

CHURCH

PLEASE COMPLETE THE FORM IN THE NAME OF THE ENTITY TO WHICH THE INVOICE IS TO BE ADDRESSED AND ATTACH COPIES OF THE FOLLOWING SUPPORTING FICA DOCUMENTS:

- Documents confirming registration of the church with any relevant registering authority
- Proof of business address i.e. a third party account reflecting name and business address
- Proof of VAT registration (if any)
- Certified clear legible copy of green bar-coded South African Identity book (or passport) (colour copy) together with a copy of an account or other document confirming residential address of the individual representing the church

Name of Church		
	Local	
	International	
Registration Number (if any)		
Vat Registration Number (if any)		
Business / Office Address	Number	
	Building name	
	Street name	
	Suburb	
	City	
Postal Address to which all correspondence is to be addressed		
Contact Person		
Cellphone Number		
Email Address		
Telephone Number		
Telefax Number		

REPRESENTATIVE ACTING ON BEHALF OF THE CHURCH		
	Surname	
	First Name	
	Identity/Passport Number	
	Income Tax Number:	
	Residential Address	

	Email Address	
	Home Telephone Number	
	Business Telephone Number	
	Cell Phone Number	

<p><u>Source of funds for payment for services</u> e.g. Name of bank account and confirm whether Cheque account / credit account/ other. If other please specify.</p>	
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Contents confirmed by client : _____ 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 needs to be dated and to be less than six months old.

Please note that in the event that these documents are being provided for an investment of funds, all proof of business and residential address cannot 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, home owners 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.

NB: This applies only for Kampel Kaufmann Attorneys in-house Fica.

This does not apply for investment purposes as the banks do not accept affidavits as proof of residential or business address.