

**SOUTH AFRICAN COMPANY (IN BUSINESS RESCUE)**

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 FICA DOCUMENTS

**Should the company's registration information have been amended since May 2011, please provide copies of the relevant COR documents as supplied by the CIPC (See table below under New Forms)**

**Please provide copies of the following documents issued in respect of the company prior to May 2011 (See table below under Old Forms)**

NEW FORMS		OLD FORMS	
Notice of Incorporation (Incorporator Details) Notice of Incorporation (Initial Directors of the Company) Notice of Incorporation (Notice of Company appointments (if applicable))	<b>COR14.1</b> <b>COR14.1 (Annexure A)</b> <b>COR14.1 (Annexure D)</b>	Certificate of Incorporation	<b>CM1</b>
Registration Certificate	<b>COR14.3</b>	Certificate to Commence Business	<b>CM46</b>
Amendment to Company Information (Amended Registration Certificate) Change of Name of Company (if applicable)	<b>COR14.3 / COR15.2</b>	Change of name of Company (for each name change, if the company has changed its name since incorporation)	<b>CM9</b>
Amendment to Company Information (Address Change) (if applicable)	<b>COR21.1</b>	Notice of Registered Office and Postal Address of Company	<b>CM22</b>
Certificate of Director Amendments (if applicable)	<b>COR39</b>	Details of Current Directors, Auditors and Public Officer	<b>CM29</b>
Notice of Beginning of Business Rescue Proceedings	<b>COR123.1</b>		
Resolution passed by the Board of Directors Commencing Business Rescue proceedings (if applicable)			
Notice of Appointment of Business Rescue Practitioner (for each practitioner)	<b>COR123.2</b>		
Registration Certificate of each Practitioner	<b>COR126.2</b>		
Colour copy of the ID of each Practitioner			
Proof of residence of each Practitioner	<b>(not older than 3 months)</b>		
Proof of VAT of the company in Business Rescue		Proof of VAT of the Company in Business Rescue	

**SOUTH AFRICAN COMPANY (IN BUSINESS RESCUE)**

Proof of business address of the Company in Business Rescue, i.e. third party account reflecting name and street address of the business (not older than 3 (three) months)

Proof of business address of the Company in Business Rescue, i.e. third party account reflecting name and street address of the business (not older than 3 (three) months)

<b>Name of Company:</b> <b>(In Business Rescue)</b>		
Is the company listed on a stock exchange i.e. The Johannesburg Stock Exchange?	Yes .....	.....
	No .....	.....
State whether this company is a subsidiary or a division? Please provide the name of the holding company.		
Company registration number:		
VAT registration number:		
Income Tax Reference Number		
Business / Office address:	Office number / floor:	
	Building name:	
	Street name and number:	
	Suburb:	
	City:	
Postal address to which all correspondence is to be addressed:		
Contact person		
Email address of contact person:		
Business telephone number of contact person:		
Business telefax number:		
Cellphone number:		

Name of the Practitioner providing ID copy:		
Identity number:		
Residential address:	Number:	
	Building name:	
	Street name:	
	Suburb:	
	City:	
Email address:		
Business telephone number:		
Business telefax number:		
Cellphone number:		

Name of the Practitioner providing ID copy:

Identity number:

Residential address:     Number:

    Building name:

    Street name:

    Suburb:

    City:

Email address:

Business telephone number:

Business telefax number:

Cellphone 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.

Contents confirmed by client:  
of \_\_\_\_\_ 20 \_\_\_\_.

On \_\_\_\_ day

**PLEASE ENSURE THAT THIS DOCUMENT IS SIGNED AND DATED.**

## 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.