

**EXTERNAL COMPANY**

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)**

Registration of External Company	<b>COR20.1</b>		
Registration Certificate of External Company	<b>COR20.2</b>		
A m e n d m e n t 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 <u>together with:</u> certified colour copy of the identity document of one director noted on the COR39 <u>and</u> proof of residence for such director (not older than 3 (three) months) <b>Please note that where funds are to be invested, the identity document of all of the directors of the company will be required to be provided and the proof of residence of one director only.</b>	<b>COR39</b>	Details of Current Directors, Auditors and Public Officer <u>together with:</u> certified colour copy of the identity document of one of the director noted on the CM29 <u>and</u> proof of residence for such director (not older than 3 (three) months) <b>Please note that where funds are to be invested, the identity document of all of the directors of the company will be required to be provided and the proof of residence of one director only.</b>	<b>CM29</b>
Proof of VAT		Proof of VAT	
Proof of business address, i.e. third party account reflecting name and street address of the business (not older than 3 (three) months)		Proof of business address, i.e. third party account reflecting name and street address of the business (not older than 3 (three) months)	
Fee earner:		Emma Allen	

<b>Name of Company:</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: (Physical trading address of the 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 director/representative providing ID/Passport copy:		
Identity number/Passport Number:		
Residential address:	Number:	
	Building name:	
	Street name:	
	Suburb:	
	City:	
Email address:		
Business telephone number:		

Business telefax number:	
Cellphone number:	

<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.	
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Contents confirmed by client:

Date:

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**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.