

01 Individual

- ID (SA Citizens) / Passport (Foreign Nationals)
- Proof of address less than 3 months old (e.g. Utility bill, bank statement, lease agreement, retail store account, cell phone account, affidavit from third party confirming that you live with them)
- Proof of income tax number (Copy of SARS document or payslip)
- Bank statement confirming individual banking
- Details (less than three months old)

- Proof of bank account details of company
- Resolution authorising the transaction and nominating one person to sign
- Proof of address of company
- Details of Directors, CEO and authorised person signing documents:
 - ID/Passport
 - Proof of address
- Proof of address and ID of each person with shareholding of 25% or more in the company

02 Company

FOR COMPANIES REGISTERED BEFORE 1 MAY 2011:

- Certificate of Incorporation (CM1)
- Memorandum and Articles of Association (CM2 & 44)
- Notice of Registered Office (if changed since incorporation) (CM22)
- Certificate of Name Change (if applicable) (CM9)
- List of Directors (if changed since incorporation) (CM29)
- Special Resolution (if applicable) (CM26)
- Certificate to Commence Business (CM46)
- Tax Clearance Certificate
- VAT Registration Certificate
- Letterhead
- Proof of bank account details of Company
- Resolution authorising the transaction and nominating one person to sign
- Proof of address of Company
- Details of Directors, CEO and authorised person signing documents:
 - ID/Passport
 - Proof of address
- Proof of address and ID of each person with shareholding of 25% or more in the company

FOR COMPANIES REGISTERED AFTER 1 MAY 2011:

- Certificate of Registration (CoR14.3)
- Memorandum of Incorporation
- Amended CoR14.3 if name has changed since incorporation
- Notice of Amendment to Memorandum of Incorporation (if applicable) (CoR15.2)
- Notice of Registered Office if changed since incorporation (CoR21.1)
- List of Directors if changed since incorporation (CoR39)
- Tax Clearance Certificate
- VAT Registration Certificate
- Letterhead

03 Trust

- Trust Deed
- Letters of Authority by the Master of the High Court
- Certificates by the Master if there have been amendments to the Trustees
- Bank details of the trust
- Proof of address of the trust
- Tax Clearance Certificate of the trust
- VAT Registration Certificate (if applicable)
- Letterhead
- Resolution signed by ALL Trustees authorising the transaction PRIOR to concluding any contract, and nominating one person to sign
- Details of each trustee, beneficiary, founder and authorised person signing documents:
 - ID/Passport
 - Proof of address of each

04 Close Corporation

- Founding Statement & Certificate of Incorporation (CK1 or CK2)
- VAT Registration Certificate (if applicable)
- Tax Clearance Certificate
- Letterhead
- Business name if different from registered name
- Proof of address of CC
- Bank account details of CC
- Resolution signed by ALL members authorising the transaction and nominating one person to sign
- Details of each member and authorised person signing documents:
 - ID/Passport
 - Proof of address

05 Minor Individual

- Birth certificate (abridged or unabridged)
- In the case of a guardian, provide documents confirming legal guardianship
- Proof of income tax number of minor
- Proof of address
- 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
- ID/Passport of parent/guardian
- Proof of bank account details of parent/guardian

06 Foreign Company

- Foreign company registration documents showing registered name and number of incorporation
- Proof of address of company in its country of incorporation, or if it operates from multiple addresses, its Head Office
- Proof of address from where the company operates in South Africa (if applicable)
- Proof of trading name if different to registered name
- List of Directors issued by the relevant registration authority
- Certificate of registration as an External Company if registered in South Africa (CoR20.2)
- Tax Clearance Certificate (if registered in SA)
- VAT Registration Certificate (If registered in SA)
- Proof of bank account details in South Africa (if applicable)
- Proof of foreign bank account details
- Resolution authorising the transaction and nominating one person to sign
- Details of Directors, CEO and representative signing documents:
 - ID/Passport
 - Proof of address
- Proof of address and ID of each person with shareholding of 25% or more in the company

07 Deceased Estate

- Death certificate
- ID of deceased
- Bank account details of estate late account
- Resolution (if more than one executor)

“We are one of the **top attorneys** in the **conveyancing field.**”

- Details of Executor(s):
 - ID
 - Letters of Executorship/Authority
- Proof of address (less than three months old)

08 Partnership

- Partnership agreement
- Proof of address of partnership (less than three months old)
- Resolution signed by all partners authorising the transaction and nominating one person to sign
- Tax Clearance Certificate
- VAT registration certificate (if applicable)
- Proof of bank account details of partnership
- Letterhead
- Details of each partner and the person authorised to sign:
 - ID/Passport
 - Proof of address (less than three months old)
- Marital status of each partner – if they are married in community of property we need FICA documents for their spouse as well

09 Unincorporated Entities

(e.g. Clubs, Churches)

- Copy of document confirming list of all active members
- Resolution signed by all members nominating authorised signatory (a note to be made of bank details and possible tax implications for the nominated person)
- Proof of address of Entity (less than three months old)
- Tax Clearance Certificate
- VAT registration certificate (if applicable)
- Proof of bank account details of entity
- Letterhead
- Details of each member and person authorised to sign:
 - ID/Passport
 - Proof of address (less than three months old)
- Marital status of each member - if they are married in community of property we need FICA documents for their spouse as well