



PROOF OF RESIDENTIAL ADDRESS

Copies of one of the following documents (less than 3 months old) will be considered for proof of address.

- Utility bill
- Retail account – only if the provider is regulated by FAIS for NCA
- Bank account statement
- Municipal rates and taxes invoice
- Mortgage statement from a bank or other recognised lending institution
- Telkom account
- Cellphone account

CLIENT IDENTIFICATION REQUIREMENTS

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| <p>INDIVIDUAL</p> | <ul style="list-style-type: none"> • A copy of the customer's green bar-coded identity document (SA citizen/resident) or a copy of a valid passport (foreign national) |
| <p>SA COMPANIES (Companies created before 01 May 2011)</p> | <ul style="list-style-type: none"> • Copy of Certificate of Incorporation (CM1). • Certificate of name change (CM9) (if applicable) • Notice of Registered Office and Postal Address (CM22) • Copy of " The contents of Register of Directors, Auditors & Officers", (CM29) • Proof of the physical address for the company must be less than 3 months old. • Identity documents/passport i.r.o the manager, all authorised representatives and all individuals holding 5% or more of the voting rights • Residential address and contact details in writing i.r.o the manager, all authorized representatives and all individuals holding 5% or more of the voting rights • Proof of authority to act on behalf of the company (e.g. a resolution). • Proof of Residential address must be less than 3 months old, for the natural person/s authorised to enter into transaction with us on behalf of the company. • Institutions holding 5% or more of the voting rights: CM1, CM9, CM22, CM29 (Company) OR CK1, CK2 (CC) plus proof of address OR Official document from foreign regulator witnessing incorporation, bearing the name, number & address & Utility bill containing SA & foreign trade names & physical address (Foreign Company) OR Partnership agreement or other such founding document (Partnership) OR Trust deed or other founding document (Trust) OR Constitution or other such founding document in terms of which the entity was founded/created (Other) • Company Register – to confirm who holds 5% or more voting rights in the company |
| <p>SA COMPANIES (Companies created after 01 May 2011)</p> | <ul style="list-style-type: none"> • Copy of CoR 15.1 (A-E) – Memorandum of Incorporation (MOI); • CoR 14.1 – The notice of Incorporation or Amended CoR 14.1 if a Company has changed its name which could differ from its trade name. The trade name needs to fulfil the registration requirements in terms of the Consumer Protection Act (if applicable); • CoR 15.2 – Notice of Amendments of Memorandum of Incorporation (if applicable); • CoR 15.3 – Notice of Alteration of Memorandum of Incorporation (if applicable); • CoR 15.4 – Notice of Translation of Memorandum of Incorporation (if applicable); • CoR 22 – Notice of location of Company record (if applicable); • CoR 20.1 – Annexure – Directors of External Company (if applicable); • CoR 21 – Notice of Change of Address (if applicable); • CoR 39 – Notice of change of Company Directors (if applicable); • CoR 44 – Notice of Change of Company Auditors and Company Secretary (if applicable). • Proof of the physical address for the company must be less than 3 months old. • Identity documents/passport i.r.o the manager, all authorised representatives and all individuals holding 5% or more of the voting rights • Residential address and contact details in writing i.r.o the manager, all authorised representatives and all individuals holding 5% or more of the voting rights • Proof of authority to act on behalf of the company (e.g. a resolution). • Proof of Residential address must be less than 3 months old, for the natural person/s authorised to enter into transaction with us on behalf of the company. • Institutions holding 5% or more of the voting rights: CoR 15.1 (A-E), (Company) OR CK1, CK2 (CC) plus proof of address OR Official document from foreign regulator witnessing incorporation, bearing the name, number & address & Utility bill containing SA & foreign trade names & physical address (Foreign Company) OR Partnership agreement or other such founding document (Partnership) OR Trust deed or other founding document (Trust) OR Constitution or other such founding document in terms of which the entity was founded/created (Other) • Company Register – to confirm who holds 5% or more voting rights in the company |



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| <p>SA CLOSE CORPORATIONS (CC) (Which have not converted to a company)</p> | <ul style="list-style-type: none"> • Copy of Founding Statement and Certificate of Incorporation (form CK1). • Amended Founding Statement, if applicable (form CK2). • Proof of the physical address for the close corporation must be less than 3 months old. • Identity documents/passport i.r.o each member, the manager, all authorised representatives and all individuals holding 5% or more of the voting rights. • Residential address and contact details in writing i.r.o each member, the manager, all authorised representatives and all individuals holding 5% or more of the voting rights • Proof of Residential address must be less than 3 months old, for the natural person/s <ul style="list-style-type: none"> - authorised to enter into transaction - with us on behalf of the close corporation. • Proof of authority to act (e.g. a resolution) on behalf of the close corporation (signed by all representatives) |
| <p>TRUST (NOTE: Testamentary trusts are exempt from FICA – please supply: Last Will and Testament; Letters of authorisation by the Master)</p> | <ul style="list-style-type: none"> • Trust deed or other founding document • Letters of authorisation by the Master • Copy of Identity documents of all Trustees, Founding member & each beneficiaries mentioned by name & each natural person who is authorised to enter into transaction with us on behalf of the Trust • Resolution by the trustees, authorising one or more persons to act on behalf of the trust (if applicable). • Proof of Residential address must be less than 3 months old, for all trustees and each natural person/s authorised to enter into transaction with us on behalf of the Trust • We will also require in writing the Residential address and contact details of all Beneficiaries mentioned by name, Founder member & A Death Certificate or Certificate of Deregistration where founder died or ceased to exist • Institutional Beneficiaries, Trustee or Founder, and details of how beneficiaries are determined if not mentioned by name the following documents are needed: CM1, CM9, CM22, CM29 or CoR 15.1 (A-E) (Company) OR CK1, CK2 (CC) plus proof of address OR Official document from foreign regulator witnessing incorporation, bearing the name, number & address & Utility bill containing SA & foreign trade names & physical address (Foreign Company) OR Partnership agreement or other such founding document (Partnership) OR Trust deed or other founding document (Trust) OR Constitution or other such founding document in terms of which the entity was founded/created (Other) |
| <p>DECEASED ESTATE</p> | <ul style="list-style-type: none"> • Copy of Letter of Executorship or Letter of Authority in terms of section 18 (3) from the Master of the High Court. • Where another person is acting on behalf of the executor, written Power of Attorney from the executor to act on the executor's behalf. • A cancelled cheque of the deceased estate or recent copy of the deceased estate's bank account statement indicating the customer's banking details. • Identity document and proof of address (not older than 3 months) of executor. |
| <p>PARTNERSHIP</p> | <ul style="list-style-type: none"> • Partnership agreement or other such founding document • Valid Identity documents of all partners, all authorised representatives, and representatives exercising executive control • Proof of residential address must be less than 3 months old i.r.o all partners, all authorized representatives, and representatives exercising control • Proof of authority to act, i.e. resolution (if applicable) • Applicable documents i.r.o. institution, partners or an institution exercising executive control holding 5% or more of the voting rights at a general meeting (as above) |
| <p>OTHER LEGAL PERSONS (Clubs, Schools, Organ of State, Churches, Associations)</p> | <ul style="list-style-type: none"> • Constitution or other such founding document in terms of which the entity was founded/created • Identity documents of all the interested parties • Proof of address less than 3 months old for all interested parties must be less than 3 months old. • Proof of authority to act on behalf of the entity – resolution on institution letter head. • Proof of Residential address must be less than 3 months old, for the natural person/s authorised to enter into transaction with us on behalf of the company. |
| <p>GOVERNMENT INSTITUTION</p> | <ul style="list-style-type: none"> • Municipalities: a special resolution by the Board of the city/town council authorising the town clerk to act on behalf of such council. • Statutory institutions: a copy of the act/statute stating the powers and duties of the authorised official. • Governmental departments: a copy of the act/statute pertaining to the department that indicates the Director-General as the authorised official who may act on behalf of the department. • If the above powers are delegated to another official, OMUT will require a certified copy of the document indicating the transfer of powers and duties, as well as a copy of the authorised person's identity document. • A cancelled cheque or copy of a recent bank statement indicating the customer's banking details. |
| <p>FOREIGN COMPANIES</p> | <ul style="list-style-type: none"> • Official document from foreign regulator witnessing incorporation, bearing the name, number & address • Proof of address less than 3 months old containing SA & foreign trade names & physical address must be less than 3 months old. • Identity documents/passport i.r.o. the SA manager, all authorised representatives and all individuals holding 5% or more of the voting rights at a general meeting • Residential address and contact details in writing i.r.o the manager, all authorised representatives and all individuals holding 5% or more of the voting rights • Proof of authority to act on behalf of the company (e.g. a resolution). • Proof of Residential address must be less than 3 months old, for the natural person/s authorised to enter into transaction with us on behalf of the company. • Applicable documents i.r.o institution holding 5% or more of the voting rights at a general meeting (as above) • Company Register – to confirm who holds 5% or more voting rights in the company |