



**STANLIB FICA Requirements Guide**  
February 2020

**STANLIB**

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## FICA Requirements

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# FICA Requirements

STANLIB, in its capacity as an accountable institution, has a duty to verify the identity of all parties it interacts with in order to comply with internal policies as well as all applicable money laundering legislations.

Strictly, only clear, legible copies of identity and other documents will be accepted. The Manager reserves the right to ask for any further documentation

## 1. Individual

### South African

- Certified or verified South Africa bar-coded Identity Document or Smart ID (back and front)
  - » If not available, a sworn affidavit stating a valid reason why identity document / card could not be provided together with a valid passport or driver's licence
- Authority to act (if applicable): power of attorney / letter of appointment from the court and Identity document

### Foreign National

- Certified or verified valid passport
- Certified or verified valid asylum seekers permit / valid work permit
- Authority to act (if applicable): power of attorney/ letter of appointment from the court and Identity document

## 2. Minors

- Certified or verified South Africa bar-coded ID, valid passport (if foreign national) or birth certificate for the minor
- Proof of Guardianship reflecting the name of the parent who will control the investment on behalf of the minor, along with a certified or verified ID of the parent / guardian
- Where a birth certificate does not reflect the name of the parent investing on behalf of the minor, the parent must also complete the STANLIB 'Acting on behalf of a minor' form
- SARS document confirming the minor's tax number (if the minor is registered for tax)

## 3. Unlisted Companies

### South African

- Certificate of Incorporation (CM1 or CoR 15.1/CoR 14.1)
- Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- Notice of Registered Office and Postal Address (CM22 or CoR 21)
- Current list of Directors (CM29 or CoR 39)
- Company structure (Organogram), including shareholding percentage

- Authority to act: Directors' Resolution and/or Delegation of Authority
- Evidence of Regulation (Regulatory License)
- In respect of the Principal Executive Officer, each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights of the company:
  - » Certified or verified copy of the identity document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

#### **Foreign National**

- Official Document of Incorporation (or CoR 17.1)
- Registration Certificate (CoR 17.3)
- If trading in RSA, documents for RSA unlisted companies
- Current list of Directors (CM29 or CoR 39)
- Company structure (Organogram), including shareholding percentage
- Evidence of Regulation (Regulatory License)
- Authority to act: Directors' Resolution and/or Delegation of Authority
- In respect of the Principal Executive Officer, each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights of the company:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

#### **4. Listed Companies**

- Registration Certificate (Registrar of Companies or equivalent regulator of foreign companies)
- Documentary evidence of listing (from the official website of the stock exchange on which the entity is listed is required)
- Current list of Directors (CM29 or CoR 39)
- Company structure (Organogram), including shareholding percentage
- Authority to act: Directors' Resolution and/or Delegation of Authority
- In respect of the Principal Executive Officer, each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights of the company:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

#### **5. Close Corporations**

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), (If applicable)
- Authority to act: Members' Resolution
- Conversion of Close Corporation (If a Close Corporation converts to another entity type, the following forms are applicable):
  - » Form CoR 18.1 – Application to convert a Close Corporation
  - » Form CoR 18.3 – Registration Certificate
- Company structure (Organogram), including shareholding percentage

- In respect of the person exercising executive control, each member, and each persons authorised to act of the CC:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

## 6. Trusts

- Trust deed or other founding document
- Foreign Trust: an official document reflecting appointment of Trustees issued by an authority in the country where the Trust is created
- Authority to act : letter of authority from the Master of the High Court and trustees' resolution
- In respect of each trustee, beneficiary, the founder and the persons authorised to act on behalf of the trust:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

## 7. Pension Funds

- Registration Certificate (Registrar of Pension Funds)
- Authority to act: Trustees' Resolution
- The registration status of the Pension Fund (can be verified by visiting [www.fsca.co.za](http://www.fsca.co.za))
- In respect of each trustee, and the persons authorised to act on behalf of the Pension Fund:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

## 8. Medical Aids

- Registration certificate (Council for Medical Schemes)
- Authority to act: trustees' resolution
- In respect of each trustee, and the persons authorised to act on behalf of the Medical Aid:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

## 9. Deceased Estates

- Letter of Executorship / Letter of Authority
- Authority to act: special power of attorney (if applicable)/ executors'/ authorised signatories' resolution
- In respect of each person/s authorised to act:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

## 10. Other Entities

- Founding Document / Document of Constitution / Registration Certificate
- Schools: Registration Certificate issued by the relevant Department of Education
- Private schools must be registered with the Department of Education in terms of Section 46 of the Schools Act
- Public Schools: Government Gazette which stipulates the full name of the school
- Regulated Funds: Certificate of Registration/ Letter from regulator confirming that the entity has been registered and copy of the Rules of the Fund - must bear the stamp of the Regulator
- Churches and other Non-Profit Organisations: registration certificate issued by the Non-Profit Organisation Directorate
- Governmental bodies other than municipalities: Government Gazette which includes the name of the relevant Municipality/ Governmental Body and proof of investment mandate
- Current list of Directors (CM29 or CoR 39)
- Company structure (Organogram), including shareholding percentage
- Evidence of regulation (if applicable)
- Authority to act: Authorised Signatories' Resolution
- In respect of each person/s authorised to act and of the of the person exercising executive control of the entity:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

## 11. 3rd party acting on behalf of the investor:

- Proof of authority (i.e.) power of attorney, mandate, resolution, court order, letters of appointment by the Master of the High Court;
- In respect of each person/s authorised to act:
  - » Certified or verified copy of the identity / passport document
  - » Related party (beneficial owner, controller, signatory, power of attorney) annexure

Related party (beneficial owner, controller, signatory, power of attorney) annexure is available on [www.stanlib.com](http://www.stanlib.com)

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