

## Annexure A: Documents that we accept to verify your details

Before we can enter into a transaction with you, the Financial Intelligence Centre Act (FICA) requires that we verify:

- Your identity - we require a copy of your green bar-coded identity document (South African citizens) or a copy of a valid passport (foreign nationals).
- Your residential address - we require proof of your residential address (less than three months).

Please ensure that all documents you send us clearly show your name, residential address and issue date.

### What documents will we accept as proof of residential address in your name?

We will accept any of the following documents as proof of residential address:	
<ul style="list-style-type: none"> <li>▪ Utility bill in your name (e.g. water, electricity, rates and taxes)</li> <li>▪ Utility bill in your name and showing the legal description of the property (erf number)</li> <li>▪ Bank or mortgage statement (including private banks)</li> <li>▪ Transactional statement from other financial institution</li> <li>▪ Telkom or other fixed-line account</li> <li>▪ Statement from a home security company (e.g. ADT and Chubb)</li> <li>▪ Formal lease agreement</li> <li>▪ Informal lease agreement with a utility bill and identity document of the owner</li> <li>▪ Bank letter/declaration that contains client details - name, surname, residential address, identity number and bank account number (on a bank letterhead or stamped with branch details, name, surname and signature of employee)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valid SABC television license</li> <li>▪ M-Net or DSTV account</li> <li>▪ Valid SA motor vehicle license</li> <li>▪ Deed of transfer</li> <li>▪ Cell phone account</li> <li>▪ Letter from Tribal Authority confirming address in a rural settlement</li> <li>▪ Long or short-term insurance policy document</li> <li>▪ Letter from employer confirming the residence (employee residing on company owned property)</li> <li>▪ Letter from a tertiary institution confirming residence for students</li> <li>▪ Retail account statements from retailers registered in terms of Financial Advisory and Intermediary services Act, No.37 of 2002 ('FAIS')</li> <li>▪ Levy certificate of properties in sectional title, cluster or share-block developments issued by a body corporate or managing agent</li> </ul>

### What if you don't have proof of residential address in your name?

If the proof of residential address is in the name of your:	Documents we require
Spouse	<ul style="list-style-type: none"> <li>▪ Utility bill, or any other acceptable proof of residence in your spouse's name</li> <li>▪ Identity document of your spouse</li> <li>▪ Joint address declaration form *</li> </ul>
Partner or co-habitant	<ul style="list-style-type: none"> <li>▪ Utility bill, or any other acceptable proof of residence in your partner's name</li> <li>▪ Identity document of the co-habitant</li> <li>▪ Joint address declaration form *</li> </ul>
Parent(s)	<ul style="list-style-type: none"> <li>▪ Utility bill, or any other acceptable proof of residence in your parent's name</li> <li>▪ Identity document of the parent</li> <li>▪ Joint address declaration form *</li> </ul>

\* You can find this form on our website under the 'Forms and documents' quick link or phone us at 0860 000 654 or +27 (0)21 415 2301 for a copy

### What if you cannot provide us with any of the above documents?

The following scenarios cover special circumstances where we will accept alternative documents as proof of residential address.

Scenario	Documents we require
Owner of the property is a trust	<ul style="list-style-type: none"> <li>▪ Utility bill, or any other acceptable proof of residence in the name of the trust</li> <li>▪ A signed declaration that you do not have the proof of residence in your name</li> <li>▪ A signed declaration by all trustees or authorised representative with a resolution</li> <li>▪ A letter of authority of the trust</li> </ul>
Owner of the property is a company/close corporation	<ul style="list-style-type: none"> <li>▪ Utility bill, or any other acceptable proof of residence in the name of the company/close corporation</li> <li>▪ A signed declaration that you do not have the proof of residence in your name</li> <li>▪ A signed declaration by the directors/members or authorised representative with a resolution</li> <li>▪ Company/close corporation documents that show the names of the directors/members</li> </ul>
The investment is in the name of a minor	<ul style="list-style-type: none"> <li>▪ Utility bill, or any other acceptable proof of residence</li> <li>▪ Identity document of a parent</li> <li>▪ Minor child's birth certificate reflecting the name of the parent investing on behalf of the minor</li> </ul>
You live in a retirement village	<ul style="list-style-type: none"> <li>▪ A declaration by the administrator of the retirement village on their official letterhead stating that you currently live at the retirement village</li> </ul>
You live on a farm	<ul style="list-style-type: none"> <li>▪ Utility bill or other acceptable proof of residence showing your erf number, please add the erf number on the application form</li> </ul>
You are a South African citizen living overseas for longer than 12 months	<ul style="list-style-type: none"> <li>▪ A utility bill reflecting or other acceptable proof of residence showing your overseas residential address</li> <li>▪ If you do not have a utility bill in your name, we would need the same documents that apply to investors who live in South Africa and cannot provide us with a utility bill</li> </ul>