

**Financial Intelligence Centre Act, 38 of 2001**

**Form: Establish and verify the identities of natural persons who are South African citizens or residents of South Africa**

**Information required**

- (a) Full names: .....
- (b) Date of birth: .....
- (c) Identity Number: .....
- (d) Residential address: .....

If the person referred to above is represented by a guardian or a curator the following information must also be obtained in respect of such guardian or curator:

- (a) Full names: .....
- (b) Date of birth: .....
- (c) Identity Number: .....
- (d) Residential address: .....
- (e) Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

**Verification steps**

- Obtain the identity document, or a similar document, bearing a photograph of the person concerned and his/her full names, date of birth and identity number, and compare the details recorded above with the particulars stated in that document.
- Take all reasonable steps necessary to verify the residential address of the person.
- Make a copy of the identity, or similar, document to be retained for record purposes.
- Confirm that these steps have been complied with.

**Additional information**

Name of the person obtaining the information: .....

Type of transaction concluded with client: .....

Dated at ..... on this ..... day of ..... 20.....

**Financial Intelligence Centre Act, 38 of 2001**

**Form: Establish and verify the identities of natural persons who are citizens or residents of a country other than South Africa**

**Information required**

- (e) Full names: .....
- (f) Date of birth: .....
- (g) Nationality .....
- (h) Passport number .....
- (i) Residential address: .....

If the person referred to above is represented by a guardian or a curator the following information must also be obtained in respect of such guardian or curator:

- (a) Full names: .....
- (b) Date of birth: .....
- (c) Nationality .....
- (d) Identity Number: .....
- (e) Residential address: .....
- (f) Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

**Verification steps**

- Obtain the passport and compare the details recorded above with the particulars stated in the passport.
- Make a copy of the passport to be retained for record purposes.
- Confirm that these steps have been complied with.

**Additional information**

Name of the person obtaining the information: .....

Type of transaction concluded with client: .....

Dated at ..... on this ..... day of ..... 20.....

**Financial Intelligence Centre Act, 38 of 2001**

**Form: Establish and verify the identity of a close corporation**

**Information required from the person acting for the close corporation**

- (a) Registered name of close corporation: .....
- (b) Registration number: .....
- (c) Registered address: .....
- (d) Trade name of the close corporation, if any: .....
- (e) Address from which the close corporation operates or, if the close corporation has multiple addresses:
  - (i) the address of the office seeking to establish a business relationship or to enter into a single transaction with the estate agency firm; and
  - (ii) the address of the head office of the close corporation:  
.....
- (f) Details of each member of the close corporation (add additional sheets if necessary):

**Member**

- Full names: .....
- Date of birth: .....
- Identity Number: .....
- Nationality if not a South African citizen: .....
- Residential address: .....
- Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

**Member**

Full names: .....

Date of birth: .....

Identity Number: .....

Nationality if not a South African citizen: .....

Residential address: .....

Contact particulars: (Tel) ..... (fax) ..... (e-mail) .....

(g) Details of each natural person acting on behalf of the close corporation:

Full names: .....

Date of birth: .....

Identity Number: .....

Nationality if not a South African citizen: .....

Residential address: .....

Contact particulars: (Tel) ..... (fax) ..... (e-mail) .....

**Verification steps**

Obtain the following documents and compare the details recorded above with the particulars stated in the documents:

- the most recent Founding Statement and Certificate of Incorporation (CK1) and, where applicable, the Amended Founding Statement (CK2), issued by CIPRO and signed by an authorised member/employee of the close corporation;
- the identity document of each member of the close corporation or a similar document bearing a photograph of the member concerned and his/her full names, date of birth and identity number;
- the identity document of each person acting on behalf of the close corporation member or a similar document bearing a photograph of the person concerned and his/her full names, date of birth and identity number;
- take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the close corporation;
- obtain reliable proof that the person representing the close corporation is authorised to act on behalf of the close corporation such as, for instance, a duly

signed resolution of the close corporation or a letter of authorisation signed for and on behalf of the close corporation;

- Make a copy of the various document referred to above to be retained for record purposes.
- Confirm that these steps have been complied with.

**Additional information**

Name of the person obtaining the information: .....

Type of transaction concluded with client: .....

Dated at ..... on this ..... day of ..... 20.....

**Financial Intelligence Centre Act, 38 of 2001**

**Form: Establish and verify the identity of a South African company**

**Information required from the person acting for the close corporation**

- (a) Registered name of company: .....
- (b) Registration number: .....
- (c) Registered address: .....
- (d) Name under which the company conducts business: .....
- (e) Address from which the company operates or, if the company operates from multiple addresses:
  - (j) the address of the office seeking to establish a business relationship or to enter into a single transaction with the estate agency firm; and
  - (ii) the address of the head office of the company:  
.....

(f) Details of company manager (the principal executive officer):

Full names: .....

Date of birth: .....

Identity Number: .....

Nationality if not a South African citizen: .....

Residential address: .....

Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

(g) Details of each natural person acting on behalf of the company:

Full names: .....

Date of birth: .....

Identity Number: .....

Nationality if not a South African citizen: .....

Residential address: .....

Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

(f) Details of each person and legal entity holding more than 25% of the voting rights in the company (use such additional sheets as may be necessary):

Full names/registered name: .....

Legal form of legal entity (if neither a company nor a close corporation): .....

Trade name (Legal entity): .....

Date of birth (natural person): .....

Identity Number/Registration number: .....

Nationality if not a South African citizen: .....

Residential address (natural person): .....

Residential address (legal entity): .....

Business address (legal entity): .....

Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

### **Verification steps**

Obtain the following documents and compare the details recorded above with the particulars stated in the documents:

- the most recent Certificate of Incorporation (CM1) and Notice of Registered Office and Postal Address (CM22) issued by CIPRO and signed by the company secretary;
- the identity document of each manager of the company or a similar document bearing a photograph of the manager concerned and his/her full names, date of birth and identity number;
- the identity document of each person acting on behalf of the company or a similar document bearing a photograph of the person concerned and his/her full names, date of birth and identity number;
- where any person or legal entity holds 25% or more of the voting rights in the company:
  - Natural person: ID document
  - Close corporation: Most recent founding statement (CK1 and CK2)
  - SA company: Most recent forms CM1 and CM22

- Foreign company: Official incorporation documents
- Partnership: Partnership agreement
- Trust: Trust deed
- Other legal entity: Constitution or other founding document
- take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the company;
- obtain reliable proof that the person representing the company is authorised to act on behalf of the company such as, for instance, a resolution of the company duly signed by the company secretary or a letter of authorisation signed for and on behalf of the close corporation;
- Make a copy of the various document referred to above to be retained for record purposes.
- Confirm that these steps have been complied with.

**Additional information**

Name of the person obtaining the information: .....

Type of transaction concluded with client: .....

Dated at ..... on this ..... day of ..... 20.....

**Financial Intelligence Centre Act, 38 of 2001**

**Form: Establish and verify the identity of a partnership**

**Information required from the person acting for the partnership**

(a) Name of partnership: .....

(b) Details of each partner in the partnership (use such additional sheets as may be necessary):

**Partner**

Full names/Registered name: .....

Legal form of legal entity (if neither a company nor a close corporation): .....

Trade name (Legal entity): .....

Date of birth (natural person): .....

Identity Number/Registration number: .....

Nationality if not a South African citizen: .....

Registered address (legal entity): .....

Business address (legal entity): .....

Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

**Partner**

Full names/Registered name: .....

Legal form of legal entity (if neither a company nor a close corporation): .....

Trade name (Legal entity): .....

Date of birth (natural person): .....

Identity Number/Registration number: .....

Nationality if not a South African citizen: .....

Registered address (legal entity): .....

Business address (legal entity): .....

Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

(c) Details of the person exercising effective control over the partnership:

Full names/Registered name: .....

Legal form of legal entity (if neither a company nor a close corporation): .....

Trade name (Legal entity): .....

Date of birth (natural person): .....

Identity Number/Registration number: .....

Nationality if not a South African citizen: .....

Registered address (legal entity): .....

Business address (legal entity): .....

Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

(d) Details of each natural person acting for the partnership:

Full name: .....

Date of birth: .....

Identity Number: .....

Nationality if not a South African citizen: .....

Contact particulars: (Tel) .....(Fax) ..... (e-mail) .....

### **Verification steps**

Obtain the following documents (as applicable) in respect of each partner and each person mentioned above and compare the details recorded above with the particulars stated in the documents:

- Natural person: ID document
- Close corporation: Most recent founding statement (CK1 and CK2)
- SA company: Most recent forms CM1 and CM22

- Foreign company: Official incorporation documents
  - Partnership: Partnership agreement
  - Other legal entity: Constitution or other founding document
- take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the legal entities mentioned above;
  - compare the partnership name with the partnership agreement;
  - Make a copy of the various document referred to above to be retained for record purposes.
  - Confirm that these steps have been complied with.

**Additional information**

Name of the person obtaining the information: .....

Type of transaction concluded with client: .....

Dated at ..... on this ..... day of ..... 20.....