ANNEXURE 3

KYC AND FICA REQUIREMENTS

This Agreement is subject to the provision by Customer of the Know Your Customer (“KYC”) and Financial Intelligence Centre Act (“FICA”) information set forth in Clause 23 (Information undertakings – All Customers) of the Agreement. The Customer may not order any Vehicles unless it has provided all the documents and other evidence listed below for all of the Surety Entities (if applicable) in form and substance reasonably satisfactory to KINTO, which in turn shall notify the Customer promptly upon being so satisfied.

Company, Close Corporation and other CIPC Registered Entities/Surety Entity

(1) COR 14.3 – CIPC Registration Certificate
(2) Latest/amended Memorandum of Incorporation (MOI)
(3) Certificate of change of name of company – if applicable
(4) COR 21.1 - Notice of Registered Office and Postal address
(5) CIPC Disclosure Certificate not older than 3-months
(6) List of active directors/officers, copies of their Identity Documents and proof of residential address (utility bill reflecting the person’s physical address – not older than 3 months)
(7) Copy of latest annual financial statements signed by directors and auditor.
(8) Copy of latest signed management accounts if annual financial statement are more than 6 months old.
(9) Recent SARS Tax Clearance Certificate / SARS PIN.
(10) Official SARS document reflecting the company’s VAT Registration number.
(11) Copy of verified bank statements for last 6-months
(12) Bank confirmation letter, not older than 1 months
(13) Company letterhead confirming contact details/business address.
(14) Signed resolution authorising person(s) to act on behalf of the company.
(15) Source of Funds Declaration
(16) Confirmation of Shareholding of the Company, stamped by the company secretary/auditors of the company.
(17) In respect of each director, and each authorised person, and each shareholder holding more than 25% of the voting rights of the company:
   (i) Certified Copy of the Identity document
   (ii) Proof of residential address (utility bill reflecting the person’s physical address – not older than 3 months).

Private Individual/Surety Entity

(1) ID Card front and back in a jpg/jpeg format or a Green barcoded ID picture in a jpg/jpeg format
(2) Selfie picture of the applicant saved in a jpg/jpeg format.
(3) Proof of residence not older than 3 months (utility bill reflecting the person’s physical address – not older than 3 months)
(4) Confirmation of a bank account not older than 3 months.
(5) Latest 3 months bank statement
(6) Latest proof of income.

Trust/Surety Entity

(1) Certified Copy of the Trust Deed or copy of other founding documentation by which the trust is created.
(2) Certified Copy of the Letter of Authority issued and stamped by the Master of the High Court, authorising trustees to act on behalf of the trust.
(3) Copy of latest audited annual financial statements of the trust, signed by trustees and auditor.
(4) Copy of latest signed management accounts if annual financial statements are more than 6 months old.
(5) Official SARS document reflecting the Trust’s Income tax number.
(6) Official SARS document reflecting the company’s VAT Registration number.
(7) Copy of verified bank statements for last 6-months
(8) Bank confirmation letter, not older than 1 months
(9) Trust letterhead confirming contact details/business address.
(10) Signed resolution authorising person(s) to act on behalf of the trust, signed by ALL the Trustees
(11) Source of Funds Declaration
(12) In respect of the Founder, each Trustee, each authorised person, and each beneficiary of the Trust:
   (i) Certified Copy of the Identity document
   (ii) Proof of residential address (utility bill reflecting the person’s physical address – not older than 3 months)

Please note: All documents to be signed by a director and certified as true copies of the original.