

All questions **must be** completed in full, and no funds will be invested or paid without the completed form and verification documents. In the event of you also registering a mortgage bond, the bank's FICA requirements will be requested **in addition** to the below.

Verification and supporting documents to be provided as set out in the guidelines below:

1.	Full Name & Surname	
2.	SA ID or Passport Number and DOB	
3.	Non-resident Residency Status	Temporary Resident <input type="radio"/> Permanent Resident <input type="radio"/>
4.	Address of your main place of residence (domicile)	
5.	SA or Feoreign Income tax number	
6.	Contact number	Email Address
7.	If acting as representative for a legal entity or person, under which authority are you acting (i.e) resolution, power of attorney)	

FINANCIAL INFORMATION

8.	Bank Account Details <ul style="list-style-type: none"> from which payment of any cash amount is made to the Agency or Couzyn Hertzog & Horak into which payment of proceeds are to be made transactional bank account for purposes of any matter with Couzyn Hertzog & Horak 	Account Holder	Banking details will be confirmed again for purposes of payments to be received by the client
		Bank	
		Branch	
		Account Number	
9.	Employment Status (SOI)	Employed <input type="radio"/> Self Employed <input type="radio"/> Retired <input type="radio"/> Unemployed <input type="radio"/>	
10.	Occupation (SOC)	(What is your occupation i.e. doctor, teacher)	
11.	Industry (SIC)	(In which industry is your occupation i.e. medicine, education)	
12.	In which countries do you trade in	South Africa <input type="radio"/> If other, specify	
13.	In which jurisdiction is your main trade	South Africa <input type="radio"/> If other, specify	
14.	Method of Payment for this transaction (SOF) (Supply documentary proof for cash amounts of R3 million or more)	Cash <input type="radio"/> Cheque <input type="radio"/> EFT <input type="radio"/> Bank guarantee <input type="radio"/>	
15.	What is your source of income (SOW)		

***Source of Income or Wealth** means the activities that have generated the total net worth of your wealth. For example inheritance of savings, salary, inheritance, pension, proceeds of sale, divorce settlement, company profits, investment maturing, private capital raise, sale of shares, bursary

PROMINENT INFLUENTIAL PERSON (PIP)

16.	Are you a DOMESTIC or FOREIGN PIP ?	Yes <input type="radio"/> No <input type="radio"/>	Position
<p>DOMESTIC PROMINENT INFLUENTIAL PERSON :President or deputy president of South Africa; Cabinet minister or deputy minister; Premier of a province MEC of a province; Mayor of a municipality; Leader of a political party; Member of a royal family; Senior traditional leader; Head, accounting officer or CFO of a national or provincial; department; Manager or CFO of a municipality Chairperson, CEO, accounting authority, CFO or chief investment officer of a public entity Judge Ambassador, high commissioner or other senior representative of a foreign country based in South Africa Chairperson of board of directors, chairperson of audit committee, executive officer or CFO of a company doing more than the prescribed amount of business with Government.</p> <p>FOREIGN PROMINENT INFLUENTIAL PERSON: Head of state, Member of a royal family; Cabinet member Senior member of a political party Senior judicial officer Senior executive of a state-owned entity; High rank in the military</p>			
17.	Are you a FAMILY MEMBER or a close associate of such person?	Yes <input type="radio"/> No <input type="radio"/>	Relationship
<p>FAMILY MEMBER Immediate family members of Domestic Prominent Influential Persons and Foreign Prominent Public Officials include, but are not limited to: their spouse, civil partner or life spouse, civil partner or life partner; children and stepchildren and their spouse, civil partner or life partner; their parents; and siblings or stepsiblings, and their spouse, civil partner or life partner</p>			

Couzyn Hertzog & Horak Inc, as firm of attorneys, has the privilege of confidentially in terms of the Protection of personal Information Act 4 of 2013 pertaining to its clients. With my signature hereto, I consent to the information herein contained is as required under Section 11(1)(a) of the Protection of Personal Information Act 4 of 2013 ("POPI"). The staff and the finance department of Couzyn Hertzog & Horak Inc will access to the Company's details which have been furnished to them for the purposes of attending to its matters and all matters ancillary thereto. Couzyn Hertzog & Horak Inc is authorised to release the Company's personal information to the South African Revenue Services, relevant municipal authority, as well as any litigation attorney tasked with the mandate to assist with the enforcement or cancellation of the transaction, or a claim for damages, or action or application proceedings pertaining to the transaction, solely for the purposes of this transaction. Couzyn Hertzog & Horak Inc will, in addition to its POPI compliance, store the Company's personal information as provided for and specified by the Legal Practice Council from time to time.

Client Signature

Date

Place

Who hereby confirms that all information is true and correct to the best of his/her knowledge.



Marital Status	Unmarried <input type="radio"/> In Community <input type="radio"/> Civil Union in Community <input type="radio"/> Muslim Rites <input type="radio"/>
	Foreign Marriage <input type="radio"/> Out of Community <input type="radio"/> Civil Union out of Community <input type="radio"/> Other <input type="radio"/>
If Married	Name and Surname of Spouse
	Place of Marriage
	Date of Marriage
Country of Domicile of Husband at date of Marriage (permanent home at that time)	If Husband domiciled in SA at date of marriage, was any ante nuptial contract entered into? Yes <input type="radio"/> No <input type="radio"/>
Have you been divorced since you last sold or bought property?	Yes <input type="radio"/> No <input type="radio"/>
Are you a resident for tax purposes in South Africa?	Yes <input type="radio"/> No <input type="radio"/>
Current Residential Address	
Current Postal Address	
Future Residential Address	
Future Postal Address	

Only complete this section if selling property

How did you intend to utilise the property?	Primary Residence <input type="radio"/> Holiday Home <input type="radio"/> Investment <input type="radio"/> Let as Residence <input type="radio"/> Other <input type="radio"/>
Is the property bonded?	Yes <input type="radio"/> No <input type="radio"/> If bonded, provide
Future Residential Address	Bank details
Future Postal Address	Loan account number
	Is the original title deed in your possession? Yes <input type="radio"/> No <input type="radio"/>
Managing Agent's / Home Owners Association's (if applicable)	Name Email

Only complete this section if purchasing property

How are you financing the purchase?	Cash <input type="radio"/> Bond <input type="radio"/> Investments <input type="radio"/> Sale of Property <input type="radio"/> Inheritance <input type="radio"/> Other <input type="radio"/>
If other, and / or combination of these, please specify	
How do you intend to utilise the property?	Primary Residence <input type="radio"/> Holiday Home <input type="radio"/> Investment <input type="radio"/> Let as Residence <input type="radio"/> Other <input type="radio"/>

Only complete this section if taking out a mortgage bond

Bank account details fordebitorder: - This must be a South African bank account	City and country of birth
Account holder	Do you have dual citizenship? Yes <input type="radio"/> No <input type="radio"/>
Bank	If yes, please indicate
Branch name and code	Which Countries
Account Number	
Type of Account	
Debit order date	Primary Nationality

ATTORNEY REQUIRES: Identity Document, Marriage Certificate / Ante-Nuptial Contract, Divorce Order (if applicable), Utility Bill reflecting Name and Current Residential address NOT older than 3 months and not from your instructing bank and Proof of bank details for debit order form and copy of Homeowners/Life Insurance Policy where you have elected to utilise insurance provided by a third party.

Note: We require the above documentation in order to draft our bond documents for Signature.

In order for our offices to fully comply with the Financial Intelligence Centre Act, No. 38 of 2001, we will require the below documentation.

NATURAL PERSONS

1. Identity document

- Official valid identity document or green bar-coded identity document in the case of Citizens and Residents.
- Identity documents must be clear, and both sides of a smart ID card must be presented.
- Passports and valid permits or VISAS are to be provided by non-residents or foreigners.

2. Proof of residence

The below sets out a list of documents that are acceptable for purposes of proof of residence. All documents must not be older than 3 months:

- a utility bill reflecting the name and residential address of the person.
- a bank statement reflecting the name and residential address of the person.
- a recent lease or rental agreement reflecting the name and residential address of the person.
- municipal rates and taxes invoice reflecting the name and residential address of the person.
- mortgage statement reflecting the name and residential address of the person.
- telephone or cellular account reflecting the name and residential address of the person.
- valid television licence reflecting the name and residential address of the person.
- recent long-term or short-term insurance policy document issued by an insurance company and reflecting the name and residential address of the person.
- recent motor vehicle license documentation reflecting the name and residential address of the person.
- Co-habitation affidavit from a person with whom the said person resides and valid proof of residence of that person.

3. Proof tax number

- SARS confirmatory letter
- Tax confirmatory letter from any other tax office if registered for tax in another country.
- Payslip confirming the tax number.

4. Proof of banking

- An original or bank certified copy of a bank statement reflecting the bank name, account holder and account number.

5. Proof of Origin of Funds (Cash payments of R1 million or more)

- Bank statement confirming amount.
- Letter from your financial institution confirming the amount.
- Policy documents.
- Agreements.
- Any other documentary proof confirming the origin of the amount.
- Will or Liquidation & Distribution account (inheritance).

6. NO FUNDS WILL BE PAID WITHOUT PROOF OF BANK ACCOUNT NUMBER to avoid any transfer of funds to incorrect account number/s.

COMPANY (PTY LTD)

In addition to the above:

- ALL documents as set out under Natural Persons for each and every Director.
- Company - Memorandum & Articles of Association
- CM1 or applicable CoR Forms (Certificate of Incorporation)
- CM22 or applicable CoR Forms (Notice of Registered Office and Postal Address).
- Resolution/mandate authorizing the mandated officials to establish the business relationship.
- Income Tax Registration Number and VAT Number (if applicable)
- Proof of OPERATING address NOT older than THREE months

CLOSE CORPORATION

In addition to the above:

- ALL documents as set out under Natural Persons for each and every Member.
- Close Corporation - Founding Statement
- CK1 or applicable CoR Forms (Certificate of Incorporation)
- CK2 or applicable CoR Forms (Notice of Registered Office and Postal Address)
- Resolution/mandate authorizing the mandated officials to establish the business relationship.
- Income Tax Registration Number and VAT Number (if applicable)
- Proof of OPERATING address NOT older than THREE months

TRUST

In addition to the above:

- ALL documents as set out under Natural Persons for each and every Trustee & Beneficiary.
- Trust - Letter of Authority and Trust Deed
- Resolution/mandate authorizing the mandated officials to establish the business relationship.
- Income Tax Registration Number
- Proof of STREET address NOT older than THREE months

FICA QUESTIONNAIRE (IMMOVEABLE PROEPRTY SALE / PURCHASE)

Further to the above, for us to effectively attend to registration of transfer of the property / bond registration over the property, it is essential that you carefully read through the below requirements and acquaint yourself with the contents thereof.

SELLERS: ADDITIONAL DOCUMENTS REQUIRED

- If the property is bonded:
 - Bank where bond is registered
 - Bond Account Number
- Copy latest account from Municipal Council (rates and taxes)
- Copy latest account from Home Owner's Association (if applicable)
- Copy latest account from Body Corporate (if applicable)
- Copy latest account from Electricity Service Provider (if not provided by the Municipal Council)
- ELECTRICAL COMPLIANCE CERTIFICATE - documents will not be lodged or registered until we are in receipt of a valid ECC. If for any reason whatsoever you delay the matter to be finalised timeously as a result of no ECC, we will appoint an Electrician to attend to same on your behalf and you will be held liable for the costs thereof
- ELECTRIC FENCE CERTIFICATE - if your property is protected by an Electric Fence, the electrician will have to include/issue a separate Certificate for the Electric Fence
- GAS CERTIFICATE - if you have any gas installation on the property, we require a Gas Compliance Certificate.

ESTATE AGENTS

Your commission is noted in the Agreement of Sale. Please provide a breakdown in writing of the following:

- Initial/s and Surname of agent/s involved in the sale;
- Agent/s office number, fax number and cellular number;
- Agent/s income tax registration number.
- The amount payable to the Agent and amount payable to Agency.
- Bank statement reflecting beneficiary of account and account number - **NO FUNDS WILL BE PAID WITHOUT PROOF OF BANK ACCOUNT NUMBER** to avoid any transfer of funds to incorrect account number/s.

We require this information for Transfer Duty purposes and payment of commission on registration.

AFTER REGISTRATION

PLEASE NOTE THE FOLLOWING:

- Clients will be advised on the date the property is registered. You will be provided with a confirmation letter and final statement of account.
- The title deed is only made available to us by the deeds office after data capturing and microfilming which takes approximately 5-8 weeks depending on the Deeds Office where the documents were lodged.
- The original Title Deed is held by the Bank if a bond is registered over the property. If no bond is registered, the purchaser will be contacted to collect same from our offices.
- The Electrical Compliance Certificate will be provided to the purchaser on receipt thereof from the seller/electrician.
- We advise the Municipal Council on registration to enable them to finalise the rates and taxes account/s into the name of the seller/purchaser.
- We advise the Home Owner's Association/Body Corporate (if applicable) on registration to enable them to finalise the levy account/s in the name of the seller/purchaser.
- **It is not within the ambit and duties of us as the transferring attorney and accordingly we do not** attend to any arrangements whatsoever with regards to any deposits payable to any Council in respect of water and electricity and to the opening of any accounts on behalf of any person.
- **It is not within the ambit and duties of us as the transferring attorney and accordingly we do not** follow up refund/s at Council for seller/s. Once we have advised the Council of registration, they have a procedure they follow to finalise the account/s and once they have finalised the accounts, they pay the refund (IF ANY) into our account whereafter we make payment to the seller.

ESKOM

Please ascertain from the Seller of the property whether the electricity is supplied by Eskom. If supplied by Eskom, you, the purchaser, must ensure that you attend to the necessary application for electricity and ensure that an account is opened in your name. WE DO NOT DEAL WITH ESKOM NOR THE OPENING OF ANY NEW ACCOUNTS FOR PURCHASER/S.

Please read the following procedure for Eskom Accounts:

Closing of Sellers Eskom Account

- Where electricity is supplied directly by Eskom, sellers need to finalise and close their account.
- On the day on which the seller vacates the property, he must phone Eskom (0860037566) or visit the nearest Eskom branch and request a "Move out request" with the final reading, schedule a date and obtain a reference number. (Use a digital camera that will allow a date stamp and ensure that the readings and serial numbers are clear)
- This is to be followed up with an email to Eskom using the reference number and providing the following details: The property description, a copy of the seller's ID and A letter from the transferring attorneys confirming date of registration.



- A final reading is then provided by either Eskom or the Seller and once processed.
- Eskom will stop electricity service supply from the date of moving out and closing of the account.
- The final bill will indicate the refund amount.
- Eskom normally deduct the last invoice from the deposit held and refund the balance.
- A refund can then be applied for using the Eskom refund form that is bank stamped- the refund is usually processed in approximately 8 weeks.
- Eskom refunds can only be paid into a bank account of the same name as the Eskom account holder.

Opening of Purchaser's Eskom Account

- Purchasers are required to open a new account with Eskom for electricity supply.
- Purchasers can either phone the national Call Centre number (0860037566) to open this account (voice contract) and arrange to effect payment of the required deposit, or they can visit their nearest Eskom Service Centre.
- The following documents are required:
 - ID Copies;
 - A letter from the transferring attorneys confirming date of registration;
 - Cash (calculated at the time) for payment of deposit (The refundable deposit can range between R3500.00 to R12 500.00)
 - Meter numbers and meter readings as at date of occupation preferably a date stamped Electricity meter photos (Use a digital camera that will allow a date stamp and ensure that the reading and serial are clear)
 - Electrical Compliance Certificate

We confirm that if any document/s are outstanding with reference to FICA, registration will be held over until such time as same has been submitted.

Yours faithfully,

NO SIGNATURE – LETTER SENT ELECTRONICALLY