

## **FIC REQUIREMENTS: CROSS BORDER**

(Lesotho, Botswana, Namibia, & Eswatini)

The Financial Intelligence Centre Act (FICA), 38 of 2001 (FICA), was implemented by the South African government to help prevent illegal financial activity. In terms of FICA, financial institutions are required to preserve the paper trails of all transactions and are obliged to report any possible money laundering to the investigation authorities.

### **WHICH DOCUMENTS ARE REQUIRED?**

#### **Identity:**

The following are acceptable documents:

- Identity document
- A valid passport

#### **Your proof of identity must include the following:**

- Be clear and readable
- Include ID number, full names, and date of birth
- Full name must match what is seen on your Atossa Capital profile
- All four corners must be visible
- Must be a valid government issued document
- Black and white copies must be certified by a Commissioner of Oaths (issued within the last 3 months)

#### **Proof of address:**

The following are acceptable documents:

- Utility bill (Municipal rates and taxes invoice)
- Bank statement
- Lease/tenancy agreement
- Vehicle licensing documentation
- Mortgage statement (Including private banks)
- Retail account statements
- Fixed line or cell phone statement
- Long or short-term insurance policy document
- Official university / Technikon / college or tertiary institution registration letter

- Official university / Technikon / college or tertiary institution residency confirmation letter
- Medical aid statement or policy document
- Official employer letter for employees residing on company / institution premises

## Your proof of address must include the following:

- Be clear and readable
- Full name must match what is seen on your Atossa Capital profile
- All four corners must be visible
- Must be a recent document (issued within the last 3 months)
- Contains your full name and residential address (PO Boxes are not accepted)
- Must be issued by a valid, independent, and reliable source

## Po Boxes / Private bags:

PO Boxes are **not** accepted. You need to provide us with a proof of address showing a **street address**.

If you are not able to provide us with proof of residence and stay with somebody (a relative / Gaudian / landlord, etc.), the following is required:

- A Sworn Affidavit from your local police station
- The Affidavit provided must be signed and stamped by a Commissioner of Oaths / Village Chief / Clerk of the court / Attorney / Sheriff
- The affidavit must be accompanied by a utility bill in the name of the owner of the residence
- A certified copy of the identity document of the owner of the residence

## Proof of bank:

We require proof of bank in the form of a bank statement. The bank statement must include the following:

- Show your name and surname as seen on your identity document
- Show your postal or residential address
- Show your banking details including the account number
- An issue date within in the last 3 months
- Show the complete document with the bank disclaimer
- Corporate bank statement (your name must appear on the statement as seen on your identity document)

*\*\*\*Credit card statements and cancelled cheques will not be accepted as proof of bank.*

## CORPORATE

### Identity and proof of address:

The following documents are required for corporate accounts for **Namibians**:

- For the authorized signatory, we require the following:
  - Copy of ID
  - Proof of address with an issue date of 3 months
- Company founding statement / amended founding statement
- Certificate of directors
- Company proof of address
- Resolution letter
- Corporate bank statement (issued within the last 3 months)

The following documents are required for corporate accounts for **Botswanans**:

- For the authorized signatory, we require the following:
  - Copy of ID
  - Proof of address with an issue date of 3 months
- Certificate of Incorporation
- Certificate of directors
- Registrar of companies
- Resolution letter
- Corporate bank statement (issued within the last 3 months)

The following documents are required for corporate accounts for **Lesotho**:

- For the authorized signatory, we require the following:
  - Copy of ID
  - Proof of address with an issue date of 3 months
- Certificate of Incorporation
- Certificate of directors
- Resolution letter
- Company proof of address
- Corporate bank statement (issued within the last 3 months)

The following documents are required for corporate accounts for **Eswatini**:

- For the authorized signatory, we require the following:
  - Copy of ID
  - Proof of address with an issue date of 3 months
- Certificate of Incorporation
- Certificate of directors
- Company proof of address

- Resolution letter
- Corporate bank statement (issued within the last 3 months)

### **Proof of bank:**

We require proof of bank in the form of a bank statement. The bank statement must include the following:

- Show the company / entity name as seen on the company registration certificate
- Show company / entity address
- Show banking details including the account number
- An issue date within in the last 3 months

## **PARTNERSHIPS & JOINT ACCOUNTS**

The following documents are required for Partnerships:

- Copy of partnership agreement
- Proof of address with an issue date of 3 months
- Resolution signed by all members nominating authorized signatory / representative
- Company bank statement confirming banking details of partnership account with an issue date of 3 months
- Copy of document confirming Income tax / VAT registration number for the partnership
- For the authorized signatory / representative and each partner, we require the following:
  - Copy of ID
  - Proof of address with an issue date of 3 months

## **TRUST**

The following documents are required for Trusts:

- Copy of Trust deed (if applicable, any deeds of amendment of Trust Deed)
- Copy of Letter of Authority
- Copy of Income tax/VAT registration number of trusts
- Resolution signed by all Trustees nominating authorized signatory/representative
- Copy of bank statement confirming trust account banking details

- For the authorized signatory / representative and each partner, we require the following:
  - Copy of ID
  - Proof of address with an issue date of 3 months

## MINOR

***Please note that minors are not allowed to trade the Financial Markets. All clients MUST be 18 years and older with a valid identity document.***

*In the event that you are unable to upload your verification documents to your client area, please send them to [docs@atossacapital.com](mailto:docs@atossacapital.com). Your documents must be submitted in one of the following formats: JPEG, PNG or PDF. The size of your uploaded document must not exceed 64 MB. Tampered documents will not be allowed, and accounts will be disabled immediately upon discovery.*