

FICA COMPLIANCE - INDIVIDUALS

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

1. **ONE** of the following documents which reflects your name and surname with physical address 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 for SA citizen, or valid passport for foreign nationals
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

FULL NAME/S AND SURNAME: _____
(Responsible for Invoice / Payment)

IDENTITY NR: _____

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)

BBEEE CERTIFICATE YES NO
(Please include copy)

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: _____
