
KYC DOCUMENTATION

FOR ENTITIES/TRUSTS

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.

**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.*

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4. South African Companies

- ▶ Duly certified copy of the Certificate of Incorporation (CM1/Cor 14.3) and Notice of Registered Office and Postal Address (CM22/Cor 21.1) containing the Registrar's stamp.
- ▶ Duly certified copy of a document less than three months old containing trade name and the physical business address (for example a utility bill).
- ▶ Duly certified copy of the proof of the company's 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 company's income tax number on the issuing tax authority's letterhead i.e. SARS.
- ▶ For each natural person that exercises executive control and/or holds 25%* or more of the voting rights at an annual general meeting -
 - Duly certified copies of the ID documents or passports (foreign nationals);
 - Duly certified copy of a proof of physical address (not older than three months); and
 - A resolution for all natural persons that exercises executive control that is not a director.
- ▶ A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts exercising executive control and/or holding 25%* or more of the voting rights at an annual general meeting.

5. South African Close Corporations

- ▶ Duly certified copy of the Founding Statement and Certificate of Incorporation (CK1) and the Amended Founding Statement (CK2) if applicable, containing the stamp of the Registrar of Close Corporations and signed by an authorized representative/employee.
- ▶ Duly certified copy of a document less than three months old containing trade name and the physical business address (for example a utility bill).
- ▶ Duly certified copy of the proof of the close corporations' 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.
- ▶ For each natural person that exercises executive control and/or holds 25% or more of the voting rights at an annual general meeting –
 - Duly certified copies of the ID documents or passports (foreign nationals);
 - Duly certified copy of a proof of physical address (not older than three months); and
 - A resolution for all natural persons that exercises executive control that is not a director.
- ▶ A copy of the most recent share registry.
- ▶ A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts exercising executive control and/or holding 25%* or more of the voting rights at an annual general meeting.

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6. Foreign Companies

- ▶ Duly certified copy of an official document issued by a foreign regulator witnessing incorporation, bearing name, number and address.
- ▶ Duly certified copy of a document less than three months old containing trade name and the physical business address (for example a utility bill).
- ▶ Duly certified copy of the proof of the company's 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 company's income tax number on the issuing tax authority's letterhead i.e. SARS.
- ▶ For each natural person that exercises executive control and/or holds 25% or more of the voting rights at an annual general meeting
 - Duly certified copies of the ID documents or passports (foreign nationals);
 - Duly certified copy of a proof of physical address (not older than three months); and
 - A resolution for all natural persons that exercises executive control that is not a director.
- ▶ A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts exercising executive control and/or holding 25%* or more of the voting rights at an annual general meeting.

7. Listed Companies

- ▶ Duly certified copy of an official document from the relevant securities exchange reflecting the current listing status;
- ▶ A reliance letter;
- ▶ Duly certified copy of the proof of the company's 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 company's income tax number on the issuing tax authority's letterhead i.e. SARS.
- ▶ Resolution confirming the authorized signatories; and
- ▶ For each authorized signatory –
 - Duly certified copies of the ID documents or passports (foreign nationals); and
 - Duly certified copy of a proof of physical address (not older than three months).

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8. Trust

- ▶ Duly certified copy of the Trust Deed.
- ▶ Duly certified copy of the Master of the High Court's Letter of Authority.
- ▶ A document which confirms the address of the Master of the High Court; where the trust is registered.
- ▶ Duly certified copy of the proof of the trust's 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 trust's income tax number on the issuing tax authority's letterhead i.e. SARS.
- ▶ A resolution for all persons that exercises executive control that is not a founder or trustee.
- ▶ For each natural person that is the founder, trustee, authorized signatory and/or an identified beneficiary –
 - Duly certified copies of the ID documents or passports (foreign nationals);
 - Duly certified copy of a proof of physical address (not older than three months); and
 - Contact particulars.
- ▶ A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts that is a founder, trustee, authorized signatory and/or identified as a beneficiary.

9. Partnerships

- ▶ Duly certified copy of the partnership agreement.
- ▶ Duly certified copy of the proof of the partnership's bank account details not older than three months (This should be on a bank letterhead. Internet bank statements will not be accepted).
- ▶ For each natural person that exercises executive control and/or holds 25% or more of the voting rights at an annual general meeting –
 - Duly certified copies of the ID documents or passports (foreign nationals);
 - Duly certified copy of a proof of physical address (not older than three months); and
 - A resolution for all natural persons that exercises executive control that is not a partner.
- ▶ A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts exercising executive control and/or holding 25%* or more of the voting rights at an annual general meeting.

10. Regulated Portfolio

- ▶ Duly certified copy of the FSB approved supplemental deed.
- ▶ Duly certified copy of the Management Company's standard FICA pack (refer South African Companies section above).
- ▶ For each natural person that exercises executive control that is not a director of the Management company –
 - Duly certified copies of the ID documents or passports (foreign nationals);
 - Duly certified copy of a proof of physical address (not older than three months); and
 - A resolution for all natural persons that exercises executive control.
- ▶ Duly certified copy of the proof of the 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 (if applicable).

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11. Unregulated Fund

- ▶ Duly certified copy of the Investment Manager's standard FICA pack (refer South African Companies section above).
- ▶ For each natural person that exercises executive control that is not a director of the Investment Manager -
 - Duly certified copies of the ID documents or passports (foreign nationals);
 - Duly certified copy of a proof of physical address (not older than three months); and
 - A resolution for all natural persons that exercises executive control. A duly certified copy of a standard FICA pack for all corporate vehicles, partnerships or trusts that is a founder, trustee, authorized signatory and/or identified as a beneficiary.
- ▶ Duly certified copy of the proof of the 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 (if applicable).

12. Pension Fund

- ▶ Duly certified copy of a document confirming FSB approval.
- ▶ Duly certified copy of a proof of physical address (not older than three months).
- ▶ For each natural person that exercises executive control –
 - Duly certified copies of the ID documents or passports (foreign nationals);
 - Duly certified copy of a proof of physical address (not older than three months); and
 - A resolution for all natural persons that exercises executive control.
- ▶ Duly certified copy of the proof of the 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 (if applicable).

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