



## AUTHORISED PERSON APPROVING ELECTRONIC TRANSACTIONS

NAME & SURNAME


IDENTITY/PASSPORT NUMBER

CELL NO

TELEPHONE NO

EMAIL ADDRESS OF THE AUTHORISED PERSON

**Note: Corporates, Trusts, Schools, Close Corporations, Clubs, NGOs should submit a signed resolution confirming the appointment of the authorised person approving electronic transactions. This is not applicable to Sole Proprietors.**

### FICA UPDATE REQUIREMENT - PHYSICAL ADDRESS \*

COMPLEX / UNIT / BUILDING NUMBER


COMPLEX / BUILDING NAME


STREET NUMBER

STREET NAME

SUBURB

CITY

COUNTRY

POSTAL CODE

**Please send verified/certified copies of the documents set out below. These are used to verify the identity of the client. Strictly, only clear, legible copies of identity and other documents will be accepted, the Manager reserves the right to ask for further documentation**

#### 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)
- 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 copy of the Identity document
  - Proof of residential address and contact details
- Proof of physical business address and trading/operating name

#### Trusts

- Trust deed or other founding document
- Authority to act : letter of authority from the Master of the High Court and trustees' resolution
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act
- Proof of registered address of Master of High Court (stamp on letter of authority)

#### Partnerships

- Partnership Agreement
- Authority to act: Partners' Resolution
- Identity document, physical residential address and contact details of all the partners and persons authorised to act and of the Person Exercising Executive control of the partnership

#### Professional partnerships

- Certain Partnerships consisting of more than (20) partners which are incorporated in terms of Section 30(2) of Company's Act 61 of 1963 which are recognized in terms of the relevant Government Gazettes examples are: Attorneys, Notaries and Conveyancers, Public Accountants and Auditors, Medical Practitioners, Pharmacists, Professional Engineers, Quantity Surveyors, Stockbrokers and Architect
- Registration certificate (provide proof of registration of the partnership by a regulatory body)
- Partners Resolution (Authority to act)
- Identity document residential and contact details for Persons Authorised to Act and of the Person Exercising Executive control of the partnership
- Proof of physical business address

#### Listed companies

- Registration Certificate (Registrar of Companies or equivalent regulator- foreign companies)
- Documentary evidence of listing (printout from the official website of the stock

#### Unlisted companies: Foreign

- Official Document of Incorporation (or CoR 17.1)
- Registration Certificate (CoR 17.3)
- If trading in RSA, documents for RSA unlisted companies
- Authority to act : Directors' Resolution
- Identity document/Passport, details of physical residential address and contact details of related parties and persons authorised to act
- Proof of physical business address and trading/operating name

#### Close corporations

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), (If applicable)
- Authority to act : Members' Resolution
- Identity document, physical residential address and contact details of each member, persons authorised to act and of the Person Exercising Executive control over the CC.
- Proof of physical business address and trade name

#### 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

#### Other entities (Legal persons)

- 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
- Authority to act : Authorised Signatories' Resolution
- Identity document, details of physical residential address and contact details of Person/s Authorised to act and of the Person Exercising Executive control
- Proof of physical business address

#### Deceased estates

- Letter of Executorship/Letter of Authority
- Authority to act: special power of attorney (if applicable)/ executors'/ authorised



exchange on which the entity is listed is required)

- Authority to act : Directors' resolution
- Identity document proof of residence and contact details of persons authorised to act

#### Pension funds

- Registration certificate (Registrar of Pension Funds)
- Authority to act : trustees' resolution
- Identity document, of persons authorised to act
- Details of Residential Address and contact details of the Trustees and persons authorized to act.

signatories' resolution

- Identity document, details of physical residential address and contact details of persons authorised to act

#### Medical aids

- Registration certificate (Council for Medical Schemes)
- Authority to act : trustees' resolution
- Identity document, physical residential address and contact details of trustees and persons authorised to act
- Proof of physical business address

**Proof of physical residential address:** One of the following documents reflecting name and physical residential address (must be less than 3 months old) is required for proof of address:

- Current lease or rental agreement
- Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address.

**Note:** All address verification documents must be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g. erf/stand numbers).

If a 3rd party is acting on behalf of the client the following is required:

1. Proof of authority i.e. power of attorney, mandate, resolution, court order, letters of appointment by the Master of the High Court.
2. Documents as for Individual FICA above, for the person who is acting on behalf of the client and a specimen signature on the ID/ passport.
3. If the client is a minor, the application form must be signed by the legal guardian.

#### CLIENT DECLARATION

1. I/We warrant that all information provided by me in this form and all other applicable documents to this instruction are true and correct in every respect.
2. I/We acknowledge that STANLIB reserves the right to refuse payment into any bank account other than the bank account of the client.
3. I/We will assume personal liability for any claim, loss and/or damage of whatever nature which STANLIB may suffer as a result of this instruction.
4. I/We hereby indemnify and do not hold STANLIB responsible for any loss, damage, fines, taxes, penalties or claims whatsoever or howsoever arising from or connected with the payment by STANLIB to any person or entity in respect of the above investment which may arise as a result of my request.
5. STANLIB will not be liable for any damages or losses of whatsoever nature arising out of STANLIB's failure to action this instruction due to occurrences beyond the control of STANLIB.
6. I/We confirm that the monies is not derived from the proceeds of any unlawful activities as defined and contemplated in the Prevention of Organised Crime Act, (Act No. 121 of 1998) ("POCA").
7. Electronic Transactions: I/We agree that the Manager shall be entitled to implement all instructions and applications of whatever nature received on their Internet site, by telephone, by fax or any other electronic medium and which appear to emanate from the Client. The Manager and/or Financial Advisor is indemnified against any losses, claims or damages arising from acting on such instructions and/or applications, notwithstanding that it may later be proved that any such instruction was not given by the Client. The Client agrees that the electronic records of all instructions and applications processed by/or on behalf of him/her or which purport to be processed on behalf of the Client via the Manager's Internet site, telefax, telephone or any other electronic medium shall constitute *prima facie* proof of the contents of such instructions and applications.

SIGNATURE OF CLIENT /  
AUTORISED PERSON

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

SIGNATURE OF CLIENT /  
AUTORISED PERSON

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

**I confirm that the above form has been signed by the client agreeing to the Terms and Conditions of this form**

SIGNATURE OF  
FINANCIAL ADVISER

DATE

		-			-				
D	D		M	M		Y	Y	Y	Y

#### Office use only:

Authorised signature:

Name and Date:

STANLIB is a member of the Liberty Group of companies. Liberty is a full member of the Association for Savings & Investments South Africa (ASISA).

STANLIB Collective Investments (RF) Proprietary Limited Reg. No. 1969/003468/07 is an authorised administrative FSP (FSP Number 590) and is the administrator of your investment.

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