

## FICA CHECKLISTS

### DECEASED SHAREHOLDER

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|  | A copy of the Letter of Executorship / Authority with system generated QR code <b>effective 30 March 2023</b> or<br>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)                                                                                                                                                                                                                                                                                                                                                                      |
|  | <b>Executor:</b> 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)<br><b>Note:</b> 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

|  |                                                                                                                                                                                                                                                                                             |
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|  | A certified copy of the Power of Attorney signed by the shareholder and the agent (certification not older than 1 year)                                                                                                                                                                     |
|  | <b>Agent:</b> 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. |
|  | <b>Agent:</b> A copy of a service bill not older than 3 months. Refer below for a list of acceptable service bills.<br><b>Note:</b> 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.

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