

FICA requirements  
for momentum  
collective investments

FICA is a process followed by all accountable institutions to identify and verify investors and the source of their funds in an effort to combat money laundering, reduce fraud and prevent the possible use of money for acts of terrorism. FICA protects the interests of investors, and investment providers, globally. From time-to-time, we may request that you resend documentation in order to validate the records we keep on our administration system, and to safeguard your investment.

collective investments

**When making a new investment, Momentum Collective Investments requires the following documentation:**

- A fully completed and signed original application form
- Copy of a deposit slip or proof of electronic transfer for the new investment
- Original bank statement indicating your bank details
- Proof of residential address (not older than 3 months)

**In addition to this, we require the following information:**

**If an individual**

- Certified copy of ID for South African citizens or, if not available, valid certified copy of passport or valid driver's licence and a valid reason why ID could not be provided
- Certified copy of valid passport for foreign nationals

**If a company**

- An original copy of the Directors' Resolution authorising the investment and nominating a person(s) to sign all documents
- Original sample signature of the nominated person(s)
- Certified copy of ID(s)/passport(s) and a valid reason why ID could not be provided (for SA citizens) for signatory(ies)
- Certified copy of proof of residential address for each signatory
- Certified copy of the Company's Certificate of Incorporation (CM1)
- Certified copy of the Notice of Registered Address of the company (CM22)
- Proof of residential address, contact details and certified copy of ID for the executive officer as well as all individuals holding 25% or more of the voting rights at a general meeting of the company

**If a close corporation**

- Original copy of the Member's Resolution authorising the investment and nominating a person(s) to sign all documents
- Original sample signature of the nominated person(s)
- Certified copy of ID(s) for signatory(ies)
- Certified copy of proof of residential address for each signatory
- Certified copy of ID for each member
- Certified copy of proof of residential address for each member
- Certified copy of the CK1 and, if applicable, certified copy of the CK2
- Proof of approval by the Registrar of CCs
- Certified copy of proof of residential address of the CC

**If a trust**

- Certified copy of the Letter of Authority
- Original copy of the Trustees' Resolution authorising the investment and nominating a Trustee(s) to sign all documents
- Original sample signature of the nominated Trustee(s)
- Certified copy of ID(s) for signatory(ies) and certified copy of proof of residential address
- Certified copy of ID, certified copy of proof of residential address and contact details for the a) Founder, b) each Trustee and c) each Beneficiary
- Certified copy of the Trust Deed

**If a partnership**

- Certified copy of ID for each partner and certified copy of proof of residential address
- Original copy of the Resolution authorising the investment and nominating a person(s) to sign all documents on behalf of the Partnership
- Original sample signature of the nominated person(s)
- Certified copy of ID(s) for signatory(ies)
- Certified copy of proof of residential address for each signatory
- Copy of the Partnership agreement, if available

**If a sole proprietor**

- Certified copy of ID for South African residents or if investor is a foreign national, certified copy of a passport
- Certified copy of proof of residential address (not older than 3 months)
- Sample signature of the Sole Proprietor
- Letter of Introduction setting out the nature and constitution of the business



#### **If you fall into the category Other Legal Persons**

- Certified copy of Constitution or other Founding document
- Certified copy of a Resolution from the Chairperson authorising the investment and nominating a person(s) to sign all documents
- Original sample signature of the nominated person(s)
- Certified copy of ID for signatory(ies)
- Certified copy of proof of residential address for each signatory (not older than 3 months)
- Letter of Introduction setting out the nature and constitution of the business

#### **Death claims**

- Death certificate
- Letter of executorship
- Letter of authority
- Documents listed under "If a company" (if applicable)
- FICA documents of the executor (if the executor is a company we will only require the documents listed under "If a company")
- New sales FICA, for a transfer to the beneficiary
- Marriage certificate (if applicable)

#### **Examples of proof of residential address**

**The document provided must reflect the investor's name and residential address and not the postal address.**

**Copies of the following, less than 3 months old, are acceptable:**

- Water and electricity statement
- Telephone account
- Rates and taxes document
- Lease or rental agreement
- Municipal rates and taxes invoice
- SARS tax return/IRP5
- Bond statement
- Life insurance policy document
- Correspondence from a body corporate or share-block association
- Pay slip or salary advice
- Bill/statement from a company contracted for services at the property given at the person's address, e.g.:
- Installation of satellite television followed by ongoing subscriptions
- Garden/pool service regularly billed
- Security monitoring services regularly billed
- Television licence
- Motor vehicle licence
- Short-term insurance documentation
- Notification of the registered residential address issued by the Department of Home Affairs
- Utility bill from Telkom/Eskom or a local authority. The bill will be acceptable as long as the investor's name and the erf/stand and township details are reflected
- Tenants may verify their physical address by presenting a declaration from the property owner/landlord, or a permit to occupy the premises, or a site rental certificate, or a letter from the employer where the customer is housed in/on employer premises
- A letter from a traditional authority confirming that an individual (or business) is permitted to reside (or operate) on communal land. The letter would need to be signed and stamped by the relevant traditional authority with the stamp issued by government for official documents
- In the case of a married couple, the spouse of the homeowner may present a marriage certificate proving the relationship to the homeowner

#### **Disclaimer:**

All information contained in this document is specific and proprietary to Momentum Collective Investments Limited (MCI) and its associated entities. It is the responsibility of the investor to ensure that they understand the contents of the document. Should the investor have any queries they may contact the MCI Client Service Centre on 0860 111 899. Alternatively, they are able to contact their nearest financial adviser for further details. The information contained within this document is subject to change. MCI shall at all times ensure that the information contained within this document is accurate, however MCI shall not be liable for any and all claims, losses and or damages whether direct, indirect, special or consequential and/or any expense of any nature whatsoever which the investor may be subject to or incur by utilising and or placing reliance on the contents of this document.