

# The Financial Intelligence Centre Act (FICA): Client Due Diligence (CDD) Private Company

Client Identity/Registration Number																				
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To comply with money laundering regulations, we require certain identification details and documents to be in place in order for an application to be processed. Incomplete details and documentation will delay the processing of an application and a business relationship cannot be formed until all documentation including any additional information (if requested), has been provided.

**This form is to be completed when an application/alteration form does not provide for the required details.**

**Important:**

Please submit the supporting documentation with this form.

**For the purpose of this form:**

- The term Policyholder also refers to Investment Owner and Contract Owner.
- The term Contribution Payer also refers to Premium Payer and Fund Provider.

## 1: Information of policyholder/outright cessionary/contribution payer/person acting on behalf of \_\_\_\_\_

Are you already a client?      Yes       No       Momentum       Metropolitan

### 1.1 Basic information

Registered name															
Business status	In business <input type="checkbox"/>					Deregistered <input type="checkbox"/>					Voluntary liquidation <input type="checkbox"/>				
Registration number						Date registered					D D M M Y Y Y Y				
Name of entity/Trade name (If different from registered name)															
Enterprise type	Converted Closed Corporation <input type="checkbox"/>					Public company <input type="checkbox"/>					Non profit organisation <input type="checkbox"/>				
Region	Western Cape <input type="checkbox"/>					Northern Cape <input type="checkbox"/>					Eastern Cape <input type="checkbox"/>				
	North West <input type="checkbox"/>					Mpumalanga <input type="checkbox"/>					Limpopo <input type="checkbox"/>				
	Gauteng <input type="checkbox"/>					Free State <input type="checkbox"/>					Kwazulu-Natal <input type="checkbox"/>				
Physical Business Address	Unit number (if applicable) <input type="checkbox"/>					Complex (if applicable) <input type="checkbox"/>									
	Street number <input type="checkbox"/>					Street name or name of farm <input type="checkbox"/>									
Suburb or district															
City or town											Postal code <input type="checkbox"/>				
Country	South Africa <input type="checkbox"/> Z A <input type="checkbox"/>					If not South Africa [ZA], please specify the country code <input type="checkbox"/>									
Is the postal address the same as the business' physical address?	Yes <input type="checkbox"/>					No <input type="checkbox"/>					If no, please complete the postal address.				
Postal address	PostNet Suite/PO Box/Private Bag <input type="checkbox"/>														
Suburb or district															
City or town											Postal code <input type="checkbox"/>				
Country	South Africa <input type="checkbox"/> Z A <input type="checkbox"/>					If not South Africa [ZA], please specify the country code <input type="checkbox"/>									
Is the business the owner/tenant of the above property, from where it is operating?	Owner <input type="checkbox"/>					Tenant <input type="checkbox"/>									
* Ensure that the business' physical address details on application form matches the address verification documents provided.															
Purpose of company's activities															
VAT reference number															
If no VAT reference number, please give reason															



5. Full names													6. Full names																																	
Identity/Passport number													Identity/Passport number																																	
Physical address													Physical address																																	
Capacity/Designation													Capacity/Designation																																	
PEP	Yes				No																			PEP	Yes				No																	
DPIP	Yes				No																			DPIP	Yes				No																	
FPPO	Yes				No																		FPPO	Yes				No																		

1.2.3 Details of legal and natural persons, partners and trusts, holding more than 25% shareholding or the voting rights at general meetings of the company (Ultimate Beneficial Ownership)

1. Full names													2. Full names																																		
Identity/Passport/Registration number													Identity/Passport/Registration number																																		
Physical address													Physical address																																		
Percentage					.																			Percentage					.																		Y
Capacity/Designation													Capacity/Designation																																		
PEP	Yes				No																		PEP	Yes				No																			
DPIP	Yes				No																		DPIP	Yes				No																			
FPPO	Yes				No																		FPPO	Yes				No																			
3. Full names													4. Full names																																		
Identity/Passport/Registration number													Identity/Passport/Registration number																																		
Physical address													Physical address																																		
Percentage					.																		Percentage					.																		Y	
Capacity/Designation													Capacity/Designation																																		
PEP	Yes				No																		PEP	Yes				No																			
DPIP	Yes				No																		DPIP	Yes				No																			
FPPO	Yes				No																		FPPO	Yes				No																			
5. Full names													6. Full names																																		
Identity/Passport/Registration number													Identity/Passport/Registration number																																		
Physical address													Physical address																																		
Percentage					.																		Percentage					.																		Y	
Capacity/Designation													Capacity/Designation																																		
PEP	Yes				No																		PEP	Yes				No																			
DPIP	Yes				No																		DPIP	Yes				No																			
FPPO	Yes				No																		FPPO	Yes				No																			

1.3 Anti-money laundering provisions

1.3.1 Source of Income/Wealth\* (Policyholder)

Nature of business

Source of income/wealth is defined as funds received on a regular basis for work/services rendered or investment income.





#### 4: Protection of Personal Information

Momentum, Metropolitan are required to collect relevant information from each client for anti-money laundering and prevention of terrorist financing, for tax purposes according to the Intergovernmental Agreement ("the IGA"), and for reporting on these clients to the South African authorities where necessary.

We also collect personal information about you to offer you the best service. Your information is used for administrative, operational, audit, marketing, research, legal, statutory and record keeping purposes. We will take all reasonable steps necessary to secure the integrity of any personal information which we hold about you and to safeguard it against unauthorised access. We will not share this information outside of Momentum, Metropolitan, its associated groups or agents, without your explicit consent.

If you do not consent to us using your personal information, there may be delays for you or some instructions might not be carried out. You can have access to your information at any time and ask us to correct any information we have in our possession. Please feel free to write to us to obtain a copy of this information of which copies will be kept for a period of five years or more, as required by law.

#### 5: Signature of client specified in Section 1

Name and surname of authorised signatory

<b>Signature of authorised signatory</b>	<input type="text"/>
	<b>Date</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>