



FICA DOCUMENTATION CHECKLIST

Itransact acts as an accountable institution in terms of the Financial Intelligence Centre Act 38 of 2001 (FICA) and has a duty to identify prospective clients. Itransact will only conduct business with the FSP once all documents have been received and verified. The checklist below is applicable for due diligence on new applications and/or updating of existing FSP's details. All copies submitted must be clear and in accordance with this checklist.

NATURAL PERSON

South African Natural Person

- Copy of Green RSA Identity Document
- South African Smart Card identification document issued by the Department of Home Affairs
- Copy of RSA Passport and proof of the loss or theft of ID book

Foreign Natural Person

- A copy of a valid passport issued by country of origin

SOUTH AFRICAN COMPANY

- Company statutory documents - Certificate of Registration, Memorandum of Incorporation, Certificate of Name change (if applicable) and directors list
- For all Directors - as per individual requirements
- All shareholders holding 25% or more of voting rights at a general meeting - as per class requirements of this checklist

PARTNERSHIP

- A copy of the partnership agreement
- For all Partners - as per individual requirements

CLOSE CORPORATIONS

- The most recent version of the founding statement and certificate of incorporation, bearing the stamp of the Registrar of Close Corporations and signed by an authorised member or employee of the close corporation
- For all Members - as per individual requirements
- Confirmation of address (Proof of business address of the Close Corporation e.g. utility bill (not older than 3 months) reflecting the name and business address)
- Resolution specifying who is authorised to act on behalf of the Close Corporation
- Authorised signatory list including specimen signatures
- Confirmation of identity for the person/s authorised to establish the business relationship - as per natural person requirements.
- Proof of banking details of the Close Corporation as per individual requirements
- Proof of VAT registration (if applicable)
- Proof of Income Tax Number