



FICA INFORMATION SHEET

(Confidential)

In terms of the Financial Intelligence Centre Act 38 of 2001 (FICA), we are required to obtain and verify certain information before establishing a business relationship.

1. DETAILS

Full Name:		Identity Number:	
Income Tax Number:		VAT Registration Number (if applicable):	
Marital Status:	☐ Married ☐ Unmarried	If married:	☐ In Community of Property ☐ Antenuptial Contract (ANC)
Physical Address:			
Contact Number:		Alternative Contact Number:	
Work Contact Number:		E-mail Address:	
Occupation:		Resident of South Africa:	☐ Yes ☐ No

2. SPOUSE DETAILS (If Married in Community of Property)

Full Name:		Identity Number:	
Income Tax Number:		VAT Registration Number (if applicable):	

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Marital Status:	☐ Married ☐ Unmarried	If married:	☐ In Community of Property ☐ Antenuptial Contract (ANC)
Physical Address:			
Contact Number:		Alternative Contact Number:	
Work Contact Number:		E-mail Address:	
Occupation:		Resident of South Africa:	☐ Yes ☐ No

FICAA COMPLIANCE FORM

Prominent Influential Person (PIP) & Beneficial Ownership Declaration

PIP (Prominent Influential Person) Declaration

1. Are you or any related party a Domestic or Foreign Prominent Influential Person?	☐ Yes ☐ No	If YES, provide details:
		Relationship: Name of Public Officer (First Name and Surname): Position Held:
2. Are you related to or associated with a Prominent Influential Person?	☐ Yes ☐ No	

Beneficial ownership declaration

In terms of FICA, please disclose the natural person(s) who:

- Own 10% or more shareholding; OR
- Exercise control over the entity; OR
- Exercise control over management.

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Full Name:	
ID Number:	
% Ownership:	
Position:	

If still not identified, list senior management controlling the entity

☐ Executive Officer	☐ Director (Executive / Non-Executive / Independent)	☐ Manager
Name(s):		

Verification

Certified copies of ID/Passport for all identified beneficial owners/controllers are attached:

☐ Yes ☐ No

Explanatory Notes

PROMINENT INFLUENTIAL PERSONS

In terms of the Financial Intelligence Centre Act we are required to establish whether any prospective or existing client is a domestic or foreign (international organisation) prominent influential person or a known associate or family member of a prominent influential person;

- Who is an individual who holds, including in an acting position for a period exceeding 6 months, or who has held at any time in the preceding 12 months in the Republic:

IDENTIFYING A DOMESTIC PIP

1. Prominent Public Functions in relation to Domestic PIPs include

- President or Deputy President
- Government minister or deputy minister
- Premier of a province
- Member of the Executive Council of a Province
- Duly elected executive mayor of a municipality
- Officer of the South African National Defence Force above the rank of major-general
- Leader of a duly registered political party
- Head, accounting officer or chief financial officer of a national or provincial department or government component, as defined
- Duly appointed municipal manager of a municipality or a duly designated chief financial officer
- Chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipality entity, as defined
- Constitutional court judge or any other judge, as defined

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- Ambassador, high commissioner, or other senior representative of a foreign government based in the RSA
 - Officer of the South African National Defence Force above the rank of major-general
- 2. A senior position held in a company – providing goods or services to an organ of state – in relation to Domestic PIPs**
- Chairperson of the Board of directors
 - Chairperson of the Audit Committee
 - Executive Officer; or
 - Chief Financial Officer
- 3. Domestic PIPs: Senior positions held in relevant International Organisations**
- A Senior position held at an International Organisation based in the Republic of South Africa includes the position of:
 - Head, or other executive directly accountable that head

POPI CONSENT

Your personal information is protected in terms of the Protection of Personal Information Act 4 of 2013 (“POPIA”).

The information provided will be used solely for the purposes of the mandate and transaction for which Propsolve SA (Pty) Ltd has been appointed.

By signing this document, you consent to Propsolve SA (Pty) Ltd processing and sharing your personal information, where necessary, with conveyancing attorneys, estate agencies, managing agents, financial institutions, the South African Revenue Service, relevant municipal authorities, or any other institution involved in the transaction, strictly for purposes related to this mandate.

Your information will be stored securely and retained in accordance with legal requirements.

I hereby consent to the processing and sharing of my personal information as outlined above.

☐ YES

☐ NO

BANKING DETAILS

Bank Name:		Account Holder:	
Account Number:		Branch Code:	

(Proof of bank account must be attached. No funds will be paid without verified banking details.)

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REQUIRED SUPPORTING DOCUMENTATION

Natural Person:	Company (Pty) Ltd:	Close Corporation:	Trust:
-Certified copy of ID (Smart ID – both sides) or Passport (if foreign national) -Proof of Residential Address (not older than 3 months) -Proof of Tax Number (SARS letter / payslip) -Marriage Certificate (if applicable) -ANC (if applicable) -Proof of Bank Account	-CIPC Registration Documents (CoR14.3 / Registration Certificate) -MOI (Memorandum of Incorporation) -Resolution authorising signatory -ID & proof of address of all Directors -Proof of Operating Address (not older than 3 months) -Income Tax & VAT numbers	-CK1 / CK2 -Founding Statement -Members' IDs and Proof of Address -Resolution authorising signatory	-Letter of Authority -Trust Deed -Trustees' & Beneficiaries' IDs and Proof of Address -Resolution authorising signatory

DECLARATION

I confirm that the above information is true and correct and that I will notify the agency of any changes.

Client:

Signed at _____ on this ____ day of _____ 20____

Client Signature: _____ Client Full Name: _____

Signature (Spouse if applicable): _____

Agent:

Signed at _____ on this ____ day of _____ 20____

Agent Signature: _____ Agent Full Name: _____