

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

Client Identity/Registration Number							

A trust established for the following reasons, does not have to fill in the checklist:

- by the trustees of a retirement fund for benefits payable to beneficiaries of the retirement fund;
- · as per a court order;
- for persons under curatorship; or
- as per a testamentary writing.

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.

Please submit the supporting documentation with this form.

#### Important:

#### 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 policyholo	ler/outright	cessionary	contribution payer/	person acting on behalf of
Are you already a client?	Yes	No	Momentum	Metropolitan
1.1 Basic information				
Name				
Registration number				
Province and city where the Trust was regis	stered			
1.2 Additional information				
Name of founder of Trust				
Identity/Passport number				
Capacity				

# 1.2.1 Details of all active Trustees

1. Full names			2. 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	

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3. Full names				4. 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					
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					

# 1.2.2 Details of Trust beneficiary

1. Full names				2. Full names			
Identity/Passport/ Registration number				Identity/Passport/ Registration 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	
3. Full names				4. Full names			
Identity/Passport/ Registration number				Identity/Passport/ Registration 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	
5. Full names				6. Full names			
Identity/Passport/ Registration number				Identity/Passport/ Registration 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	

1.3 Anti-money laundering provi	cione
1.3.1 Source of income/wealth* (Policyh	
Nature of business	
	nde received an e requier basis for work/gentines rendered at investment income
Source of income/wealth is defined as ful	nds received on a regular basis for work/services rendered or investment income.
1.3.2 Source of funds for investment/tra	unsaction* (Contribution payer)
Business profits	Name of business
Sale of property	Address of sold property
Sale of assets	Description of what was sold
Sale of business	Registration number
Investment/Savings	Source of capital/savings
	Name of investment company
	Account/contract number where the funds are held
Donation	Source of donation
Other	Specify
* The source of funds funding the transact	tion 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 inv	est the capital gained.
2: Verification documents	
2.1 Verification of name, number issued if a foreign trust)	r and address of Master's Office where the trust is registered (or such other official document
2.1.1 A Letter of Authority from the	Master's Office confirming registration of the trust;
2.1.2 Trust deed or founding docur	ment.
2.2.1 Verification of founder	
2.2.1.1 Please fill in the checklist app	plicable to natural persons - FICA 001 (Section 1.1 & 1.2 & Section 2.1 & 2.2). for the founder; or
2.2.1.2 If the founder has died or has	s been deregistered, attach death certificate or certificate of deregistration.
2.2.2 Verification of each active trustee	
2.2.2.1 Please fill in the checklist app	olicable to natural persons - FICA 001 (Section 1.1 & 1.2 & Section 2.1 & 2.2) for each trustee; and
2.2.2.2 An authorisation that the Mas	ster of the High Court (if trust was created in the Republic) gave to each trustee; or
2.2.2.3 The official Trust Deed docur	ment reflecting authority granted to trustees (if the case of foreign trusts).
2.2.3 Verification of each person author	ised to act/transact with Momentum, Metropolitan on behalf of the trust
2.2.3.1 Please complete the checklist and	applicable to natural persons - FICA 001 (Section 1.1 & 1.2 & Section 2.1 & 2.2) for each authorised representative;
2.2.3.2 A written authority as determ	ined in the trust deed signed by all the trustees reflecting the names of the representatives.

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#### 2.2.4 Verification of each trust beneficiary

Please complete the applicable FICA checklist for each trust beneficiary:

2.2.4.1 Natural persons - FICA 001 (Section 1.1 & 1.2 & Section 2.1).
2.2.4.2 Private companies - FICA 002 (Section 1.1 & 1.2 & Section 2.1).
2.2.4.3 Closed Corporations - FICA 003 (Section 1.1 & 1.2 & Section 2.1).
2.2.4.4 Other legal persons - FICA 004 (Section 1.1 & 1.2 & Section 2.1).
2.2.4.5 Trusts - FICA 005 (Section 1.1 & 1.2 & Section 2.1 & 2.2).
2.2.4.6 Partnerships - FICA 006 (Section 1.1 & 1.2 & Section 2.1).
2.2.4.7 Foreign companies - FICA 007 (Section 1.1 & 1.2 & Section 2.1).
2.2.4.8 Listed companies - FICA 010.

# 3: Verification of bank details

Receipt of contributions:

- If the account is not in the name of the policyholder, please complete and provide the documentation in accordance with the appropriate FICA checklists on the account holder (e.g. CC, Trust, Other legal entity, etc.).
- · No payment received from a third party will be invested until the required documentation is received and reviewed.

# 3.1 Benefits payable where the trust is the contract owner

3.1.1 Provide your bank account details if you have selected to have your contributions (single or recurring) collected from your bank account

Name of account holder		
Name of bank		
Branch code		Branch name
Account number		
Account type	Current/Cheque	Savings

# 3.1.2 If funds are paid directly into a Momentum or Metropolitan bank account

A proof of deposit is required and must indicate:

From which institution was the deposit ma	ade						
Date of deposit	D D M M Y Y Y	Amount deposited					
Source (account number) from where the	funds originated						
Name of account holder							
The contract number for which the funds	are intended						

# Please note:

- Payment will only be made to the trust, where the trust is the owner of the contract.
- No third party payments will be allowed where the trust is the policy holder.

# 4: Testamentary trusts

#### 4.1 To verify the identity of the trust

4.1.1	Copy of the will or the testamentary trust deed
4.1.2	Letter of authority issued by the Master of the High Court.

Please note that if one of the two documents listed above does not exist, then the trust has not been registered with the Master and so does not exist.

<sup>\*\*</sup> We will not make payments to credit cards, market-linked accounts or third party accounts. Payments can only be made to the Policyholder's own bank account. No third party payments are permitted.

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# 4.2 Proof of authority to act on behalf of the trust

4.2.1 Attach a copy of the appointment of the authorised persons who may act on behalf of the trust when dealing with Momentum, Metropolitan. In most instances it will be the executor.

# 4.3 Proof of identity for each authorised representative

4.3.1 Fill in FICA 001 (Section 1.1 & 1.2 & Section 2.1) for each authorised representative and include the documentation as requested.

# 5: 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.

6:	Signature of client specif	ed in Section 1		
Name	and surname of authorised signator			
S	ignature of			
a	uthorised signatory		Date	D D M M Y Y Y Y

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