

# CLIENT DUE DILIGENCE

## Information and documents required



PROFESSIONAL PROVIDENT SOCIETY INVESTMENTS PROPRIETARY LIMITED ("PPS INVESTMENTS")  
CLIENT SERVICE CENTRE CONTACT DETAILS

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Before we can enter into a transaction with a client, the Financial Intelligence Centre Act (FICA) as amended requires that we verify the identity of the client and for legal entities, all beneficial owners, controlling persons, and other related parties:

Information required by an employee of the relevant PPS Accountable Institutions when identifying and verifying client details are contained in the following checklists;

**Please note:**

- We may request additional documents after validating an application
- Verification documents will only be requested for those parties where the automatic verification cannot be done.

### NATURAL PERSON VERIFICATION DOCUMENTS

#### A South African and Namibian citizens and residents

**The information below is required to verify a client's identity:**

- Full Names and Surname (as per the official Identity Document)
- ID number and date of birth
- Residential address
- Contact details

**The documents below are acceptable to verify a client's identity:**

- Copy of Green bar-coded identity document;
- Both sides of the Smart identity card;
- Valid passport;
- Valid drivers licence;
- Valid temporary identity document.

#### B Foreign nationals

**The information below is required to verify a client's identity:**

- Full Names and Surname (as per passport)
- Passport Number
- Date of birth
- Residential address
- Contact details

**The documents below are acceptable to verify a client's identity:**

- South African copy of Green bar-coded ID or smart card
- Valid passport;
- Valid asylum seeker or refugee permit;
- Valid work permit.

#### C Asylum Seekers and Refugees

**The information below is required to verify a client's identity:**

- Full Names and Surname (as per the official Identity Document)
- ID Number
- Date of birth
- Residential address
- Contact details

**The documents below are acceptable to verify a client's identity:**

- Valid 13-digit bar coded refugee identity document
- Temporary Refugee Permit, verified with Department of Home Affairs
- Valid United Nations Certified Travel documents

#### D Minors

**The information below is required to verify a client's identity:**

- Full Names and Surname (as per the official Identity Document)
- ID Number
- Date of birth
- Residential address
- Contact details
- Full Names and Surname (as per the official Identity Document) of the parent or legal guardian acting on behalf of the minor
- ID Number of the parent or legal guardian acting on behalf of the minor
- Date of birth of the parent or legal guardian acting on behalf of the minor
- Residential address of the parent or legal guardian acting on behalf of the minor

**The documents below are acceptable to verify a client's identity:**

- Copy of birth certificate/copy of Green bar-coded ID or smart card of the minor
- Copy of Green coded ID or smart card of the parent acting on behalf of the minor
- Official document confirming legal guardianship (where applicable)

**A TRUST**

**The information below is required to verify a client's identity:**

- Registered name and registration number of the trust
- Address of the Master of the High Court where the trust was registered
- Personal details of authorised individuals to act on behalf of the Trust, Founder of the Trust, all Trustees and Named Beneficiaries:
  - Full Names and Surname (as per the official Identity Document)
  - ID Number
  - Date of birth
  - Residential address
  - Contact Details

**The documents below are acceptable to verify a client's identity:**

- Letter of authority signed by the Master of the High Court
- Trust deed
- Resolution/mandate authorizing the mandated officials
- Copy of Green bar-coded ID or smart card
- **Completed Annexure A for following parties:** The founder/donor, trustees, named beneficiaries and authorised signatories.

**B CLOSE CORPORATION (CC)**

**The information below is required to verify a client's identity:**

- CC Registration number
- CIPC Certification (CIPC)
  - Registered Name
  - Trading Name
  - Address (and Country) of operations / registered office
  - Nature of business
  - Industry
- Personal details of All Members, Ultimate Beneficial Owners, controlling persons and authorised signatories:
  - Full names (as per the official Identity Document)
  - ID Number
  - Date of birth
  - Residential address
  - Contact details

**The documents below are acceptable to verify a client's identity:**

- Founding Statement or Certificate of Incorporation (CK1)
- Resolution/mandate authorizing the mandated officials
- **Completed Annexure A for following parties:** All Members, the individuals to act on behalf of the CC, and authorised signatories
- If a UBO or Controlling person is a legal entity, PPSI must establish and verify the identity of that legal entity as well as the UBOs or Controlling persons (where applicable) of the legal person

**C COMPANY (private and unlisted public) - launched post 11 May 2011**

**The information below is required to verify a client's identity:**

- Company Registration number
- CIPC Certification
  - Company Name
  - Address (and Country) of operations / registered office
  - Nature of business
  - Industry
- The following personal details of directors, authorised signatories and individuals holding 25% or more of the voting rights:
  - Full names (as per the official Identity Document)
  - ID Number
  - Date of birth
  - Residential address
  - Contact details
- If a UBO or Controlling person is a legal entity, PPSI must establish and verify the identity of that legal entity as well as the UBOs or Controlling persons (where applicable) of the legal person

**The documents below are acceptable to verify a client's identity:**

- Certificate of name change (CoR 14.3) where the company has changed its name
- Copy of the Notice of Incorporation (CoR 14.1)
- Copy of the Certificate of Registration (CoR 14.3)
- Resolution/mandate authorizing the mandated officials
- Organogram displaying shareholding of the company
- Document confirming Shareholding
- **Completed Annexure A for following parties:** Shareholders, Directors, Authorised signatories and individuals holding 25% or more of the voting rights

**D COMPANY (private and unlisted public) - launched pre 11 May 2011**

**The information below is required to verify a client's identity:**

- Company Registration number
- CIPC Certification
  - Company Name
  - Address (and Country) of operations / registered office
  - Nature of business
  - Industry
- Personal details of directors, authorised signatories and individuals holding 25% or more of the voting rights:
  - Full names (as per the official Identity Document)
  - ID Number
  - Date of birth
  - Residential address
  - Contact details
- If a UBO or Controlling person is a legal entity, PPSI must establish and verify the identity of that legal entity as well as the UBOs or Controlling persons (where applicable) of the legal person

**The documents below are acceptable to verify a client's identity:**

- Certificate of Incorporation (CM1)
- Notice of Registered Office and postal address (CM22)
- Contents of Register of Directors, Auditors and Officers (CM29)
- Certificate of change of name of company (CM9), if applicable
- Resolution/mandate authorizing the mandated officials
- Certificate of Incorporation, Trust Deed or Partnership Agreement of the legal person(s) holding 25% or more of the voting rights in the company
- Organogram displaying shareholding of the company
- Document confirming Shareholding
- **Completed Annexure A for following parties:** Shareholders, Directors, Authorised signatories and individuals holding 25% or more of the voting rights

## E COMPANY (private and unlisted public) - launched pre 11 May 2011

### The information below is required to verify a client's identity:

- Company Registration number
- CIPC Certification
  - Company Name
  - Address (and Country) of operations / registered office
  - Nature of business
  - Industry
- Personal details of directors, authorised signatories and individuals holding 25% or more of the voting rights:
  - Full names (as per the official Identity Document)
  - ID Number
  - Date of birth
  - Residential address
  - Contact details
- If a UBO or Controlling person is a legal entity, PPSI must establish and verify the identity of that legal entity as well as the UBOs or Controlling persons (where applicable) of the legal person

### The documents below are acceptable to verify a client's identity:

- Certificate of Incorporation (CM1)
- Notice of Registered Office and postal address (CM22)
- Contents of Register of Directors, Auditors and Officers (CM29)
- Certificate of change of name of company (CM9), if applicable
- Resolution/mandate authorizing the mandated officials
- Certificate of Incorporation, Trust Deed or Partnership Agreement of the legal person(s) holding 25% or more of the voting rights in the company
- Organogram displaying shareholding of the company
- Document confirming Shareholding
- **Completed Annexure A for following parties:** Shareholders, Directors, Authorised signatories and individuals holding 25% or more of the voting rights

## F FOREIGN COMPANIES

### The information below is required to verify a client's identity:

- Incorporated name;
- Incorporated number and
- Incorporated address;
- Trading name in RSA
- Physical business address in RSA
- Full names, date of birth, identity number nationality, residential address and contact particulars of the manager/CEO of the company;
- Personal details of directors, authorised signatories and individuals holding 25% or more of the voting rights:
  - Full names (as per the official Identity Document)
  - ID Number
  - Date of birth
  - Residential address
  - Contact details
- If a UBO or Controlling person is a legal entity, PPSI must establish and verify the identity of that legal person as well as the UBOs or Controlling persons (where applicable) of the legal person.

### The documents below are acceptable to verify a client's identity:

- Official document issued by the country of incorporation witnessing its incorporation and bearing its name, number and address.
- A resolution/mandate authorizing the persons as mandated officials is required.
- Organogram displaying shareholding of the company
- Document confirming Shareholding
- **Completed Annexure A for following parties:** Shareholders, Directors, Authorised signatories (UBOs and Controlling persons) and individuals holding 25% or more of the voting rights (where applicable)

## G PARTNERSHIPS

### The information below is required to verify a client's identity:

- Name of partnership;
- Full names, date of birth and identity number (nationality and country if foreign national) of:  
Every partner of a partnership en commandite, an anonymous partnership or any similar partnership:
  - Full names (as per the official Identity Document)
  - ID Number
  - Date of birth
  - Residential address
  - Contact details

### The documents below are acceptable to verify a client's identity:

- Partnership Agreement of the legal persons who are partners (including en commandite and silent partners), and those who exercise executive control over the Partnership
- Resolution/mandate authorizing the mandated officials
- Document confirming Shareholding
- **Completed Annexure A for following parties:** Shareholders, Partners, Authorised signatories and individuals holding 25% or more of the voting rights
- If a UBO or Controlling person is a legal entity, PPSI must establish and verify the identity of that legal entity as well as the UBOs or Controlling persons (where applicable) of the legal person

**The information below is required to verify a client's identity:**

- Registered name
- Business Address
- Personal details of Members, authorised individuals to act on behalf of:
  - Full Names and Surname (as per the official Identity Document)
  - ID Number
  - Date of birth
  - Residential address
  - Contact Details
- If a UBO or Controlling person is a legal entity, PPSI must establish and verify the identity of that legal person as well as the UBOs or Controlling persons (where applicable) of the legal person

**Note:** Other legal persons as defined by law or created by South African statute (Pension and Provident Funds, Government agencies, Religious organisations, Educational organisations, Welfare organisations)

**The documents below are acceptable to verify a client's identity:**

- Founding statement on formal letterhead
- Resolution/mandate authorizing the mandated officials
- Organogram displaying shareholding of the company
- Document confirming Shareholding (if applicable)
- **Completed Annexure A for following parties:** Shareholders, Members, Authorised signatories and individuals holding 25% or more of the voting rights (where applicable)

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