

## FICA CHECKLISTS

### INDIVIDUAL

	<p>A selfie (photo of yourself) holding your green bar coded South African ID Book or Smartcard ID (both sides) or valid Passport (for foreign nationals) / alternatively a copy certified by a Commissioner of Oaths.</p> <p><b>Please take note of below important guidelines when taking a selfie:</b></p> <ul style="list-style-type: none"> <li>• Take a close-up picture of you holding your ID book / Smartcard ID under your chin</li> <li>• Images are taken in a well-lit room</li> <li>• Images are Clear / not blurry</li> <li>• Images are High-quality</li> <li>• Details are readable on the image</li> <li>• The information is fully visible on the document</li> <li>• Your ID / Passport picture matches your Selfie</li> <li>• Your ID Book or Passport is open</li> <li>• The image must be of your original ID or Passport (No photocopies)</li> </ul> <p><b>After the image is taken, please check that the image is clear and the details are readable including the ID number.</b></p> <p><b>NB: In the event that you provide a certified ID, The ID must be certified by a suitable certifier e.g., a Commissioner of Oaths, Police Station, Registered Attorney, Post Office Manager etc.</b></p>
	<p>A copy of a service bill not older than 3 months. Refer below for a list of acceptable service bills.</p>
	<p>A Bank confirmation letter with an e-stamp which is available for download on your banking application; or a bank statement; or a physical bank confirmation letter issued and stamped by the branch (not older than 3 months)</p> <p><b>Note: No third-party bank accounts are permitted - the bank account must be in the name of the shareholder</b></p> <p><b>Note: When the shareholder is an Emigrant, a blocked rand account is required for exchange control purposes</b></p>
	<p>If your name or other personal details in your identity document has changed, provide a copy of the confirmation letter from the Department of Home Affairs confirming the changes. If your surname has changed, provide a copy of the marriage certificate or divorce decree</p>

### POWER OF ATTORNEY

	<p>A certified copy of the Power of Attorney signed by the shareholder and the agent</p>
	<p><b>Agent:</b> A selfie (photo of yourself) holding your green bar coded South African ID Book or Smartcard ID (both sides) or valid Passport (for foreign nationals). Refer below for guidelines on selfies.</p>
	<p><b>Agent:</b> A copy of a service bill not older than 3 months. Refer below for a list of acceptable service bills.</p> <p><b>Note:</b> Where the agent is an attorney or an institution, we require the agent's letterhead in order to verify their physical address</p>

**NB: Where applicable, documents must be certified by a suitable certifier e.g., a Commissioner of Oaths, Police Station, Registered Attorney, Post Office Manager etc.**

**Please take note of below important guidelines when taking a selfie:**

- Take a close-up picture of you holding your ID book / Smartcard ID under your chin
- Images are taken in a well-lit room
- Images are Clear / not blurry
- Images are High-quality
- Details are readable on the image
- The information is fully visible on the document
- Your ID / Passport picture matches your Selfie
- Your ID Book or Passport is open
- The image must be of your original ID or Passport (No photocopies)

**After the image is taken, please check that the image is clear and the details are readable including the ID number.**

**Proof of address documents not older than 3 months that we will accept include the following (these documents do not need to be certified):**

- A utility bill reflecting the name and residential address of the shareholder;
- A bank statement reflecting the name and residential address of the shareholder;
- Municipal rates and taxes invoice reflecting the name and residential address of the shareholder;
- Loan statement from Credit Providers reflecting the name and residential address of the shareholder;
- Telephone or cellular account reflecting the name and residential address of the shareholder;
- Recent long-term or short-term insurance policy document issued by an insurance company and reflecting the name and residential address of the shareholder;
- A statement of account issued by a retail store that reflects the residential address of the shareholder;
- Confirmation of residence from a retirement village / retirement home on their letterhead if the investor is 55 years or older;
- Stamped letter from the Tribal Authority Council on a letterhead confirming residential address in a rural settlement;
- Medical aid benefit statement that reflects the name and residential address of the shareholder;
- Recent correspondence from a Body Corporate or Share-Block Association reflecting the name and residential address of the shareholder.

**Proof of address documents not older than 12 months that we will accept include the following (these documents do not need to be certified):**

- A lease or rental agreement reflecting the name and residential address of the shareholder;
- Motor vehicle license documentation reflecting the name and residential address of the shareholder;
- SABC television license or SABC license renewal letter which displays name and residential address of the shareholder;
- SARS document (excluding assessments or e-filing documents) which displays the name and residential address of the shareholder;
- A mortgage statement reflecting the names and residential address of the shareholder.