

**TRUSTS**

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 DOCUMENTS:

- Trust Deed
- Letters of Authority
- Trustee/s resolution authorising person/s to act
- VAT confirmation, if applicable
- Proof of office address, if applicable
- Please complete one beneficiary section per Beneficiary of the trust **referred to by name** in the Trust Deed
- Please complete the details of the Founder of the Trust
- Please complete one trustee section per Trustee
- Certified colour copy of Identity Document of each Trustee
- Proof of residential address of each Trustee
- Certified ID copy of each beneficiary referred to by name in the Trust Deed

Fee earner:	Group code
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<b>TRUST NAME:</b>		
	South African Trust .....	
	Non South African Trust .....	
Trust Number:	I.T. ....	
Income Tax Number of the Trust		
Master of the High Court- where trust is registered eg. Pretoria/Marshalltown etc.		
VAT Registration Number of the Trust		
Business / Office Address for the Trust	Number	
	Building name	
	Street name	
	Suburb	
	City	
Postal Address to which all correspondence is to be addressed for the Trust		
		Postal code :
Business Telephone Number		
Business Telefax Number		
Contact Person		
Email Address		

<b>DETAILS OF TRUSTEE (s)</b> (Please complete for each Trustee)	South African Citizen .....
	Non South African Citizen .....

	Surname	
	First Name	
	Identity/Passport Number	
	Income Tax Number:	
	Residential Address	
	Postal Address	
	Email Address	
	Home Telephone Number	
	Business Telephone Number	
	Cell Phone Number	
	Business Telefax Number	

<b>DETAILS OF BENEFICIARY(s)</b> (Please complete for each beneficiary)		South African Citizen .....
		Non South African Citizen .....
	Surname	
	First Name	
	Identity/Passport Number	
	Residential Address	
	Postal Address	
	Email Address	
	Home Telephone Number	
	Business Telephone Number	
	Cell Phone Number	
	Business Telefax Number	

<b>DETAILS OF THE FOUNDER OF THE TRUST</b>		South African Citizen .....
		Non South African Citizen .....
	Surname	
	First Name	
	Identity/Passport Number	
	Residential Address	
	Postal Address	
	Email Address	
	Home Telephone Number	
	Business Telephone Number	
	Cell Phone Number	
	Business Telefax Number	

<p><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.</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 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.