

All documents **must be** completed in full, and no funds will be invested or paid without the completed and verification documents. In the event of you also registering a mortgage bond, the bank's FICA requirements will be requested **in addition** to the below.

**VERIFICATION AND SUPPORTING DOCUMENTS TO BE PROVIDED AS SET OUT IN THE GUIDELINES BELOW:**

|   |  |   |                          |                    |                          |         |                          |                |                          |
|---|--|---|--------------------------|--------------------|--------------------------|---------|--------------------------|----------------|--------------------------|
| 1.  | Full Name and Surname  |   |                          |                    |                          |         |                          |                |                          |
| 2.  | SA ID or Passport Number and DOB   |   |                          |                    |                          |         |                          |                |                          |
| 3.  | Non-resident Residency Status (Tick X)   | Temporary Resident  | <input type="checkbox"/> | Permanent Resident | <input type="checkbox"/> |         |                          |                |                          |
| 4.  | Address of your main place of residence (Domicile)   |   |                          |                    |                          |         |                          |                |                          |
| 5.  | SA or Foreign Income tax number  |   |                          |                    |                          |         |                          |                |                          |
| 6.  | Contact Number   |   |                          |                    |                          |         |                          |                |                          |
| 7.  | Email Address  |   |                          |                    |                          |         |                          |                |                          |
| 8.  | If acting as a legal representative for a legal entity or person, under which authority are you acting i.e resolution, power of attorney   |   |                          |                    |                          |         |                          |                |                          |
| <b>FINANCIAL INFORMATION</b>  |  |   |                          |                    |                          |         |                          |                |                          |
| 9.  | Bank Account Details   | <div>Account Holder:</div> <div>Bank:</div> <div>Branch:</div> <div>Account number:</div> |                          |                    |                          |         |                          |                |                          |
|   | <ul style="list-style-type: none"> <li>From which payment of any cash amount is made to the Agency or Waldick Inc</li> <li>Into which payment of proceeds are to be made</li> <li>Transactional bank account for purposes of any matter with Waldick Inc.</li> </ul> |   |                          |                    |                          |         |                          |                |                          |
| <b>NB BANKING DETAILS WILL BE CONFIRMED AGAIN FOR PURPOSES OF PAYMENTS TO BE RECEIVED BY THE CLIENT</b> |  |   |                          |                    |                          |         |                          |                |                          |
| 10.   | Employment Status (SOI)  | Employed  | <input type="checkbox"/> | Self Employed      | <input type="checkbox"/> | Retired | <input type="checkbox"/> | Unemployed     | <input type="checkbox"/> |
| 11.   | Occupation (SOC)   | (What is your occupation i.e Doctor, teacher)   |                          |                    |                          |         |                          |                |                          |
| 12.   | Industry (SIC)   | (In which industry i.e medicine, education)   |                          |                    |                          |         |                          |                |                          |
| 13.   | In which country do you trade in   | South Africa  | <input type="checkbox"/> | If other, specify  |                          |         |                          |                |                          |
| 14.   | In which jurisdiction is your main trade   | South Africa  | <input type="checkbox"/> | If other, specify  |                          |         |                          |                |                          |
| 15.   | Method of Payment for this Transaction (SOF)   | Cash  | <input type="checkbox"/> | Cheque             | <input type="checkbox"/> | EFT     | <input type="checkbox"/> | Bank Guarantee | <input type="checkbox"/> |

|   |   |     |  |    |  |              |  |  |
|---|---|-----|--|----|--|--------------|--|--|
|   | (Supply Documentary Proof for Cash Amounts of R3 million or more)   |     |  |    |  |              |  |  |
| 16.   | What is your source of income (SOW)                                 |     |  |    |  |              |  |  |
| <p><b>*Source of Income or Wealth</b> means the activities that have generated the total net worth of your wealth. For example inheritance of savings, salary, inheritance, pension, proceeds of sale, divorce settlement, company profits, investment maturing, private capital raise, sale of shares, bursary</p>   |   |     |  |    |  |              |  |  |
| <b>PROMINENT INFLUENTIAL PERSON (PIP)</b>   |   |     |  |    |  |              |  |  |
| 17.   | Are you a <b>DOMESTIC</b> or <b>FOREIGN PIP</b> ?                   | Yes |  | No |  | Position     |  |  |
| <p><b>DOMESTIC PROMINENT INFLUENTIAL PERSON:</b> President or deputy president of South Africa; Cabinet minister or deputy minister; Premier of a province MEC of a province; Mayor of a municipality; Leader of a political party; Member of a royal family; Senior traditional leader; Head, accounting officer or CFO of a national or provincial; department; Manager or CFO of a municipality Chairperson, CEO, accounting authority, CFO or chief investment officer of a public entity Judge Ambassador, high commissioner or other senior representative of a foreign country based in South Africa Chairperson of board of directors, chairperson of audit committee, executive officer or CFO of a company doing more than the prescribed amount of business with Government.</p> <p><b>FOREIGN PROMINENT INFLUENTIAL PERSON:</b> Head of state, Member of a royal family; Cabinet member Senior member of a political party Senior judicial officer Senior executive of a state-owned entity; High rank in the military.</p> |   |     |  |    |  |              |  |  |
| 18.   | Are you a <b>FAMILY MEMBER</b> or a close associate of such person? | Yes |  | No |  | Relationship |  |  |
| <p><b>FAMILY MEMBER</b> Immediate family members of Domestic Prominent Influential Persons and Foreign Prominent Public Officials include, but are not limited to: their spouse, civil partner or life spouse, civil partner or life partner; children and stepchildren and their spouse, civil partner or life partner; their parents; and siblings or stepsiblings, and their spouse, civil partner or life partner</p>   |   |     |  |    |  |              |  |  |

**Waldick Inc.**, as a firm of attorneys, has the privilege of confidentiality in accordance with the Protection of Personal Information Act 4 of 2013 ("POPI") concerning its clients. By signing below, I consent to the processing of the information contained herein as required under Section 11(1)(a) of POPI. The staff and finance department of Waldick Inc are authorised to access the Company's details provided herein for the purpose of attending to the Company's matters and any ancillary matters related thereto. Waldick Inc is further authorised to disclose the Company's personal information to:

1. The South African Revenue Service;
2. Relevant municipal authorities; and
3. Any litigation attorney mandated to assist with the enforcement or cancellation of the transaction, or with a claim for damages, or any action or application proceedings related to the transaction, solely for the purposes of this transaction.

In addition to compliance with POPI, Waldick Inc will store the Company's personal information in accordance with the requirements specified by the Legal Practice Council from time to time.

\_\_\_\_\_  
Client signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

Who hereby Confirms that all information is true and correct to the best of his/her knowledge.

**FICA QUESTIONNAIRE  
(NATURAL PERSON)**

|  |                  |                   |   |  |                              |     |               |  |
|--|------------------|-------------------|---|--|------------------------------|-----|---------------|--|
| Marital Status   | Unmarried        |                   | In Community  |  | Civil Union in Community     |     | Muslim Rights |  |
|  | Foreign Marriage |                   | Out of Community  |  | Civil Union Out of Community |     | Other         |  |
| If married - Name and Surname of Spouse  |                  |                   |   |  |                              |     |               |  |
|  |                  | Place of Marriage |   |  | Date of Marriage             |     |               |  |
| Country of Domicile of Husband at date of Marriage (permanent home at that time) |                  |                   | If Husband domiciled in SA at date of marriage, was any ante nuptial contract entered into? |  |                              | Yes | No            |  |
| Have you been divorced since you last sold or bought property?                   |                  |                   |   |  |                              |     |               |  |
| Are you a resident for tax purposes in South Africa?                             |                  |                   |   |  |                              |     |               |  |
| Current Residential Address  |                  |                   |   |  |                              |     |               |  |
| Current Postal Address   |                  |                   |   |  |                              |     |               |  |
| Future Residential Address   |                  |                   |   |  |                              |     |               |  |
| Future Postal Address  |                  |                   |   |  |                              |     |               |  |

**ONLY COMPLETE THIS SECTION IF SELLING PROPERTY**

|  |                      |  |                  |  |
|--|----------------------|--|------------------|--|
| How did you intend to utilise the property?                  | Primary Residence    |  | Let as Residence |  |
|  | Holiday Home         |  | Investment       |  |
|  | Other                |  | Specify:         |  |
| Is the property bonded?                                      | Yes                  |  | No               |  |
| If bonded, provide Institution Details                       | Bank:                |  |                  |  |
|  | Loan Account Number: |  |                  |  |
| Is the original title deed in your possession?               | Yes                  |  | No               |  |
| Future Residential Address                                   |                      |  |                  |  |
| Future Postal Address  |                      |  |                  |  |
| Managing Agent's / Home Owners Association's (if applicable) | Name                 |  | Email            |  |

**ONLY COMPLETE THIS SECTION IF PURCHASING PROPERTY**

|   |                   |  |             |                  |            |  |
|---|-------------------|--|-------------|------------------|------------|--|
| How are you financing the purchase?                     | Cash              |  | Bond        |                  | Investment |  |
|   | Sale of Property  |  | Inheritance |                  | Other      |  |
| If other, and / or combination of these, please specify |                   |  |             |                  |            |  |
| How do you intend to utilise the property?              | Primary Residence |  |             | Holiday Home     |            |  |
|   | Investment        |  |             | Let as Residence |            |  |
|   | Other             |  |             | Specify          |            |  |

**ONLY COMPLETE WHEN YOU ARE TAKING OUT A MORTGAGE BOND**

|   |                                  |  |    |  |
|---|----------------------------------|--|----|--|
| <b>Bank account details for debit order:</b><br>- This must be a South African bank account | <b>City and country of birth</b> |  |    |  |
| Account Holder  |                                  |  |    |  |
| Bank  |                                  |  |    |  |
| Branch Name and Code  |                                  |  |    |  |
| Account number  |                                  |  |    |  |
| Type of Account   |                                  |  |    |  |
| Debit Order Date  |                                  |  |    |  |
| Do you have dual Citizenship  | Yes                              |  | No |  |
| If yes Please Indicate which Countries  |                                  |  |    |  |
| Primary Nationality   |                                  |  |    |  |

ATTORNEY REQUIRES: Identity Document, Marriage Certificate / Ante-Nuptial Contract, Divorce Order (if applicable), Utility Bill reflecting Name and Current Residential address NOT older than 3 months and not from your instructing bank and Proof of bank details for debit order form and copy of Homeowners/Life Insurance Policy where you have elected to utilise insurance provided by a third party.

Note: We require the above documentation in order to draft our bond documents for Signature.

In order for our offices to fully comply with the Financial Intelligence Centre Act, No. 38 of 2001, we will require the below documentation.

## **NATURAL PERSONS**

### **1. IDENTITY DOCUMENT**

- 1.1 Official valid identity document or green bar-coded identity document in the case of Citizens and Residents.
- 1.2 Identity documents must be clear, and both sides of a smart ID card must be presented.
- 1.3 Passports and valid permits or VISAS are to be provided by non-residents or foreigners.

### **2. PROOF OF RESIDENCE**

The below sets out a list of documents that are acceptable for purposes of proof of residence.

All documents must not be older than 3 months:

- 2.1 a utility bill reflecting the name and residential address of the person.
- 2.2 a bank statement reflecting the name and residential address of the person.
- 2.3 a recent lease or rental agreement reflecting the name and residential address of the person.
- 2.4 municipal rates and taxes invoice reflecting the name and residential address of the person.
- 2.5 mortgage statement reflecting the name and residential address of the person.
- 2.6 telephone or cellular account reflecting the name and residential address of the person.
- 2.7 valid television licence reflecting the name and residential address of the person.
- 2.8 recent long-term or short-term insurance policy document issued by an insurance company and reflecting the name and residential address of the person.

- 2.9 recent motor vehicle license documentation reflecting the name and residential address of the person.
- 2.10 Co-habitation affidavit from a person with whom the said person resides and valid proof of residence of that person.

**3. PROOF TAX NUMBER**

- 3.1 SARS confirmatory letter.
- 3.2 Tax confirmatory letter from any other tax office if registered for tax in another country.
- 3.3 Payslip confirming the tax number.

**4. PROOF OF BANKING**

An original or bank certified copy of a bank statement reflecting the bank name, account holder and account number.

**5. PROOF OF ORIGIN OF FUNDS (CASH PAYMENTS OF R1 MILLION OR MORE)**

- 5.1 Bank statement confirming amount.
- 5.2 Letter from your financial institution confirming the amount.
- 5.3 Policy documents.
- 5.4 Agreements.
- 5.5 Any other documentary proof confirming the origin of the amount.
- 5.6 Will or Liquidation & Distribution account (inheritance).

**6. NO FUNDS WILL BE PAID WITHOUT PROOF OF BANK ACCOUNT NUMBER** to avoid any transfer of funds to incorrect account number/s.

**7. COMPANY (PTY LTD)**

In addition to the above:

- 7.1 ALL documents as set out under Natural Persons for each and every Director.

- 7.2 Company - Memorandum & Articles of Association
- 7.3 CM1 or applicable CoR Forms (Certificate of Incorporation)
- 7.4 CM22 or applicable CoR Forms (Notice of Registered Office and Postal Address).
- 7.5 Resolution/mandate authorizing the mandated officials to establish the business relationship.
- 7.6 Income Tax Registration Number and VAT Number (if applicable)
- 7.7 Proof of OPERATING address NOT older than THREE months

## **8. CLOSE CORPORATION**

In addition to the above:

- 8.1 ALL documents as set out under Natural Persons for each and every Member.
- 8.2 Close Corporation - Founding Statement
- 8.3 CK1 or applicable CoR Forms (Certificate of Incorporation)
- 8.4 CK2 or applicable CoR Forms (Notice of Registered Office and Postal Address)
- 8.5 Resolution/mandate authorizing the mandated officials to establish the business relationship
- 8.6 Income Tax Registration Number and VAT Number (if applicable)
- 8.7 Proof of OPERATING address NOT older than THREE months

## **9. TRUST**

In addition to the above:

- 9.1 ALL documents as set out under Natural Persons for each and every Trustee & Beneficiary.
- 9.2 Trust - Letter of Authority and Trust Deed
- 9.3 Resolution/mandate authorizing the mandated officials to establish the business relationship.
- 9.4 Income Tax Registration Number
- 9.5 Proof of STREET address NOT older than THREE months