

**1. IMPORTANT INFORMATION**

- Please submit instructions for processing, together with the supporting documentation, to [instructions@psg.co.za](mailto:instructions@psg.co.za) or fax to +27 (11) 996 5499.
- For enquiries, please email [clientservice@psg.co.za](mailto:clientservice@psg.co.za) or contact one of our consultants on 0860 774 774.
- Please note that the form cannot be completed by anyone other than the affected client. PSG Wealth will be unable to provide any guidance when completing the form as this can constitute tax advice. Clients are therefore advised, where necessary, to seek independent tax advice when completing the forms.

**2. IDENTIFICATION OF INDIVIDUAL ACCOUNT HOLDER/CONTROLLING PERSON**

|                                    |                      |          |                      |
|------------------------------------|----------------------|----------|----------------------|
| Family name or surname             | <input type="text"/> |          |                      |
| Title                              | <input type="text"/> | Initials | <input type="text"/> |
| First name(s)                      | <input type="text"/> |          |                      |
| Date of birth                      | <input type="text"/> |          |                      |
| Town or city of birth              | <input type="text"/> |          |                      |
| Country of birth                   | <input type="text"/> |          |                      |
| Identification type <sup>1</sup>   | <input type="text"/> |          |                      |
| Country of issue                   | <input type="text"/> |          |                      |
| Identification number              | <input type="text"/> |          |                      |
| Expiry date                        | <input type="text"/> |          |                      |
| South African tax reference number | <input type="text"/> |          |                      |

**Current physical address**
**Postal address**

|                               |                      |   |                          |
|-------------------------------|----------------------|---|--------------------------|
| Name and surname of addressee | <input type="text"/> | My postal address is the same as my physical address                        | <input type="checkbox"/> |
| Unit number                   | <input type="text"/> | If the same, the postal address details section below need not be completed |                          |
| Building name                 | <input type="text"/> | Name and surname of addressee   | <input type="text"/>     |
| Street number                 | <input type="text"/> | Postal address line 1   | <input type="text"/>     |
| Street name                   | <input type="text"/> | Postal address line 2   | <input type="text"/>     |
| Suburb                        | <input type="text"/> | Suburb  | <input type="text"/>     |
| Town or city                  | <input type="text"/> | Town or city  | <input type="text"/>     |
| Province or state             | <input type="text"/> | Province or state   | <input type="text"/>     |
| Country                       | <input type="text"/> | Country   | <input type="text"/>     |
| Postal code/Zip code          | <input type="text"/> | Postal code/Zip code  | <input type="text"/>     |

**3. CERTIFY CITIZENSHIP, NATIONALITY AND COUNTRY OF TAX RESIDENCE**

Do you have tax liabilities or tax residence outside South Africa?  Yes  No

If 'Yes', please complete Section 4 below.

Do you hold any citizenships or nationalities outside of South Africa, including US citizenship<sup>3</sup>/ are you a US person<sup>4</sup>/US national<sup>5</sup>?  Yes  No

If 'No', then Section 4 below does not need to be completed.

If you are a US citizen, a US Person, a US National, or US tax resident, please provide us with a completed [IRS W-9 form](#)<sup>6</sup>.

**4. ACCOUNT HOLDER/CONTROLLING PERSON'S TAX RESIDENCY**

This section must be completed for all countries where the client is tax resident/has tax responsibilities.

| Country of tax residence | TIN <sup>7</sup> (Tax Identification Number) | If you are unable to provide a TIN, please provide reason* |
|--------------------------|--|--|
| 1.                       |  |  |
| 2.                       |  |  |
| 3.                       |  |  |
| 4.                       |  |  |
| 5.                       |  |  |

\*Guide to reasons for not being able to obtain a TIN:

- Reason A: The country/jurisdiction where the account holder is resident does not issue a TIN to its residents.
- Reason B: Account holder is unable to obtain a TIN or equivalent number. Explanation must be provided.
- Reason C: No TIN required (Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction).

Please explain in the boxes below why you are unable to obtain a TIN if you selected Reason B above.

| Country of tax residence/Country that issued TIN | Explanation of why you are unable to obtain TIN |
|--|---|
| 1.   |   |
| 2.   |   |
| 3.   |   |
| 4.   |   |
| 5.   |   |

**5. ENTITY HOLDING ACCOUNT AT PSG IN RELATION TO WHICH YOU ARE A CONSIDERED A CONTROLLING PERSON**

**This section only needs to be completed when a person is considered a controlling person<sup>9</sup> of an entity<sup>8</sup> with an account at PSG Wealth.**

e.g. Peter Smith is a controlling person of a company that has a BDA account with PSG Wealth.

Name of entity

Registration number of entity

PSG account number/PSG policy number for the entity you are a controlling person of

**6. DECLARATION AND SIGNATURE OF ACCOUNT HOLDER/DULY AUTHORISED REPRESENTATIVE**

I, the undersigned:

1. declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.
2. undertake to advise PSG Wealth within 30 days of any change in circumstances which affects the tax residency status of the individual identified in Section 1 of this form or causes the information contained herein to become incorrect or incomplete, and to provide PSG Wealth with a suitably updated self-certification and declaration within 90 days of such change in circumstances.
3. acknowledge that the information contained in this form and the information regarding the account holder and any reportable accounts<sup>10</sup> may be provided to the South African Revenue Service, and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the account holder may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

Signature

Full name(s) and surname

Capacity in which client signs\*

Date

\* If the person signing the form is not the account holder, he/she must indicate their capacity e.g. trustee/member.

\* If signing under a power of attorney, please provide a certified copy of the power of attorney.

**ANNEXURE: GLOSSARY****1. ID types**

The following are acceptable ID types:

- a) An official South African green barcoded identity document.
- b) Copy of the front and back of an official South African identity card ('Smart Card').\*
- c) A valid passport issued by the country of which a person is a citizen.

\* Note: Once an individual has been issued with a Smart Card, his/her green barcoded identity document is no longer valid and may not be accepted.

**2. US**

United States or United States of America, including US territories<sup>11</sup>.

**3. US citizen**

- a) An individual born in the US<sup>2</sup>; or
- b) an individual whose parent or parents is/are a US citizen; or
- c) an individual of whom either one or both parents were born in the US; or
- d) a former alien who has been naturalised as a US citizen; or
- e) an individual born in Puerto Rico/Guam/US Virgin Islands.

**4. US person**

The term 'United States person' or 'US person' means:

- a) A US citizen (including dual citizen).
- b) A US resident.
- c) An individual born in the US but resident in another country and who has not given up his or her US citizenship.
- d) A person whose parents have permanent domicile and residence in the US.
- e) A person residing in the US (resident alien<sup>12</sup>).
- f) A person who is holding or who previously held a Green Card.
- g) Certain persons who are physically present in the US for at least 31 days during the current year; 183 days during the three-year period that includes the current year and the two years immediately before that, counting: All the days you were present in the current year, and 1/3 of the days you were present in the first year before the current year, and 1/6 of the days you were present in the second year before the current year.
- h) A partnership organised in the US or under the laws of the US or any state thereof.
- i) A corporation organised in the US or under the laws of the US or any state thereof.
- j) Any estate where the deceased was a citizen or resident of the US other than a foreign estate.
- k) Any trust, if:
  - a court within the US is able to exercise primary supervision over the administration of the trust.
  - one or more US persons have the authority to control all substantial decisions of the trust.
- l) Any person that is not a foreign person.

**5. US national**

An individual who owes his sole allegiance to the US, including all US citizens and some individuals who are not US citizens. For tax purposes the term US national refers to individuals who were born in America Samoa or who were born in the Commonwealth of the Northern Mariana Islands who have made the election to be treated as a US national and not as a US citizen. Additional information in this regard can be obtained from the IRS website.

**6. IRS W-9**

This form is to be used:

- a) only if the person is a US person (including a resident alien).
- b) to request a person's taxpayer identification number (TIN).
- c) by a person who is required to file an information return with the US Internal Revenue Service to report, for example, income paid to such person, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property or cancellation of debt.

**7. Taxpayer Identification Number (TIN)**

A 'taxpayer identification number' is a unique combination of letters or numbers assigned by a jurisdiction to an individual or entity to identify the individual or entity for the purposes of administering the tax laws of such jurisdiction.

In some jurisdictions taxpayer identification numbers are not issued. In such cases, instead of the taxpayer identification number, a functional equivalent can be issued, such as a high integrity number with an equivalent level of identification.

**8. Entity**

The term 'entity', for the purposes of CRS and FATCA, means any juristic person other than a natural person. Included in the definition of 'entity' in the intergovernmental agreement is any legal person or legal arrangement such as a trust, partnership or association.

'Entity' includes but is not limited to the following:

- a) a private company [(Pty) Ltd company]
- b) a public company, being a Ltd company (can be listed or unlisted)
- c) a state-owned company (SOC)
- d) an external or foreign company
- e) a personal liability company (Inc.)
- f) a non-profit company (NPC)
- g) a close corporation (CC)
- h) a partnership
- i) a trust
- j) an association
- k) a stokvel

**9. Controlling person(s)**

The following are deemed to be controlling persons:

1. For a company:
  - Each natural person who directly owns 25% or more of the company's shares.
  - Where the company's shares are owned directly by a juristic person(s), each natural person who is the ultimate beneficial holder and indirectly owns 25% or more of the company's shares.
  - Each natural person who exercises control (the ability to influence materially the outcome of a vote at a general meeting or appoint or veto the appointment of the directors of the entity) through other means such as personal connections or contractual relationships.
  - If despite reasonable effort, the information required in the above bullet points cannot be determined, then each natural person who holds a senior management position and exercises executive control over the daily or regular affairs of the company, filling the position of chief executive officer, chairman of the board, chief financial officer or similar positions.
2. For a trust:
  - Settlor
  - Founder
  - Donor
  - Trustee
  - Beneficiary/beneficiaries
3. For a partnership of juristic persons:
  - Each natural person who is the ultimate beneficial holder of 25% or more of the partnership interest.
  - Each natural person who exercises control through other means such as personal connections or contractual relationships.
  - Each natural person who controls the business decisions of the partnership, in terms of the partnership agreement.
4. For a partnership of natural persons:
  - All partners of the partnership.
5. For a social club, stokvel or an association:
  - All natural persons authorised to manage the affairs of the social club, stokvel or association in terms of the founding document/constitution.
6. For a cooperative:
  - The managing/executive director or person(s) in a similar capacity.
7. For a close corporation:
  - All members of the close corporation.

**10. Reportable account**

The term 'reportable account' means an account held by one or more reportable person(s) or by a passive non-financial entity where one or more controlling persons is/are a reportable person(s), provided it has been identified as such pursuant to the prescribed due diligence procedures.

The term 'reportable person(s)' means all individuals or entities that are defined as specified US persons or an individual or entity that is resident in a reportable jurisdiction under the tax laws of such jurisdiction, or an estate if a descendant that was resident of a reportable jurisdiction.

The term 'reportable jurisdiction' means any jurisdiction other than US or South Africa.

**11. US Territories**

Territories of the US are portions of the US that are not within the limits of any state and have not been admitted as states.

The US currently has 16 territories, of which the following five are permanently inhabited:

- Puerto Rico
- Guam
- Northern Mariana Islands
- the US Virgin Islands
- American Samoa

**12. Resident alien**

A resident alien is a foreign person who is a permanent resident of the country in which he or she resides, but does not have citizenship. To fall under this classification in the US, a person needs to have a current Green Card or to have had one in the previous calendar year.