



## **FICA REQUIREMENTS**

**NO FICA = NO REGISTRATION = NO BID**

### **Private Bidding Registration**

ID document + proof of residential address (current utility bill not older than 3 months)

This must be in the bidders' name. IF NOT, a valid affidavit is to be provided + a marriage certificate for spouses residing together + copy of I.D. of spouse.

### **Business Bidding Registration**

Current proof of home address of each member + ID document of each member + CK1 letter + SARS certificate + CIPRO print out + Business proof of address, Representatives of a company or private individuals are required to a Proxy letter & Proxy's ID document.

## In depth FICA requirements checklist

### A. NATURAL PERSONS (BUYING PRIVATELY)

1. South African identity document (foreigners: passport).
2. Proof of Residence less than 3 months old (Utility bill addressed to your residential address).
3. Bidders to provide affidavit + marriage certificate for proof of residence in another person/spouse name.

### B. COMPANY (PRIVATE AND UNLISTED PUBLIC)

1. Certificate of Incorporation (CM1); and
2. Certificate of change of name of company (CM9) (if applicable); and
3. Notice of Registered Office and Postal Address (CM22); and
4. Contents of Register of Directors, Auditors and Officers (CM29); and
5. Proof of business address of the Company e.g. utility bill (not older than 3 months) reflecting the name and business address; and directors of the company.
6. Identification document(s) of the person(s) managing the Company e.g. ID book;
7. Confirmation of the residential address and contact particulars of the person (s) managing the Company; and
8. Resolution specifying who is authorised to act on behalf of the Company as well as confirmation of the company's shareholding; and those with more than (twenty-five) 25% voting rights.
9. Identification document(s) of the person(s) authorised to act on behalf of the Company e.g. ID book; and
10. Confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Company; and
11. Business Registration Notification Certificate (BRNC)

## **C. CLOSE CORPORATION (CC)**

1. Founding Statement and Certificate of Incorporation (CK1); and
2. Amended Founding Statement (CK2) (if applicable); and
3. Proof of business address of the Close Corporation e.g. utility bill (not older than 3 months) reflecting the name and business address; and
4. Identification document(s) of the member(s) of the Close Corporation e.g. ID book\*
5. Confirmation of the residential address and contact particulars of the member(s) of the Close Corporation reflecting the name and residential address not older than 3 months.
6. Resolution specifying who is authorised to act on behalf of the Close Corporation; and
7. Identification document(s) of the person(s) authorised to act on behalf of the Close Corporation e.g. ID book; and
8. Confirmation of the residential address and contact particulars of the person(s) authorised to act on behalf of the Close Corporation.
9. Business Registration Notification Certificate (BRNC)

#### **D. TRUST/S**

1. Letters of Authority signed by the Master of the High Court; and
2. Trust deed or other founding document; and
3. Resolution specifying who is authorised to act on behalf of the Trust; and
4. Identification document(s) of the person(s) authorised to act on behalf of the Trust. e.g. ID book; and
5. Proof of residential address and contact particulars of the person(s) authorised to act on behalf of the Trust; and
6. Identification documents of all the trustees and beneficiaries e.g. ID book; and
7. Proof of the residential address and contact particulars of all the trustees and beneficiaries; and
8. Identification document of the founder of the Trust e.g. ID book; and
9. Proof of the residential address and contact particulars of the founder of the Trust (if not deceased)
10. Business Registration Notification Certificate (BRNC)