

| FICA documents required





FICA documents required

Please note that we may require further information and/or documents in addition to the list below.

Individual

- Copy of ID document (SA Citizens) / Passport (Foreign Nationals)
- Proof of residential address less than three months old (for example utility bill, store account statement, bank document with residential address, DSTV account, municipal letter)
 - Should you not have proof of residential address in your name, you may provide a declaration by a third party confirming that you share a residential address with them and provide the third party's proof of ID and proof of residential address (less than three months old). Download and complete the [Joint Residential address Declaration](#).
- Copy of SARS document confirming income tax number
- Copy of bank document confirming individual banking details (less than three months old)

Minor

- Copy of the birth certificate (abridged or unabridged) / ID document
- In the case of a guardian, provide documents confirming legal guardianship, download and complete the form for [Acting on Behalf of a Minor](#).
- Copy of SARS document confirming income tax number of minor
- Proof of residential address less than three months old
 - As the parent / guardian, you may provide a declaration confirming that:
 - You share a residential address with the minor. Download and complete the [Joint Residential address Declaration](#).
 - The minor does not have a tax number
- Copy of ID document (SA Citizens) / Passport (Foreign Nationals) and proof of residential address of parent / guardian
- Copy of bank document confirming parent / guardian banking details (less than three months old)

Non-resident individual

- Copy of foreign ID document / passport
- Proof of residential address less than three months old
 - Should you not have proof of residential address in your name, you may provide a declaration by a third party confirming that you share a residential address with them and provide the third party's proof of ID and proof of residential address (less than three months old). Download and complete the [Joint Residential address Declaration](#).
- Document confirming tax registration number
- Copy of bank document confirming foreign bank details of individual (less than three months old)
 - For investment products (i.e. retirement annuity, equity linked living annuity, voluntary investment plan, tax free investment plan and endowment), we do not make payment



to non-resident bank accounts. Should you wish to confirm alternative arrangements, please contact our client service team at clientservice@psg.co.za.

- For stockbroking products (i.e. local shares, offshore shares and ETPs), we will be able to accommodate payments to non-resident bank accounts

Estate late

- For the deceased we require the following:
 - Copy of death certificate
 - Copy of ID
- Copy of bank document confirming bank details of estate late account
- Resolution (if more than one executor)
- For the executor/s we require the following:
 - Copy of ID
 - Copy of Letter of Executorship / Authority
 - Proof of residential address (less than three months old)
 - Copy of SARS document confirming the income tax number of the Deceased Estate (Estate must be registered with SARS as a Deceased Estate)
 - Notice of death and police report where cause of death was not due to natural causes

Trust

- Copy of Trust deed (if applicable, any deeds of amendment of Trust Deed)
- Copy of Letter of Authority
- Copy of SARS document confirming Income tax / VAT registration number for trust
- Resolution signed by all Trustees nominating authorised signatory / representative
- Copy of bank document confirming trust account banking details (less than three months old)
- For the authorised signatory / representative, each trustee, beneficiary and founder of the trust we require the following:
 - Copy of ID
 - Proof of residential address (less than three months old)
- Proof of source of funds. [Download a list of examples of acceptable proof of source of funds](#)

Company

- Company CIPC registration documents
- Proof of business address (less than three months old), if different from registered address
- Copy of SARS document confirming Income tax / VAT registration number for company
- Resolution on company letterhead signed by all directors nominating authorised signatory / representative
- Copy of bank document confirming company banking details (less than three months old)
- For the authorised signatory / representative and / or CEO, each director and each person or corporation with shareholding of 5% or more in the company, we require the following:
 - Copy of ID
 - Proof of residential address (less than three months old)
- Register of shareholders / written statement from the entity showing ownership and control structure of the company (shareholding diagram)
- Proof of source of funds. [Download a list of examples of acceptable proof of source of funds](#)



Non-resident company

- Copy of foreign company registration documents
- Proof of business address (less than three months old), if different from registered address
- Document confirming tax registration number for company
- Resolution on the company letterhead signed by all directors nominating one signatory / representative
- Copy of bank document confirming foreign bank details of the company (less than three months old)
- For the authorised signatory / representative and / or CEO, each director and each person or corporation with shareholding of 5% or more in the company, we require the following:
 - Copy of ID / passport
 - Proof of residential address (less than three months old)
- Register of shareholders / written statement from the entity showing ownership and control structure of the company (shareholding diagram)
- Proof of source of funds. [Download a list of examples of acceptable proof of source of funds](#)

Close corporation

- Copy of Founding Statement (CK 1) and Certificate of Incorporation (if applicable, CK2 for any amendments to the Founding Statement)
- Proof of business address if different from registered address (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for the CC
- Resolution on the CC letterhead signed by all members nominating one signatory / representative
- Copy of bank document confirming bank details of the company (less than three months old)
- For the authorised signatory / representative and each member we require the following:
 - Copy of ID
 - Proof of residential address (less than three months old)
- Proof of source of funds. [Download a list of examples of acceptable proof of source of funds](#)

Partnership

- Copy of partnership agreement
- Proof of business address (less than three months old)
- Resolution signed by all partners nominating authorised signatory / representative
- Copy of SARS document confirming Income tax / VAT registration number for the partnership
- Copy of bank document confirming banking details of partnership account (less than three months old)
- For the authorised signatory / representative and each partner, we require the following:
 - Copy of ID
 - Proof of residential address (less than three months old)

Unincorporated entities (e.g. clubs and churches)

- Copy of document confirming list of all individuals who exercise control over the entity (constitution or similar founding document)



- Resolution signed by all individuals who exercise control over the entity nominating authorised signatory / representative
- Proof of physical address for the entity (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for the entity
- Copy of bank document confirming banking details of partnership account (less than three months old)
- For the authorised signatory / representative and each member or partner, we require the following:
 - Copy of ID
 - Proof of residential address (less than three months old)
- Proof of source of funds. [Download a list of examples of acceptable proof of source of funds](#)