

Client FICA checklist

Forms to be completed by the client

Client agreement & registration form (sign each page & changes made)	
Client financial background	
Non-discretionary clients: electronic trading agreement	

Individual

Id: clear copy front & back	
Proof of residential address (not older than three months)	

Company

Resolution (signed by all directors) to open account @ BSEC	
CIPC documents (not older than 6 months)	
Confirm company structure by way of organogram / letter from auditor: % shareholding >25% FICA individual / company / trust	
Proof of business address	
Proof of SARS income tax number	
FICA directors: ID, proof of address & SARS tax number	

Trust

Resolution to open account @ BSEC	
Trust Deed & authorization letter	
Proof of trust address	
Proof of SARS income tax number	
FICA beneficiaries: ID, address, SARS tax no	
FICA trustees: ID address, SARS tax no	