



In terms of the Financial Intelligence Centre Act we are obliged to keep copies of certain documentation and information. To assist us in regard to the same and to enable us to begin processing the transfer, please would you email or fax to us the following documents:-

INDIVIDUAL

1. A copy of the first page of your identity document or passport (if you do not have a valid South African Passport);
2. A copy of your residence permit or VISA if you do not have a South Africa Identity Document;
3. A copy of your marriage certificate (if you are unmarried kindly advise us accordingly);
4. If you are married out of community of property, kindly let us have a copy of your ante-nuptial contract;
5. Proof of your residential address (an account which must be dated within the last 3 months);
6. Proof of your income tax numbers (e.g. an IRP5 or SARS document which reflects your income tax number);
7. Proof of your banking details;

OR

CLOSE CORPORATIONS

1. A copy of the Certificate of Incorporation of the Close Corporation;
2. A copy of Founding Statement of the Close Corporation;
3. A copy of the identity documents and proof of residence for all Members of the Close Corporation;
4. A copy of the identity document of the person who will be signing on behalf of the Close Corporation, if that person is not a Member;
5. Proof of the registered address of the Close Corporation (an account which must be dated within the last 3 months);
6. Proof of the income tax number of the Close Corporation (e.g. an IRP5 or SARS document which reflects the income tax number);
7. Proof of VAT registration Number of the Close Corporation (if applicable)
8. Proof of your banking details of the Close Corporation;

OR



COMPANIES

1. A copy of the Certificate of Incorporation of the Company;
2. A copy of Memorandum and Articles of Association of the Company;
3. A copy of the identity documents and proof of residence for all directors of the Company;
4. A copy of the identity document of the person who will be signing on behalf of the Company, if that person is not a Director;
5. Proof of the registered address of the Company (an account which must be dated within the last 3 months);
6. Proof of the income tax number of the Company (e.g. an IRP5 or SARS document which reflects the income tax number);
7. Proof of VAT registration Number of the Company (if applicable);
8. Proof of your banking details of the Company;

OR

TRUSTS

1. A copy of the Letter of Authority from the Master of the High Court for the Trust;
2. A copy of the signed Deed of Trust;
3. A copy of the identity documents and proof of residence for Founder (if deceased, the death certificate), Trustees and Beneficiaries of the Trust;
4. Proof of the registered address of the Trust (an account which must be dated within the last 3 months);
5. Proof of the income tax number of the Trust (e.g. an IRP5 or SARS document which reflects the income tax number);
6. Proof of VAT registration Number of the Trust (if applicable);
7. Proof of the banking details of the Trust;

Please furnish us with the abovementioned documents as soon as possible as we are unable to proceed with the preparation of the necessary transfer documentation until such time as we are in receipt of same.