

(COMPANY IN LIQUIDATION) 1

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

LIST OF DOCUMENTS REQUIRED	
Certificate of Appointment of Liquidators (as issued by the Justice & Constitutional Development Department)	J.465
Proof of business address of the liquidators company (not older than 3 months)	
Colour copy of the Identity Document of each liquidator as per the Certificate of Appointment of Liquidators	
Proof of residence of each liquidator as per the Certificate of Appointment of Liquidators (Not older than 3 months)	
Proof of VAT - of the company in liquidation if applicable)	
Income Tax of the Reference Number of the company in liquidation)	

Fee earner:	Emma Allen
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Name of Company in liquidation:		
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 of the liquidators Company:	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 liquidator providing the ID copy:		
Identity number of liquidator:		
Residential address:	Number:	
	Building name:	
	Street name:	
	Suburb:	
	City:	
Email address:		
Business telephone number:		
Business telefax number:		
Cellphone number:		

Name of liquidator providing the ID copy:

Identity number of liquidator:

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:

On _____ 20____.

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.