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# KYC DOCUMENTATION

## FOR INDIVIDUALS

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### ONBOARDING CHECKLIST

In terms of the Financial Intelligence Centre Amendment Act, Act No 1 of 2017 "FICA" and the regulations thereto, SANNE is required to identify and verify the identity of all investors and third parties acting on behalf of an individual or entity. Please attach certified copies of the original documents to the completed application form and tick the applicable sections below.

Where an entity acts in any representative capacity on behalf of another entity, the FICA requirements will apply in full to that entity that acts in such a representative capacity.

Please select the relevant FICA documentation that corresponds to the updates being provided, or where the documentation is different to that which was provided with your original application:

#### 1. South African Citizens and Residents (Natural Persons)

- ▶ Clear and duly certified copy of an official ID document containing a photo, full names, date of birth and ID number (a passport containing the above information will only be considered with legitimate written substantiation and with a reasonable time period remaining before the passport expires).
- ▶ Clear and duly certified copy of a minor's birth certificate (if relevant).
- ▶ Duly certified copy of a proof of physical address (not older than three months).
- ▶ Duly certified copy of the proof of bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- ▶ Proof of the income tax number on the issuing tax authority's letterhead i.e. SARS.

#### 2. Foreign Nationals (Natural Persons)

- ▶ Clear and duly certified copy of a passport, with a reasonable period remaining before the passport expires, containing a photo, full names, date of birth and passport number.
- ▶ Duly certified copy of a proof of physical address (not older than three months).
- ▶ Duly certified copy of the proof of bank account details (This should be on a bank letterhead. Internet bank statements will not be accepted).
- ▶ Proof of the income tax number on the issuing tax authority's letterhead i.e. SARS or other country's tax authority.

#### 3. Third Party Representing another Individual/Power of Attorney (Natural Person)

- ▶ Clear and duly certified copy of an official ID document containing a photo, full names, date of birth and ID number (a passport containing the above information will only be considered with legitimate written substantiation and with a reasonable time period remaining before the passport expires) of the third party/representative individual.
- ▶ Duly certified copy of a proof of physical address (not older than three months) of the third party/representative.
- ▶ Proof of authority to act, e.g. power of attorney, mandate, resolution or court order.
- ▶ Documentation as set out under the South African Citizens and Residents (Natural Persons) and Foreign Nationals (Natural Persons) sections above of the person on whose behalf the third party/representative individual is acting on.

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*\*All clients are screened against the United Nations sanctions list and depending on the outcome of the screening and all information readily available at SANNE's disposal SANNE will rate its clients as low, moderate or high risk. If any client has been categorised as high risk SANNE reserves the right to request the on-boarding verification documentation of all parties holding 10% or more of the voting rights at an annual general meeting.*