

HOME OWNERS ASSOCIATION

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 registration information have been amended since May 2011, please provide copies of the relevant COR documents as supplied by 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)	COR14.1 C O R 1 4 . 1 (Annexure A) COR14.1 (Annexure D)	Certificate of Incorporation /or Certificate of Registration of Non Profit Company	CM3
Memorandum of Incorporation	CM15.1A	Memorandum and Articles of Association	CM4
Registration Certificate	COR 14.3		
Amendment to Company Information (Amended Registration Certificate) - Change of Name of Company (If applicable)	C O R 1 4 . 3 COR15.2	Change of name of Company (for each name change, if the company has changed its name since incorporation)	CM9
Amendment to Company Information (Address Change) (if applicable)	COR21.1	Details of Registered Office and Postal Address of Company	CM22
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 months)	COR39	Details of Current Directors, Auditors and Public Officer <u>together with:</u> certified colour copy of the identity document of one of the director note on the CM29 <u>and</u> proof of residence for such director ((not older than 3 months)	CM29
Proof of VAT		Proof of VAT	
Proof of Business address (Not older than 3 months)		i.e. third party account reflecting name and street address of the business (not older than 3 months)	

Fee earner:	Emma Allen
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<u>Name of Company:</u>	
Company Registration Number	
Vat Registration 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		
Business Telephone Number		
Cellphone Number		
Business Telefax Number		

Name of director providing ID copy		
Identity number		
Residential Address	Number	
	Building name	
	Street name	
	Suburb	
	City	
Email Address		
Business Telephone Number		
Cellphone Number		
Business Telefax 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 : _____ 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 only for Kampel Kaufmann Attorneys in-house FICA.

NB: Affidavits are not accepted for investment purposes