

# CHECKLIST



## PRIVATE COMPANY [ Pre May 2011 Registered Company ]

### Business Identification Documents +

- CIPC Certificate of confirmation / Disclosure certificate (/kyc-tool/resources/docs/cc/Certificate\_of\_Confirmation.pdf#navpanes=0)
- OR • CM1 - Certificate of Incorporation
- IF APPLICABLE • CM9 - Certificate of Name Change
- IF APPLICABLE • CM29 - Change of Directors
- IF APPLICABLE • CM22 - Notice of registered office and postal address (if address is not on the above CIPC Certificates)

#### AND Voting Rights:

- Letter by company's accountant/ auditor/ company secretary/director/ authorized representative, confirming: names of those holding 25% or more of company's voting rights at general meetings

### Proof of Operating Address +

Please note: Your proof of Operating Address must show:

- Individual Name
- Physical Address (if it does not include a street name and suburb, it must include either ERF/Stand Number and Township Name)
- Date - not older than 3 months from date of account request.
- If your proof of Residence is in someone else's name / Entity name, this must be accompanied with a declaration.

#### Please provide one of the following documents:

- Onsite Visit Form
- Utility bill (water & lights account or Property Managing Agent statement)
- Telephone or cellular telephone account
- Account statement from a retailer
- Valid lease or rental agreement
- Municipal rates & taxes invoice or statement
- Valid television licence
- Television licence renewal confirmation letter
- Subscription TV (e.g. Multichoice) statement
- Bank statement from another financial institution on an official financial institution document

If you do not have any one of the above documents, further alternatives can be requested from the branch or your banker.

### Related Party Documents +

- Should the listed owners of the entity be another entity, we require that entity's identification documents. If the owner is a natural person then we require his/her ID or Passport. (This includes the 25% or more voting rights listed person / entity)

### Mandates +

- SAR: Sole Administrator Mandate - this is only applicable for 1 administrator i.e. 1 person to sign on behalf of the Business. This administrator will have unlimited access to act alone. This mandate allows you to view your personal and your business

accounts using 1 online banking platform.

CAR: Sole General Authority Mandate - If there is more than 1 person to sign alone. These administrators will have unlimited access to act alone on behalf of the business. This Mandate only allows you to view your business accounts using the Business online banking platform.

GAD: Joint General Authority - Joint Administrators with a minimum of two individuals acting in a joint capacity on behalf of the business. This Mandate only allows you to view your business accounts using dual authorisation via the Business online banking enterprise platform.

Single Member Entity: A mandate is not required where the Company is a single member entity, i.e. Only 1 director with 100% ownership and no additional directors and transactors are on this account. For single member entities, a Business mandate or a Customer agreement document must be signed as acceptance of Product T/C's.

Multiple SARS are not allowed this will then become a CAR mandate signing arrangement for the customer.

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