

EFFICIENT + PRIVATE CLIENTS

CONSISTENTLY EXCELLENT

Efficient Private Clients (Pty) Ltd is an authorised financial services provider, FSP 47481

CHECKLIST (IN TERMS OF FICA* AND OTHER LEGISLATION)

1	NATURAL PERSONS:	P
1.1	SA Citizen:	
	Proof of ID	
	Proof of physical address	
	Proof of bank details	
	Proof of tax number	
1.2	Minor Children	
	Birth certificate	
	Proof of ID of parent/guardian	
	Proof of physical address of parent/guardian	
	Proof of bank details in parent/guardian's name	
	Proof of Tax number in parent/guardian's name	
	Letter of confirmation signed by parent/guardian	
1.3	Foreign Person Resident in SA:	
	Proof of ID (passport)	
	Proof of physical address	
	Proof of bank details	
	Proof of tax number	
1.4	Foreign Person Non-resident in SA:	
	Proof of ID (passport)	
	Proof of physical address	
	Proof of bank details	
2	LEGAL PERSONS	P
2.1	Trusts:	
	Trust Deed	
	Letter of Authority from Master of High Court	
	Resolution authorising trustee to act	
	Proof of ID's of all Trustees and Trust Founder	
	Proof of address of all Trustees and Trust Founder	
	Proof of ID's of all NAMED beneficiaries	
	Proof of address of all NAMED beneficiaries	
	Death certificate where Trustee / Founder is deceased	
	Proof of bank details in name of Trust	
	Proof of tax number in name of Trust	

2	LEGAL PERSONS (continued)	P
2.2	Company:	
	Board resolution / Affidavit / Letter of authority to authorize signatory	
	Proof of ID's of Directors and Authorized persons	
	Proof of physical address of Directors and Authorized persons	
	Certificate of Incorporation	
	Memorandum and Articles of Association	
	Official list of Directors (CM 29)	
	Notice of Registered Address (CM 22)	
	Proof of physical address of business	
	Proof of bank details in name of business	
	Proof of Tax number in the name of the business	
	Proof of ID for all natural / legal persons holding 25% or more interest in the business	
	Proof of physical address for all natural / legal persons holding 25% or more interest in the business	
2.3	Close Corporation:	
	Founding statement	
	Certificate of Incorporation (CK1)	
	Amended Founding statement (CK2) if applicable	
	Resolution / Letter of authority authorizing signatory	
	Proof of ID of each Member and Authorized person	
	Proof of physical address each Member and Authorized person	
	Proof of bank details in name of the business	
	Proof of Tax number in the name of the business	
	Proof of ID for all natural / legal persons holding 25% or more interest in the business	
	Proof of physical address for all natural / legal persons holding 25% or more interest in the business	
2.4	Partnership:	
	Partnership agreement	
	Resolution / Letter of authority authorizing signatory	
	Proof of ID of each member and authorized person	
	Proof of physical address for each Member and authorized person	
	Proof of bank details of partnership	
	Proof of tax number of partnership	
2.5	Other (Club / Association / Body Corporate):	
	Constitution or other founding document	
	Resolution / Letter of authority authorizing signatory	
	Proof of ID of all representatives	
	Proof of physical address of all representatives	
	Proof of bank details of club / association / body corporate	
	Proof of tax number of club / association / body corporate	

*The Financial Intelligence Centre Act no 38 of 2001 (FICA), which came into effect on 30 June 2003, obliges Efficient to request certain mandatory information before entering into a financial transaction with the client. Details of the information and documentation required from clients are set out below.

Note:

Proof of address and banking details must not be older than 3 months.
All FICA documentation must be either original or certified as a true copy.