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Dear Valued Client

FINANCIAL INTELLIGENCE CENTRE ACT (F.I.C.A)

This Act requires CJS Securities (Pty) Ltd, as a Financial Institution, to establish and verify the identity of our clients and those acting on behalf of our clients.

An Individual is required to provide:

- Certified copy of Identity Document
- A certified copy of a utility bill reflecting Name and Residential Address i.e. Electricity/Water Bill, Telkom Account, Bank statement, SARS invoice, valid TV licence, Lease or rental agreement.
- Certified Proof of banking details
- Certified proof of Tax Number and VAT number (or original)

A Partnership is required to provide:

- Certified copy of a Partnership Agreement
- The certified FICA (ID, proof of address, etc.) of the partners
- Certified proof of Registered address

SA company (listed or Non-listed) is required to provide:

- An original letterhead
- A certified copy of a Certificate of Incorporation (Form CM1)
- A certified copy of ID of directors
- Certified Resolution listing authorised signatories and traders
- Certified Proof of banking details
- Certified Proof of physical address of business
- Certified Proof of registered address
- Certified (or original) Income tax and VAT numbers

A Close Corporation is required to provide:

- Certified Founding statement and Certificate of Incorporation (Form CK1) and an Amended Founding Statement (CK2), if applicable (certified copy).
- An original company letter head
- Certified copies of ID documents of all members
- Certified Proof of physical address
- Certified Income tax and VAT number (or original)
- Certified Proof of banking details

Inter Vivos (Living) Trust is required to provide:

- Certified Trust Deed or other founding documents
- Certified List of named Beneficiaries (includes FICA documents)
- Certified List of authorised Trustees
- Certified Contact details of: Founder, Beneficiaries named in the Trust, Co-Trustees, and Person contributing or authorised to act on behalf of the Trust.
- Certified copy of a bill reflecting Trade Name and address, i.e. Electricity/Water Bill, Telkom Account, Bank statement, SARS invoice
- Certified Proof of banking details for the Trust

Foreign Company (listed and non-listed)

- Official document, issued by an authority for recording the incorporation of companies in the foreign country, recording the name, number and address of the foreign company (certified)
- Certified Proof of business address, utility bill, telephone account
- Certified Trade name in South Africa: utility bill, telephone account,
- Certified Business address of office in South Africa
- Certified Income tax and VAT number (or original)

Authorisation of person acting on behalf of client

- A natural person acting on authority of natural person, legal person or trust
- Certified Full names, certified copy of ID document, address
- Certified Power of attorney, Resolution executed by authorised signatories, mandate or court order

Thank you for your co-operation in this regard and your continued loyal support.

Yours sincerely
CJS Securities (Pty) Ltd