliens:**

- Full names<sup>1</sup>
- Date of Birth<sup>1</sup>
- Nationality<sup>1</sup>
- Passport number<sup>1</sup>
- SA Income Tax number<sup>2</sup>
- VAT registration number<sup>2</sup>
- Residential address<sup>3</sup>

1. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number.
2. Attach copy of document issued by the South African Revenue Service bearing such a number and the name of the natural person.
3. Any reasonable way to obtain this information.

**Where the natural person cannot act and is represented the following information should be obtained from such a person:**

- Full names<sup>1</sup>
  - Date of Birth<sup>1</sup>
  - Identification number<sup>1</sup>
  - Residential address<sup>2</sup>
  - Contact information
1. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number.)
  2. Any reasonable way to obtain this information.

## **Legal Persons**

### **Close Corporations**

#### **Obtain From Natural Person Who Represents CC:**

- Registered name<sup>1</sup>
- Registration number<sup>1</sup>
- Identification number<sup>1</sup>
- Operating name and address<sup>2</sup>
- Head Office address<sup>2</sup>
- SA Income tax number<sup>3</sup>
- VAT registration number<sup>3</sup>

#### **All Members Of The Close Corporation:**

- Full names<sup>4</sup>
  - Date of Birth<sup>4</sup>
  - ID/Passport number<sup>4</sup>
  - Residential address<sup>5</sup>
  - Telephone numbers<sup>6</sup>
  - E-mail addresses<sup>6</sup>
1. If a CC, attach copy of most recent CK1 or CK2, issued by the Registrar of Companies and signed by an official of the CC.
  2. Obtain by reasonably practical means.
  3. Attach copy of document issued by the South African Revenue Service bearing such a number.
  4. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number
  5. Any reasonable way to obtain this information
  6. Any reasonable way to obtain this information.

## **South African Company**

### **Obtain From Natural Person Who Represents Company:**

- Registered name<sup>1</sup>
- Registration number<sup>1</sup>
- Identification number<sup>1</sup>
- Operating name and address<sup>2</sup>
- Head Office address<sup>2</sup>
- SA Income tax number<sup>3</sup>
- VAT registration number<sup>3</sup>

### **Manager Of The Company;**

### **Each Natural Person Who Purports To Be Authorised To Establish A Business Relationship; and All Parties That Hold 25% Or More Of The Voting Rights In The Company.**

- Full names<sup>4</sup>
- Date of Birth<sup>4</sup>
- ID/Passport number<sup>4</sup>
- Residential address<sup>5</sup>
- Telephone numbers<sup>6</sup>
- E-mail addresses<sup>6</sup>

1. Attach a copy of the most recent versions of CM1 and CM22 bearing the stamp of the Registrar of Companies and signed by the company secretary
2. Obtain by reasonably practical means.
3. Attach copy of document issued by the South African Revenue Service bearing such a number.
4. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number
5. Any reasonable way to obtain this information
6. Any reasonable way to obtain this information.

## **Partnerships**

### **Obtain From Natural Person Who Represents Partnerships:**

- Registered name<sup>1</sup>
- Name of Partnership<sup>1</sup>
- Operating address<sup>1</sup>
- SA Income tax number<sup>2</sup>
- VAT registration number<sup>2</sup>
- ALL PARTNERS
- Full names<sup>3</sup>
- Date of Birth<sup>4</sup>
- ID/Passport number<sup>3</sup>
- Residential address<sup>4</sup>
- Telephone numbers<sup>5</sup>
- E-mail addresses<sup>5</sup>

1. Obtain by reasonably practical means.

2. Attach copy of document issued by the South African Revenue Service bearing such a number.
3. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number
4. Any reasonable way to obtain this information
5. Any reasonable way to obtain this information.

### **Sole Proprietors**

#### **Obtain From Sole Proprietor:**

- Sole Proprietor<sup>1</sup>
- Trading name<sup>1</sup>
- Operating address<sup>1</sup>
- SA Income tax number<sup>2</sup>
- VAT registration number<sup>2</sup>

#### **Sole Proprietors:**

- Full names<sup>3</sup>
- Date of Birth<sup>3</sup>
- ID/Passport number<sup>3</sup>
- Residential address<sup>4</sup>
- Telephone numbers<sup>4</sup>
- E-mail addresses<sup>5</sup>

1. Obtain by reasonably practical means.
2. Attach copy of document issued by the South African Revenue Service bearing such a number.
3. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number
4. Any reasonable way to obtain this information
5. Any reasonable way to obtain this information.

#### **Trusts:**

- Name of Trust<sup>1</sup>
- Registered number<sup>1</sup>
- Business address<sup>2</sup>
- Operating name (if business trust)<sup>2</sup>
- Operating address (if business trust)<sup>2</sup>
- SA Income tax number<sup>3</sup>
- VAT registration number<sup>3</sup>

#### **Trustee/s;**

#### **Beneficiaries Of The Trust; Founder Of The Trust;**

- Full names<sup>4</sup>
- Date of Birth<sup>4</sup>
- ID/Passport number<sup>4</sup>
- Residential address<sup>5</sup>

- Telephone numbers<sup>6</sup>
  - E-mail addresses<sup>6</sup>
1. Notarial or Court certified copy of Trust Deed appointing the Trustee (inter Vivos Trust).
  2. Notarial or Court certified copy of Trust Deed appointing the Trustee (inter Vivos Trust).
  3. Obtain by reasonably practical means.
  4. Attach copy of document issued by the South African Revenue Service bearing such a number.
  5. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number
  6. Any reasonable way to obtain this information
  7. Any reasonable way to obtain this information
- Name of entity<sup>1</sup>
  - Business address<sup>1</sup>
  - Operating name<sup>2</sup>
  - Operating address<sup>2</sup>
  - SA Income tax number<sup>3</sup>
  - VAT registration number<sup>3</sup>

**Legal Entities:**

- Full names<sup>4</sup>
  - Date of Birth<sup>4</sup>
  - ID/Passport number<sup>4</sup>
  - Residential address<sup>5</sup>
  - Telephone numbers<sup>6</sup>
  - E-mail addresses<sup>6</sup>
1. Copy of the Constitution or other founding document.
  2. Any reasonable way to obtain this information.
  3. Attach copy of document issued by the South African Revenue Service bearing such a number.
  4. Attach copy of Identity document or other acceptable document provided with a photo, full names, date of birth and identity number
  5. Any reasonable way to obtain this information
  6. Any reasonable way to obtain this information.