

# FICA COMPLIANCE - LEGAL PERSONS / CC'S + Companies

Please ensure all required documentation reach our office, including this application

- 1. ONE** of the following documents which reflects the registered name and number, physical address (where business operates) or erf number and suburb:
  - Utility Bill (less than 3 months old)
  - Bank Statement (less than 3 months old)
  - Lease or rental agreement (less than 12 months old)
  - Telkom Account (less than 3 months old)
  - Officeial SARS document
- 2. Green bar coded ID Book Copy** (each member) for SA citizen, or valid passport for foreign national who is the CEO/MD/Head AND anyone having authority to transact, or anyone holding 25 % more of the sharholding (plus a letter from company's auditors providing shareholding) AND **proof of authority to transact for individuals with authority**
- 3. VAT Registered** - If registered for VAT, please provide the VAT103
- 4. All documents** must be accompanied with your Income Tax Nr Document
- 5. Should you have a Tax Clearance Certificate**, this document can replace the VAT103 and Income Tax document, which indicated both on the document
- 6. Company registration documents**, including Certificate of Incorporation
- 7. If another Legal entity holds 25% more shareholding**, then proof of registration eg:
  - For a SA company, CM1, CM3 AND CM22 AND AM27/29
  - For a foreign company, the official registration document from the foreign country of incorporation
  - For a CC, the CK1/CK2 with CK2A
  - For a Partnership, the partnership agreement
  - For another trust, the trust deed and Master's Letter of Authority
  - For another legal entity, the constitution document

**COMPANY NAME:** \_\_\_\_\_

(Responsible for Invoice / Payment)

**ACTUAL TRADING NAME:** \_\_\_\_\_

(If different from above)

**COMPANY PHYSICAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**CREDITORS CONTACT PERSON:** \_\_\_\_\_

**BANK:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

**BRANCH:** \_\_\_\_\_

**BRANCH CODE:** \_\_\_\_\_

**ACCOUNT TYPE:** \_\_\_\_\_

**NATURE OF BUSINESS:** \_\_\_\_\_

**VAT REGISTRATION NUMBER:** \_\_\_\_\_

(Please include copy)

**INCOME TAX NUMBER:** \_\_\_\_\_

(Please include copy)

**REGISTRATION NUMBER:** \_\_\_\_\_

**BBEEE CERTIFICATE** YES

NO

(Please include copy)

**FULL NAMES OF DIRECTORS / PARTNERS / MEMBERS**

**IDENTITY NUMBER**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We the undersigned, each warrant this to be true and correct and to advise you of any changes in the information submitted.

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_

For office use only

**APPROVED:**

Admin Office/Name and Surname who approved compliance: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date approved:** \_\_\_\_\_