

**SPORTING BODY**

PLEASE COMPLETE THE FORM IN THE NAME OF THE ENTITY TO WHICH THE INVOICE IS TO BE ADDRESSED AND ATTACH COPIES OF THE FOLLOWING SUPPORTING FICA DOCUMENTS:

Constitution or other founding documents in terms of which the entity is registered

Proof of business address (see examples of the documents required below)

Proof of VAT registration (if any)

Certified clear legible colour copy of green bar-coded South African Identity book (or passport) together with a copy of an account or other document confirming residential address of the individual representing the sporting body

<b><u>Name of Sporting Body</u></b>	
	Local .....
	International .....
Registration Number (if any)	
Vat Registration Number (if any)	
Physical business of address	
Postal Address to which all correspondence is to be addressed	
Contact Person	
Cellphone Number	
Email Address	
Telephone Number	
Telefax Number	

<b>REPRESENTATIVE ACTING ON BEHALF OF THE SPORTING BODY</b>		
	Surname	
	First Name	
	Identity/Passport Number	
	Income Tax Number:	
	Residential Address	
	Email Address	
	Home Telephone Number	

	Business Telephone Number	
	Cell Phone 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 \_\_\_\_\_ 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 veThis document must not be older than three months.

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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 poof of residential or business address.