

CLOSE CORPORATION

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

Form CK1 (Founding Statement/ Certificate of Incorporation)

Form CK2 (Amended Founding Statement – (if applicable)

Proof of VAT number

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

Certified colour copy of the identity document of each member of the CC together with a document confirming such member's proof of residence

<u>Name of Close Corporation:</u>		
<u>Trading Name:</u>		
Registration Number		
Vat Registration Number		
Business / Office Address	Number	
	Building name	
	Street name	
	Suburb	
	City	
Postal Address to which all correspondence is to be addressed		
		Postal code :
Business Telephone Number		
Business Telefax Number		
Contact Person		
Email Address		

MEMBER		
	Surname	
	First Name	
	Identity/Passport Number	
	Income Tax Number:	

	Residential Address	
	Email Address	
	Home Telephone Number	
	Business Telephone Number	
	Cell Phone Number	

MEMBER		
	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</u> for services 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 must not be older than 3 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 licence 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.