

FICA CHECKLIST



The Financial Intelligence Centre Act (FICA) places a legal obligation on Estate Agents and Attorneys to collect certain information from Buyers and Sellers in Real Estate transactions. Below is a list of documents required before a Real Estate transaction may be concluded.

NATURAL PERSONS

1. South African ID Book (if SA Citizen)
2. Passport (if Foreign National)
3. Income Tax Number
4. Proof of address, being **one** of the following documents that are **less than 3 months old**:
 - 4.1. Municipal Account
 - 4.2. Bank Statement
 - 4.3. Lease Agreement
 - 4.4. Letter from SARS
 - 4.5. Valid TV License
 - 4.6. Telephone or Cellphone account

COMPANIES

5. Notice of Incorporation – CoR14.1
6. Memorandum of Incorporation (MOI) – CoR15.1
7. Proof of address, being **one** of the following documents that are **less than 3 months old**:
 - 7.1. Municipal Account
 - 7.2. Bank Statement
 - 7.3. Lease Agreement
 - 7.4. Telkom Account
8. Auditors Letter confirming the shareholding of the company

9. SARS Letter confirming Income Tax Number
10. Directors' Resolution authorising the transaction and appointing a representative
11. South African ID Book of the representative of the company
12. Proof of address of the representative of the company
13. For every person or entity who holds 25% or more of the shares in the company:
 - 13.1. If it is a natural person:
 - 13.1.1. South African ID Book
 - 13.1.2. Proof of address (see point 4 above)
 - 13.2. If it is a legal entity:
 - 13.2.1. Notice of Incorporation – CoR14.1
 - 13.2.2. Memorandum of Incorporation (MOI) – CoR15.1
 - 13.2.3. Proof of address (see point 7 above)
 - 13.2.4. SARS Letter confirming Income Tax Number
 - 13.2.5. Auditor's Letter confirming the shareholding of the entity
 - 13.2.6. Directors' Resolution appointing a representative of the company
 - 13.2.7. South African ID Book of the representative of the company
 - 13.2.8. Proof of address of the representative of the company



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TRUSTS

14. Trust Deed
15. Letters of Authority (Issued by the Master of the High Court)
16. Trust Resolution authorising the transaction and appointing a representative (resolution must pre-date the date of the transaction)
17. Income Tax Number of the Trust
18. Proof of address (see point 7 above)
19. In respect of **all the trustees** and **all the beneficiaries**:
 - 19.1. South African ID Book (if SA Citizen)
 - 19.2. Passport (if Foreign National)
 - 19.3. Proof of address (see clause 4 above)

CLOSE CORPORATIONS

20. Certificate of Incorporation (CK1)
21. Latest Amended Founding Statement (CK2)
22. Proof of address of the CC (see clause 7 above)
23. SARS Letter confirming Income Tax Number
24. In respect of all the members of the CC:
 - 24.1. South African ID Book
 - 24.2. Proof of address (see clause 4 above)
25. Members' Resolution authorising the transaction and appointing a representative

OUR REAL ESTATE DEPARTMENT OFFERS THE FOLLOWING SERVICES:

- Deal Structuring
- Drafting of Contracts
- Property Transfers
- Mortgage Bond Registrations

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