

JOINT VENTURE

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:

If the Joint Venture is registered as a company then the documents are required to be filed as per the Company information form.

Where the Joint Venture is not registered as a company then the documents are required to be filed as per a Partnership:

- a copy of the JV Agreement
- certified copy of the Identity document (colour copy) of one of the partners together with a proof of residence
- Proof of VAT

And proof of business address document for the JV i.e. a third party account or utility bill reflecting name of partnership and the office address

<u>Name of Joint Venture:</u>			
Is this company a subsidiary or a division? If yes, please provide name of holding company			
Registration Number			
Vat Registration Number			
Business / Office Address	Number		
	Building name		
	Street name and number		
	Suburb		
	City		
Postal Address to which all correspondence is to be addressed			
			Postal code :
Contact Person			
Email Address			
Business Telephone Number			
Cellphone Number			
Business Telefax Number			

Name of director providing ID copy		
	Number	

Residential Address	Building name	
	Street name and number	
	Suburb	
	City	

<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.	
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CONTENTS CONFIRMED BY _____ 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.