

FICA CHECKLISTS

DECEASED SHAREHOLDER

	A copy of the Letter of Executorship / Authority with system generated QR code effective 30 March 2023 or A certified copy of the Letter of Executorship / Authority. Letter of Authority must include the assets (Note that for non-resident deceased estates the Letter of Executorship/ Letter of Authority/ Letter of Transfer must be resealed by the Master of the High Court in South Africa) (certification not older than 1 year)
	A certified copy of the Death Certificate (certification not older than 1 year)
	Executor: A selfie (photo of yourself) holding your most recent issued green bar coded South African ID Book or Smartcard ID (both sides) or valid Passport (for foreign nationals) / alternatively a copy certified by a Commissioner of Oaths. Refer below for guidelines on selfies.
	A copy of the executor/s service bill not older than 3 months. Refer below for a list of acceptable service bills.
	If the estate is being administered by an attorney or an institution then we require a Power of Attorney (refer to Power of Attorney section)
	A Bank confirmation letter with an e-stamp which is available for download on your banking application; or a bank statement; or a physical bank confirmation letter issued and stamped by the branch (not older than 3 months) Note: No third-party bank accounts are permitted. The bank account must be in the name of the deceased (Estate Late) or the Attorney / institutions' trust bank account.

POWER OF ATTORNEY

	A certified copy of the Power of Attorney signed by the shareholder and the agent (certification not older than 1 year)
	Agent: A selfie (photo of yourself) holding your most recent issued green bar coded South African ID Book or Smartcard ID (both sides) or valid Passport (for foreign nationals) / alternatively a copy certified by a Commissioner of Oaths. Refer below for guidelines on selfies.
	Agent: A copy of a service bill not older than 3 months. Refer below for a list of acceptable service bills. Note: Where the agent is an attorney or an institution, we require the agent's letterhead in order to verify their physical address

NB: Where applicable, documents must be certified by a suitable certifier e.g., a Commissioner of Oaths, Police Station, Registered Attorney or Post Office Manager.

In the event that an ID document is certified, the certification must not be older than one year.

Please take note of below important guidelines when taking a selfie:

- Take a close-up picture of you holding your ID book / Smartcard ID under your chin
- Images are taken in a well-lit room
- Images are Clear / not blurry
- Images are High-quality
- Details are readable on the image
- The information is fully visible on the document
- Your ID / Passport picture matches your Selfie
- Your ID Book or Passport is open
- The image must be of your original ID or Passport (No photocopies)

After the image is taken, please check that the image is clear and the details are readable including the ID number.

Proof of address documents not older than 3 months that we will accept include the following (these documents do not need to be certified):

- A utility bill reflecting the name and residential address of the shareholder;
- A bank statement reflecting the name and residential address of the shareholder;
- Municipal rates and taxes invoice reflecting the name and residential address of the shareholder;
- Loan statement from Credit Providers reflecting the name and residential address of the shareholder;
- Telephone or cellular account reflecting the name and residential address of the shareholder;
- Recent long-term or short-term insurance policy document issued by an insurance company and reflecting the name and residential address of the shareholder;
- A statement of account issued by a retail store that reflects the residential address of the shareholder;
- Confirmation of residence from a retirement village / retirement home on their letterhead if the investor is 55 years or older;
- Stamped letter from the Tribal Authority Council on a letterhead confirming residential address in a rural settlement;
- Medical aid benefit statement that reflects the name and residential address of the shareholder;
- Recent correspondence from a Body Corporate or Share-Block Association reflecting the name and residential address of the shareholder.

Proof of address documents not older than 12 months that we will accept include the following (these documents do not need to be certified):

- A lease or rental agreement reflecting the name and residential address of the shareholder;
- Motor vehicle license documentation reflecting the name and residential address of the shareholder;
- SABC television license or SABC license renewal letter which displays name and residential address of the shareholder;
- SARS document (excluding assessments or e-filing documents) which displays the name and residential address of the shareholder;
- A mortgage statement reflecting the names and residential address of the shareholder.