

01 Individual

- Original certified copy of ID (SA Citizens) / Passport (Foreign Nationals)
- Copy of utility bill (showing physical address), failing which a declaration by a third party confirming that you share an address with them and provide the third party's proof of ID and proof of address (less than three months old).
- Copy of SARS document (Income tax number)
- Copy of bank statement confirming individual banking details (less than three months old)

02 Company

- Copy of Certificate of Incorporation (CM1)
- Copy of Memorandum of Association (CM2)
- Notice of Registered Office & Postal address (CM22)
- If applicable, Certificate of Recognition (CM9)
- Contents of Registrar of Directors, Auditors and Officers Business name (CM29)
- Bank details of company
- Copy of utility bill of company (less than 3 months old)
- Business name if different from registered name
- Head office address
- Copy of SARS (Income tax) of company
- Resolution on company letterhead signed by ALL directors nominating one authorized person to give instructions
- Original certified copy of ID / Passport / Drivers license of authorized person and / or CEO
- Copy of utility bill of the authorized person and CEO (showing physical address)
- Copy of utility bill and original certified copy of ID of each person or corporation with shareholding of 25% or more in the company

03 Trust

- Copy of Trust deed and Founding document
- Copy of authorization by the master of the High Court
- Bank details of the trust
- Copy of utility bill of the trust (showing physical address)
- Copy of SARS document (Income tax / VAT) of trust
- Resolution signed by ALL Trustees nominating one authorized person to give instructions
- Original certified copy of ID / Passport / Driver's license of the authorized person and each trustee, beneficiary and founder
- Copy of utility bill of the authorized person and each trustee, beneficiary and founder

04 Close Corporation

- Copy of Founding Statement & Certificate (CK1)
- Business name if different from registered name
- Head office address
- Bank details of the company
- Copy of the utility bill of the company (showing physical address)
- Copy of SARS document (Income tax / VAT) of CC
- Resolution on the CC letterhead signed by ALL members nominating one authorized person to give instructions
- Original Certified copy of ID / Passport / Driver's License of authorized person
- Copy of utility bill of the authorised person (showing physical address)

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05 Minor Individual

- Copy of the birth certificate (abridged or unabridged)
- In the case of a guardian, provide documents confirming legal guardianship.
- Copy of SARS document confirming income tax number of minor
- Proof of address less than three months old
- As the parent / guardian, you may provide a declaration confirming that:
 - You share an address with the minor
 - The minor does not have a tax number
- Copy of ID document (SA Citizens) / Passport (Foreign Nationals) of parent / guardian
- Copy of bank statement confirming parent / guardian banking details (less than three months old)

06 Non-resident Company

- Copy of foreign company registration documents
- Proof of address (less than three months old)
- Document confirming tax registration number for company
- Resolution signed by all directors nominating one signatory / representative
- Copy of bank statement confirming foreign bank details of the company (less than three months old)
- For the authorised signatory / representative and / or CEO, each director and each person or corporation with shareholding of 25% or more in the company, we require the following:
 - Original certified copy of ID (SA Citizens) / Passport (Foreign Nationals)
 - Proof of address (less than three months old)

07 Deceased Estate

- Certified copy of death certificate
- Original certified copy of ID
- Bank details of estate late account
- Resolution (if more than one executor)
- For the executor/s we require the following:
 - Copy of ID
 - Certified letter of Executorship / Authority
 - Proof of address (less than three months old)

08 Partnership Account

- Copy of partnership agreement
- Proof of address (less than three months old)
- Resolution signed by all members nominating authorised signatory / representative
- Copy of SARS document confirming Income tax / VAT registration number for the partnership
- Copy of bank statement confirming banking details of partnership account (less than three months old)
- For the authorised signatory / representative and each partner, we require the following:
 - Copy of ID
 - Proof of address (less than three months old)

09 Unincorporated Entities

(e.g. Clubs, Churches)

- Copy of document confirming list of all active members
- Resolution signed by all members nominating authorised signatory / representative (a note to be made of bank details and possible tax implications for the nominated person)
- Proof of address (less than three months old)
- Copy of SARS document confirming Income tax / VAT registration number for the entity
- Copy of bank statement confirming banking details of partnership account (less than three months old)
- For the authorised signatory / representative and each member or partner, we require the following:
 - Copy of ID
 - Proof of address (less than three months old)

ESI Attorneys engages each client, with the promise of **skilled, committed** and **personal service.**