

TRADE UNION

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

Certificate of Registration of a Trade Union issued by the Department of Labour bearing the Official stamp/seal of the Registrar of Labour Relations
Change of Name of a Trade Union (if applicable)

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 together with a copy of an account or other document confirming residential address of the individual representing the trade union

<u>Name of Trade Union :</u>	
Registration Number	LR
Vat Registration Number	
Physical business address	
Postal Address to which all correspondence is to be addressed	
Contact Person	
Cellphone Number	
Email Address	
Telephone Number	
Telefax Number	

REPRESENTATIVE ACTING ON BEHALF OF THE TRADE UNION	
Surname	
First Name	
Identity/Passport Number	
Income Tax Number:	
Residential Address	

	Email Address	
	Home Telephone Number	
	Business Telephone Number	
	Cell Phone Number	

<p>Source of funds for payment for services 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 _____ 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 three 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 license 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.