

## ACCEPTABLE FORMS OF VERIFICATION

### 1. Individual Investors



#### Documents Required:

#### Local Investors

- Verified copy of South African green bar-coded ID/new smart card ID with visible photograph and legible text
- Verified proof of residence.

#### Foreign Investors

- Verified copy of a valid passport, with visible photograph and legible text
- Verified proof of residence.

#### ACCEPTABLE PROOF OF RESIDENCE—Provide any of the following

- A lease/rental agreement
- Affidavit from a person co-habiting with the Investor
- Bank or Mortgage Statements, not older than 3 months (must evidence an official bank stamp)
- Official letter on a Bank Letterhead confirming Investor details
- Telephone or mobile account
- Statement from Home Security company
- Utility Bill reflecting Erf/stand no if sent to a P O Box
- Valid TV License
- M-NET or DSTV account
- Motor vehicle license documentation
- Municipal rates and taxes invoice
- Retail store statement of account
- Letter from employer confirming residence (if the employee resides on company owned property)
- Declaration from the Investor's Financial Advisor after an on-site visit—within 3 months of the on-site visit
- Long term/short term insurance policy document issued by an insurance company.

### What if i do not have a proof of residence in my own name?

If the proof of residence is in the name of your:



#### Documents Required:

#### Spouse

- Utility bill, or any other acceptable proof of residence in your spouse's name
- Identity document of your spouse.

#### Partner or co-habitant

- Utility bill, or any other acceptable proof of residence in your partner's name
- Identity document of the co-habitant.

#### Parent(s) because you are a Minor

- Utility bill, or any other acceptable proof of residence in your parent's name
- Identity document of the parent.

#### Legal Guardian because you are a Minor

- Identity document of the legal guardian
- Verified copy of Proof of Guardianship obtained from the Master of the Supreme Court.

### What if i cannot provide a proof of residence because...



#### Documents Required:

#### Owner of the property is a trust

- Utility bill, or any other acceptable proof of residence in the name of the trust
- A signed declaration that you do not have the proof of residence in your name
- A signed declaration by all trustees or authorised representative with a resolution
- A letter of authority of the trust.



### Documents Required:

#### Owner of the property is a company/close corporation

- Utility bill, or any other acceptable proof of residence in the name of the company/close corporation
- A signed declaration that you do not have the proof of residence in your name
- A signed declaration by the directors/members or authorised representative with a resolution
- Company/close corporation documents that show the names of the directors/members.

#### You are a South African citizen living overseas

- A utility bill reflecting or other acceptable proof of residence showing your overseas residential address
- If you do not have a utility bill in your name, we would need the same documents that apply to investors who live in South Africa and cannot provide us with a utility bill.

## 2. Corporate Entities



### Documents Required:

#### Close corporations (CCs)

- The Founding Statement and Certificate of Incorporation (CK1/CoR18.3)
- Where the CC has changed its members we require an amended Founding Statement CK2 stamped by the Registrar of Companies
- Verified proof of trade name and business address
- Proof of banking details, i.e. bank statements on a bank letterhead or a bank printed statement not older than 3 months
- Verified copy of South African green bar-coded ID/new smart card ID, or valid passport, with visible photograph and legible text for each member, authorised signatory and mandated official
- Verified proof of residential address for each member, authorised signatory and mandated official
- A resolution on the CC's letterhead signed by all members appointing the authorised signatories.

#### Trusts

- The Trust Deed (including Testamentary (Will) Trusts)
- A Will and letter of Executorship in the case of Testamentary Trust
- The Letter of Authority (if the trust is registered in South Africa) stamped by the Master of the High Court
- A Resolution signed by all trustees appointing the authorised signatories of the Trust
- Identity documents for founders of the Trust, trustees, beneficiaries and authorised signatories
- Verified proof of residential address for the founder, trustees, beneficiaries and authorised signatories.

#### South African Companies

- Registration Certificate CM1/CoR 15.1A or B
- Where the company has changed its name we require the Certificate of Name Change CM9/CoR14.3
- Notice of registered office and postal address stamped by the Registrar of Companies and signed by the company secretary CM22/CoR21.1
- Verified proof of trade name and business address
- Verified copy of South African green bar-coded ID/new smart card ID with visible photograph and legible text for each company director
- Verified proof of residential address for each company director
- A resolution on the company's letterhead signed by all members appointing the authorised signatories
- Identity documents for all managers, authorised signatories and individuals holding 25% or more of the voting rights at a general meeting
- Verified proof of residential address for each manager and authorised signatory
- Proof of banking details, i.e. bank statements on a bank letterhead or a bank printed statement not older than 3 months.

#### Foreign Companies

- Official documents from the foreign regulator witnessing incorporation, bearing the name, number and address
- Verified proof of trade name and business address
- Verified copy of each company director's identity document
- Verified proof of residential address for each company director



## Documents Required:

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### Foreign Companies continued

- A resolution on the company's letterhead signed by all members appointing the authorised signatories
- Identity documents for all managers, authorised signatories and individuals holding 25% of more of the voting rights at a general meeting
- Verified proof of residential address for each manager and authorised signatory
- Proof of banking details, i.e. bank statements on a bank letterhead or a bank printed statement not older than 3 months.

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### Partnerships

- A partnership agreement or signed letter from all the partners confirming the informal partnership
- Verified proof of trade name and business address
- Verified copy of each company partner's identity document
- Verified proof of residential address for each partner
- A resolution signed by all partners appointing the authorised signatories
- Verified copy of authorised signatory's identity document and proof of residential address
- Proof of banking details, i.e. bank statements on a bank letterhead or a bank printed statement not older than 3 months.

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### Retirement Funds

- Proof of registration as a Retirement Fund
- Verified copy of each trustee and/or authorised signatory's identity document
- Verified proof of address for each trustee and/or authorised signatory
- A resolution passed by the trustees authorising the authorised signatories.

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### Other legal Entities (e.g. clubs, associations, churches)

- The copy of the constitution or other founding documents for the legal entity
- Verified proof of trade name and business address
- Verified copies of all authorised signatories identity documents
- Resolution of authorised signatories
- Proof of banking details, i.e. bank statements on a bank letterhead or a bank printed statement not older than 3 months.