

The Financial Intelligence Centre Act (FICA): Client Due Diligence (CDD) Closed Corporation

Client Identity/Registration Number

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

5. Full names					6. Full names				
Identity/Passport number					Identity/Passport number				
Physical address					Physical address				
Designation/Capacity					Designation/Capacity				
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.

1.3.2 Source of funds for investment/transaction*

<input type="checkbox"/> Business profits	Name of business	<input type="text"/>
<input type="checkbox"/> Sale of property	Address of sold property	<input type="text"/>
<input type="checkbox"/> Sale of assets	Description of what was sold	<input type="text"/>
<input type="checkbox"/> Sale of business	Registration number	<input type="text"/>
<input type="checkbox"/> Investment Savings	Source of capital/savings	<input type="text"/>
	Name of investment company	<input type="text"/>
	Account/contract number where the funds are held	<input type="text"/>
<input type="checkbox"/> Donation	Source of donation	<input type="text"/>
<input type="checkbox"/> Other	Specify	<input type="text"/>

* The source of funds funding the transaction or new business investment will not always correspond with the source of income/wealth, e.g. an employed person may sell his/her property and invest the capital gained.

2: Verification documents

2.1 Verification of registered name, number and address

<input type="checkbox"/> CK1	and/or	<input type="checkbox"/> CK2 (if applicable)	and/or	<input type="checkbox"/> COR 18.1	and/or	<input type="checkbox"/> COR 18.3
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Note: CIPC printouts as proof of registration may not be older than three (3) months.

2.1.1 Verification of all members of the CC

Please complete the checklist applicable to natural persons - FICA 001 (Section 1.1 & 1.2 & Section 2.1) for each member.

2.1.2 Verification of each person authorised to act/transact with Momentum, Metropolitan on behalf of the CC (where the authorised person is not a member of the CC)

<input type="text"/>	2.1.2.1 Resolution by the members authorising the conclusion of the contract and reflecting the names of persons authorised to conclude the transaction on behalf of the closed corporation (less than 3 months old); and
<input type="text"/>	2.1.2.2 Please complete the checklist applicable to natural persons - FICA 001 (Section 1.1 & 1.2 & Section 2.1) for each authorised person.

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

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