

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

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

Business status  In business  Deregistered  Voluntary liquidation

Registration number  Date registered

Name of entity/Trade name (If different from registered name)

Enterprise type  Converted Closed Corporation  Public company  Non profit organisation

Region  Western Cape  Northern Cape  Eastern Cape   
 North West  Mpumalanga  Limpopo   
 Gauteng  Free State  Kwazulu-Natal

Physical Business Address  Unit number (if applicable)  Complex (if applicable)

Street number  Street name or name of farm

Suburb or district

City or town  Postal code

Country  South Africa  Z  A  If not South Africa [ZA], please specify the country code

Is the postal address the same as the business' physical address?  Yes  No  If no, please complete the postal address.

Postal address  PostNet Suite/PO Box/Private Bag

Suburb or district

City or town  Postal code

Country  South Africa  Z  A  If not South Africa [ZA], please specify the country code

Is the business the owner/tenant of the above property, from where it is operating?  Owner  Tenant

\* 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

## 1.2 Additional information

All individuals ultimately holding a material interest in the capital of the company have to be identified and will require individual identity verification.

### 1.2.1 Details of Chief Executive Officer (CEO)/Managing Director (MD)/Directors

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					
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 employees/persons authorised to act/transact with Momentum, Metropolitan on behalf of company

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					
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					







#### 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"/>