



Start Shopping

3rd Floor
125 Buitengracht Street
Cape Town
South Africa
8001

To Whom It May Concern

PLEASE COMPLETE THIS FORM IN THE NAME OF THE PERSON/BUSINESS AND ATTACH COPIES OF THE FOLLOWING SUPPORTING FICA DOCUMENTS

Proof of business address (see examples of the documents required below) Proof of VAT registration

Certified clear legible colour copy of green bar-coded South African Identity book or passport Proof of residence of the sole proprietor – not older than 3 months

SOLE PROPRIETOR

Name of Business	
Surname of Sole Proprietor	
First Name of Sole Proprietor	
Natural Person	South African Citizen..... Non-South African Citizen. Nationality if not South African Citizen...
Identity Number / Passport Number	
Income Tax Number	
VAT Registration Number	
Marital status	
Business Address	
Residential Address of Sole Proprietor	

Postal Address to which all correspondence is to be addressed	
Email Address	
Home Telephone Number	
Business Telephone Number	
Cell phone Number	
Business Telefax Number	

Source of funds for payment for services e.g. Name of bank account and confirm whether Cheque account/credit account/ other. If other please specify.	
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Contents confirmed by _____

Date _____ 20__

VERIFICATION OF RESIDENTIAL AND /OR BUSINESS ADDRESS FOR FICA PURPOSES

Any document/account/bill/statement of account which is addressed to the client by a third party and which shows the client's residential and/or business address is suitable as verification of the address.

This document must not be older than three months. Examples of the documents

- utility bill i.e. a rates and taxes account from the local municipality in respect of the residential and/or business property
- where a client rents his residential and/or business property, a copy of the lease or rental agreement between the client and the rental agent/owner of the property resides and wherein the address of that property is stated
- for properties in sectional title, cluster or share-block developments, a levy certificate which has been issued to the client by the body corporate, homeowners association or managing agent in respect of the unit
- a security firm account or contract
- a SARS document i.e. an official tax return; an official tax assessment or official correspondence from the local revenue services
- a newspaper invoice
- a traffic fine
- an account from a retail store e.g. Woolworths, MTN, Vodacom, Telkom
- a TV license account
- bank statement
- mortgage bond statement
- a recent short-term insurance policy or a renewal letter (less than one-year-old)

In the event that client does not have any documents addressed to his residential and/or business address or reflecting such address then:

- an affidavit in which the client states her or his residential and/or business address.

Signature _____