

FICA REQUIREMENTS

Documents required by both Estate Agents and Conveyancers in a property transaction in terms of the Financial Intelligence Centre Act 38/2001.

● Private Individual/s

- Identity Document/Passport
- Proof of residential address
- Income Tax Reference Number
- Marriage Certificate (if applicable)
- Antenuptial Contract (if applicable)

● Close Corporation

- CK1, CK2 or Cipro Certificate reflecting entity name, registration no, address & names of members
- Copy of Identity Document of each member
- Proof of address for Close Corporation
- Proof of address for each member
- Tax reference numbers for Close Corporation
- Resolution by the Members

● Company

- Company Registration Documents i.e. Certificate of Incorporation, CM 22
- Memorandum and Articles of Association
- Copy of each Directors' Identity Document
- Proof of address of the Company
- Proof of address of each Director
- Tax reference numbers for Company
- Resolution by Directors
- Companies selling their major asset are required to register the Resolution with the Registrar of Companies

● Trust

- Trust Deed
- Letters of Authority
- Proof of address of the Trust
- Copy of Identity Document for each Donor, Trustee & Beneficiary
- Proof of address of each Donor, Trustee & Beneficiary
- Tax reference numbers for the Trust
- Resolution by Trustees

PLEASE NOTE: The conveyancers will require the originals to be presented upon signature of their bond/transfer documents in order for certified copies to be made.

