

## VERIFICATION FORM – CLOSE CORPORATION

Please complete the relevant sections of this form and return it with the required, **certified** documentation as indicated on the check list. *Fields marked with \* are **not** compulsory*

### SECTION A: Close Corporation Details

Close Corporation Name			
Registration No.			
Tax Reference No.			
Telephone No.		Email Address	
*BEE Status	Black Ownership	%	Black Female Ownership %
Physical Address		Postal Address (if different)	
Area Code		Area Code	
Country		Country	

### Nominated Bank Account Details

Bank	Branch Code
Account Number	Account Type
Account Name	Swift Code

### Details of Members of the above Close Corporation

Name	ID No:
Name	ID No:
Name	ID No:
Name	ID No:
Name	ID No:

*If there are any additional members, please include their details on a separate sheet*

### SECTION B: Authorised Representative

Title	First Names
Surname	
ID Number	Date of birth
Cell Phone No.	*Home Phone No.
*Work Phone No.	*Fax No.
Email Address	
Residential Address	Postal Address (if different)
Area Code	Area Code
Country	Country

**I certify that the above information is true and correct**

\_\_\_\_\_

*Full Name of Authorised Representative*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

# Required documentation – Close Corporation

**IMPORTANT:** Please submit all of the required supporting documents  
*(There may be additional documentation requirements not specified below)*

Section A: Close Corporation details			
Close Corporation	1.	<b>CK1 or CK2</b>	Must be <b>certified</b> by an independent commissioner of oaths. Must be <b>stamped</b> by Registrar of Close Corporations <ul style="list-style-type: none"> <li>• CK1 Certificate of Incorporation or</li> <li>• CK2 Amended founding statement (if applicable)</li> </ul>
	2.	<b>Proof of Physical Address</b>	Must be <b>certified</b> by an independent commissioner of oaths. Must reflect company name and physical address. Not older than <b>3</b> months <ul style="list-style-type: none"> <li>• Utility bill</li> <li>• Lease or rental agreement</li> <li>• Telephone account</li> </ul>
	3.	<b>Bank account details</b>	Must have a clear bank stamp. Must reflect name of the close corporation and account number. Not older than <b>3</b> months <ul style="list-style-type: none"> <li>• Bank statement</li> <li>• Bank letter on a bank letterhead</li> </ul>
	4.	<b>BEE Certificate</b>	Current and valid BEE ownership certificate from <ul style="list-style-type: none"> <li>• SANAS accredited BEE verification agency</li> <li>• An accredited IRBA member.</li> </ul> Certificate cannot be older than <b>12</b> months.
	5.	<b>SARS document</b>	Document issued by SARS to verify tax number (where applicable)
Members			
Members	1.	<b>ID document of each member</b>	Must be <b>certified</b> by an independent commissioner of oaths. Must reflect a clear picture, which is a reasonable likeness of the individual. <ul style="list-style-type: none"> <li>• Green barcoded South African ID</li> <li>• Smart ID card – copy of both sides of the card</li> </ul>
Section B: Authorised Representative			
Authorised Representative	1.	<b>ID document of Authorised Representative</b>	Must be <b>certified</b> by an independent commissioner of oaths. Must reflect a clear picture, which is a reasonable likeness of the individual. <ul style="list-style-type: none"> <li>• Green barcoded South African ID</li> <li>• Smart ID card – copy of both sides of the card</li> </ul>
	2.	<b>Proof of residential address of Authorised Representative</b>	Must be <b>certified</b> by an independent commissioner of oaths. Must reflect initials, surname and residential address. Not older than <b>3</b> months <ul style="list-style-type: none"> <li>• Utility bill</li> <li>• Lease or rental agreement</li> <li>• Telephone or cellular account</li> </ul>
	3.	<b>Resolution</b>	Copy of the resolution giving authority for the representative to sign and give instructions on behalf of the close corporation. This resolution must be signed by <b>ALL</b> the members.

Original documents may be presented in person at the Walk In centre: 71 Corlett Drive, Birnam, Johannesburg.

Please note that the above requirements are in compliance with the Financial Intelligence Centre Act No. 38 of 2001, as amended (FIC Act) which requires all accountable institutions to verify the details of any legal person (juristic or natural) prior to transacting with them. Therefore, the submission of documents that do not meet the exact criteria specified above will result in a delay in verification.