

PLEASE COMPLETE THIS FORM IN THE NAME OF THE PERSON TO WHOM THE INVOICE IS TO BE ADDRESSED AND ATTACH COPIES OF THE FOLLOWING SUPPORTING FICA DOCUMENTS

Certified clear legible colour copy of green bar-coded South African Identity book / (face and reverse of the Republic of South Africa National Identity Card)

Proof of residential address (not older than 3 months)

Marriage Certificate (if applicable)

MR	MRS	MS	MISS	DR
SURNAME:				
FIRST NAME/S:				
Natural Person		South African citizen <input type="checkbox"/>		
		Non South African citizen <input type="checkbox"/>		
		Nationality if not South African :		
Identity Number or Passport Number				
Income Tax Number				
Marital status				
Residential Address		Number		
		Building name		
		Street name and number		
		Suburb		
		City		
Postal Address to which all correspondence is to be addressed				
		Postal code :		
Email Address				
Home Telephone Number				
Business Telephone Number				
Cell phone Number				
Business Telefax Number				

<p><u>Source of funds for payment for services</u> 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.