

INFORMATION FOR CONVEYANCER

PURCHASER

1. Full Names: _____
2. Income Tax Reference No: _____
3. Physical Address: _____
4. Postal Address: _____

5. Office Hours Telephone: _____
6. Fax: _____
7. E-Mail: _____

DOCUMENTS SCHEDULE - THE FINANCIAL INTELLIGENCE CENTRE ACT

1. NATURAL PERSON

- (a) Copy of identity document.
- (b) Copy of marriage certificate and Ante-Nuptial contract, if applicable.
- (c) Copy of document reflecting residential address, such as electricity or water account or any other account addressed to residential address (no older than 3 months).
- (d) Copy of a document issued by the South African Revenue Service on which income tax number is recorded.
- (e) Details of nationality if not a South African citizen.

2. COMPANY

A. Old Company Forms

- (a) Copy of the Certificate of Incorporation (CM1).
- (b) Copy of Memorandum of association (CM2).
- (c) Copy of Certificate to Commence Business (CM46).
- (d) Copy of the Certificate of Change of Name (CM9).
- (e) Copy of the Notice of Registered Office and Postal Address (CM22).
- (f) Copy of the Form CM29 (Register of Directors).

B. New Company Forms

- (a) notice of incorporation (COR14.1 together with annexures A and D thereto).
- (b) registration certificate (COR14.3).
- (c) any amendment to the company information (COR14.3 or COR15.2).
- (d) amendment to company information (COR21.1).
- (e) certificate of director amendments (COR39).

C. ALL COMPANIES

- (a) Full names of the Shareholders of company.
- (b) Document depicting trade name and operating address of the company, such as a utility bill, Telephone account or bank statement (no older than 3 months).
- (c) Copy of identity document of the manager and all authorised representatives of the company (the directors) and all individuals who hold 25% or more of the voting rights in the company (the shareholders) and advice as to the nationality of each.
- (d) Copy of VAT Registration Certificate.
- (e) Copy of document issued by the South African Revenue Service on which the company income tax number is recorded.
- (f) Residential addresses of the manager and of the individuals who hold more than 25% of the voting rights i.e. the Directors and Shareholders.
- (g) If a company or close corporation holds 25% or more of the voting rights, then similar information concerning the company as set out above including information on shareholders and directors or a copy of the Founding Statement if it is a close

corporation and addresses of the local office and head office of the company or close corporation.

3. CLOSE CORPORATIONS

- (a) Copy of the Founding Statement (CK1) and Certificate of Incorporation (if applicable, CK2 for any amendments to the Founding Statement).
- (b) Document depicting trade name and operating address of the Close Corporation, such as a utility bill, Telephone account or bank statement (no older than 3 months).
- (c) Copy of SARS document confirming income tax / VAT registration number for the Close Corporation.
- (d) Copy of identity documents for each member.
- (e) Copy of an up to date utility accounts for each member which they receive showing a physical address (no older than 3 months).

4. TRUST

- (a) Copy of the Trust Deed (if applicable, any deeds of amendments of the Trust Deed).
- (b) Copy of the Letters of Authority.
- (c) Copy of SARS document confirming income tax / VAT registration number for the Trust.
- (d) Document depicting trade name and operating address of the Trust, such as a utility bill, Telephone account or bank statement (no older than 3 months).
- (e) Copy of identity documents for each trustee, beneficiary and founder.
- (f) Copy of document reflecting residential address, such as electricity or water account or any other account addressed to residential address for each Trustee, beneficiary and founder of the Trust (no older than 3 months).

NOTE* ALL COPIES MUST BE CERTIFIED AS TRUE COPIES BY A COMMISSIONER OF OATHS OR A NOTARY PUBLIC