

FICA/KYC Requirements for a Black Group

For an Incorporated Black Group

Only compulsory for Black Groups with annual revenue in excess of **R50 million** or Black Groups that are **listed on a stock exchange**

Required FICA Documents	Description	Acceptable Forms	Document Tag (Investor Online Portal)
Company/Group Registration	Proof of the company / group registration and details are to be provided	<ul style="list-style-type: none"> - CoR Documents (Companies) - CK Forms (Close Corporations) - Trust Deed and letters of authority from the Master of the High Court (<i>inter vivos</i> trusts) - Government Issued Certificates 	CoR 14.3 / CM46/ Company Registration Document
Letter of Authorisation	A valid authorising resolution	- Resolution	Letter of Authority
BEE Ownership Certificate / Affidavit	A valid BEE certificate / affidavit not older than 12 months reflecting the BEE shareholding	<ul style="list-style-type: none"> - Approved BEE Verification Agency Certificate - Affidavit 	BEE Certificate / Affidavit
BEE Confirmation Letter	Written declaration signed by the relevant signatories, that ownership structure has not changed after obtaining the BEE Ownership Certificate/Affidavit and the information therein remains true and correct	- Letter	BEE Certificate / Affidavit
ID Document (for Representative)	Must be a valid SA ID, clear and legible copy. Provide a copy of both sides (if applicable)	<ul style="list-style-type: none"> - SA ID Card (smart card) (copy of the front and back is required) - SA green bar-coded ID book 	Reps ID Document
Proof of Physical Address (for Representative)	Must be no older than three months, clear and legible copy	<ul style="list-style-type: none"> - Utility Bill/SA Municipal Bill - Bank Statement - Payslip or Salary Advice - Letter from Tribal Chief - Affidavit (any commissioner of oath) - Cell phone or Landline Phone Bill 	Reps Physical Address (PA)
Proof of Physical Address (for Group)	Must be no older than three months, clear and legible copy	<ul style="list-style-type: none"> - Utility Bill/SA Municipal Bill - Bank Statement - Landline Phone Bill 	Physical Address (PA)
Bank Statement (for Group)	Bank account must be in the name of the individual investor. Must be stamped by bank, no older than three months	<ul style="list-style-type: none"> - Bank Letter - Bank Statement 	Proof of Bank

For an Unincorporated Black Group (Stokvels)

Required FICA Documents	Description	Acceptable Forms	Document Tag (Investor Online Portal)
Founding Documents	Constitutional documents, founding documents or other such documents, as currently in force	- Constitutional Document - Founding Document	Founding documents
Letter of Authorisation	A valid authorising resolution or Power of Attorney	- Resolution or Power of Attorney Letter	Letter of Authority
BEE Ownership Certificate / Affidavit	A valid BEE certificate / affidavit not older than 12 months reflecting the BEE shareholding	- Approved BEE Verification Agency Certificate - Affidavit	BEE Certificate / Affidavit
BEE Confirmation Letter	Written declaration signed by the relevant signatories, that ownership structure has not changed after obtaining the BEE Ownership Certificate/Affidavit and the information therein remains true and correct	- Letter	BEE Certificate / Affidavit
ID Document (for Representative)	Must be a valid SA ID, clear and legible copy. Provide a copy of both sides (if applicable)	- SA ID Card (smart card) (copy of the front and back is required) - SA green bar-coded ID book	Reps ID Document
Proof of Physical Address (for Representative)	Must be no older than three months, clear and legible copy	- Utility Bill/SA Municipal Bill - Bank Statement - Payslip or Salary Advice - Letter from Tribal Chief - Affidavit (any commissioner of oath) - Cell phone or Landline Phone Bill	Reps Physical Address (PA)
Proof of Physical Address (for Group)	Must be no older than three months, clear and legible copy	- Utility Bill/SA Municipal Bill - Bank Statement - Landline Bill	Physical Address (PA)
Bank Statement (for Group)	Bank account must be in the name of the individual investor. Must be stamped by bank, no older than three months	- Bank Letter - Bank Statement	Proof of Bank

For Black Groups that Provide a BEE Affidavit (EME and QSEs):

Required FICA Documents	Description	Acceptable Forms	Document Tag (Investor Online Portal)
Share Register	Document reflecting all shareholders	- Share Register - CoR29 - Shareholders Agreement	CoR 39 / CM29 / List of Directors/ Beneficial Owners/ Members
ID for Every Shareholder	Must be a valid SA ID, clear and legible copy. Provide a copy of both sides (if applicable)	- SA ID Card (smart card) (copy of the front and back is required) - SA green bar-coded ID book	Reps ID Document

Please note:

- Documents can take up to 72 business hours to be reviewed (from upload)
- You will be notified via SMS to the representative's mobile number provided once your document(s) have been reviewed, with further instructions
- Documents must be in one of these file formats: gif, jpeg, png, tiff, bmp, pdf
- The maximum acceptable document size is 10MB
- A maximum of 10 documents can be uploaded per day

Please refer to the FAQs should you require more information.