

## Client due diligence verification documentation

Additional or updated documentation may be requested in certain circumstances.

Please refer to the complete Client Due Diligence (CDD) Checklists for specific requirements for each role-player.

### Natural Persons (FICA001)

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#### Identification

Copy of one of the following confirming the identity:

- RSA identity document (Green Bar-coded)
- RSA Smart ID Card (Front & back)
- Valid RSA Drivers Licence (Front)
- Valid Passport
- Birth certificate (minors only)

#### Verification of Residential address

- A city council/municipal/electricity provider/utility/service bill (less than 3 months old); or
- A property rental agreement/rental contract renewal (less than 12 months old); or
- A property rates and taxes invoice (less than 3 months old); or
- If pre-paid (e.g. utilities like an electricity meter), proof of payment that reflects the date, stand number, account number (less than 3 months old); or
- A mortgage statement (less than 3 months old); or
- A Telkom land line, fiber or ADSL account (less than 3 months old); or
- Correspondence from a body corporate/share-block association (less than 3 months old); or
- A short-term insurance schedule (less than 12 months old); or
- A bill/statement from a company contracted for an ongoing service at the property given as the person's address. Examples of such services are security monitoring and armed response services that are regularly billing the person (less than 3 months old); or
- A bank statement (less than 3 months old); or
- Mobile account from service provider (less than 3 months old); or
- A payslip/salary slip (less than 3 months old); or
- A document from SARS (less than 12 months old).

### Private Company (FICA002)

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- Copy of the Certificate of Incorporation
- Verification of Chief Executive Officer/Managing Director, as per the natural persons checklist
- Verification of each person authorised to act/transact with Momentum, Metropolitan on behalf of the company, as per the natural persons checklist
- Resolution by the board authorising the conclusion of the contract and reflecting the names of persons authorised to conclude the transaction on behalf of the company (less than 3 months old)
- A copy of the Shareholder's Register or a certified copy of the organisational structure and explanation of ownership
- Verification of legal or natural persons, partners or trusts entitled to exercise 25% or more of the voting rights at the general meetings of the company, as per appropriate checklist
- Verification of business address

### Closed Corporation (FICA003)

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- Copy of the Certificate of Incorporation
- Verification of all active members, as per the natural persons checklist
- Verification of each person authorised to act/transact with Momentum, Metropolitan on behalf of the CC, as per the natural persons checklist
- Resolution by all members authorising the authorised representatives to conclude the contract (Where the authorised person is not a member of the CC)
- A written document indicating ownership or a certified copy of the organisational structure and explanation of ownership
- Verification of business address

## Other Legal Persons (FICA004)

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**(Examples: Schools, Churches, Stokvels, Municipalities, Clubs, Non-Profit Organisations, Public Sector Entities/Government Departments, Semi-Public Entities, Deceased Estates, Insolvent Estates, Liquidators, Curators, etc.)**

- Verification of name and legal form
- Constitution or founding document
- Letter of executorship and death certificate
- Document which established the entity
- Verification of authorised representatives, as per the natural persons checklist
- Resolution of representatives authorising the conclusion of the contract and reflecting the names of persons authorised to conclude the transaction with Momentum, Metropolitan, on behalf of the participants
- TAX/SARS exemption certificate (if applicable, e.g. Non-profit organisations)
- Verification of physical address

## Trusts (FICA005)

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- A Letter of Authority from the Master's Office confirming registration of the trust, confirming the trust number, registered trustees
- Trust deed or founding document
- Verification of Founder of Trust, as per natural persons checklist
- Verification of all active Trustees, as per the natural persons checklist
- Verification of all Persons Authorised to act on behalf of the Trust, as per the natural persons checklist
- A written authority as determined in the trust deed signed by all the trustees reflecting the names of the authorised person/s who may transact with Momentum, Metropolitan, on behalf of the Trust
- Verification of Trust beneficiary as per the appropriate checklist

## Partnership (FICA006)

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- Copy of the Partnership agreement
- Verification of all partners, as per the appropriate checklist
- Verification of persons who exercise executive control over the partnership, as per the natural persons checklist
- Verification of persons who have authority to transact with Momentum, Metropolitan on behalf of the partnership, as per the natural persons checklist
- Resolution of all partners authorising the conclusion of the contract and reflecting the names of persons authorised to conclude the transaction on behalf of the partnership

## Foreign Company (FICA007)

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- Copy of the Certificate of Incorporation
- Verification of managers for its affairs in RSA (Chief Executive Officer/Managing Director) , as per the natural persons checklist
- Verification of each person authorised to transact with Momentum, Metropolitan, on behalf of the company, as per the natural persons checklist
- Resolution by the board authorising the conclusion of the contract and reflecting the names of person/s authorised to conclude the transaction on behalf of the company
- A copy of the Shareholder's Register or a certified copy of the organisational structure and explanation of ownership
- Verification of all directors and all shareholders with at least 25% interest, and any other person/entity with control over the company's assets, as per the appropriate checklist

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