

iTrade New Account Opening Documents Required

Please ensure that you print the below documents:

1. Your **signed, original Mandate**
2. Your completed **Dividend Tax Declaration form**, initialed on every page.
3. Your completed **FATCA Form**.
4. FICA documents listed below, either **original** or **certified copies**.

FICA REQUIREMENTS

Private Individuals:

- Certified copy of the client's I.D.;
- Verification of residential address, i.e. a copy of a municipal rates account or cellphone account Telkom account etc. Which reflects the client's residential address and which is not more than three months old;
- Verification of the client's banking details, i.e. a cancelled cheque or similar. If a bank stamped statement is provided, this must not be more than three months old;
- Verification of the client's income tax registration number, i.e. a document issued by SARS bearing the client's name and the relevant number. (Most recent or not older than 1 year) **This is the only document that can be an uncertified printout from SARS e-filing.**

Trust Accounts:

- Copy of the all Trustee's I.D.'s;
- Copy of all beneficiaries if named in the Trust documentation;
- Copy of the founder / donor of the Trust if named in the Trust documents;
- Details of the above trustee's / beneficiaries / founder's (where applicable) residential addresses, in writing;
- Resolutions authorising a designated Trustee to act on the account held with Sanlam Private Investments on behalf of the Trust, including signing of all documentation and placing of orders for the purchase / sale of shares;
- Verification of the Trust's banking details, i.e. a cancelled cheque or similar (if a copy bank statement is provided, this must not be more than three months old). Should the Trust not operate a banking account, then verification of a designated Trustee's banking details will suffice, however, we require that a clause be included in the abovementioned resolution signed by all the Trustees stating that they authorise Sanlam Private Investments to deposit any credits due from the account held with Sanlam Private Investments, into the designated Trustee's personal banking account;
- Verification of the trust's income tax registration number, i.e. a document issued by SARS bearing the trust's name and the relevant number; **This is the only document that can be an uncertified printout from SARS e-filing.**
- Letter of Authority with the Masters stamp and Trust Deed.

Company:

- Copy of Manager's I.D. and person authorised to act;
- Details of Manager's residential address, and person authorised to act;
- Resolutions authorising a designated Director / Member / Manager to act on the account held with Sanlam Private Investments on behalf of the Company, including signing of all documentation and placing of orders for the purchase / sale of shares;
- Verification of the Company's banking details, i.e. a cancelled cheque or similar (if a bank stamped statement is provided, this must not be more than three months old);
- Verification of the Company's income tax registration number, i.e. a document issued by SARS bearing the Company's name and the relevant number; **This is the only document that can be an uncertified printout from SARS e-filing.**
- A copy of the Company registration documents and person holding more than 25% of voting rights.

PRIVATE WEALTH

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Closed Corporation:

- ❑ Copy of each member's I.D. and person authorised;
- ❑ Details of all Member's residential address, in writing;
- ❑ Resolutions authorising a designated Member to act on the account held with Sanlam Private Investments on behalf of the CC, including signing of all documentation and placing of orders for the purchase / sale of shares;
- ❑ Verification of the CC's banking details, i.e. a cancelled cheque or similar (if a bank stamped statement is provided, this must not be more than three months old);
- ❑ Verification of the CC's income tax registration number, i.e. a document issued by SARS bearing the CC's name and the relevant number; **This is the only document that can be an uncertified printout from SARS e-filing.**
- ❑ A copy of the CC registration documents.

Partnership:

- ❑ Copy of all Partner's i.d.'s, including every member of a partnership en commandite, an anonymous partnership or any similar partnership, person who exercises control and authorised person;
- ❑ Details of the above partner's residential addresses, in writing;
- ❑ Resolution authorising a designated partner to act on the account held with Sanlam Private Investments on behalf of the Partnership, including signing of all documentation and placing of orders for the purchase/sale of shares;
- ❑ Verification of the Partnership's banking details, i.e. a cancelled cheque or similar (if a bank stamped statement is provided, this must not be more than three months old). Should the Partnership not operate a banking account, then verification of a designated partner's banking details will suffice, however, we require that a clause be included in the abovementioned resolution signed by all the Partners stating that they authorise Sanlam Private Investments to deposit any credits due from the account held with Sanlam Private Investments, into the designated Partner's personal banking account;
- ❑ Verification of the partnership's income tax registration number, i.e. a document issued by SARS bearing the partnership's name and relevant number; **This is the only document that can be an uncertified printout from SARS e-filing.**

Because we've had a number of clients opening accounts and never used it, we now ask new clients to deposit R1, 000 into our Bank Account. This is not a cost, the deposit will be credited to your BDA account once you receive the welcome letter. Please forward proof of payment to the email address below. Only on receipt of the deposit will we link the account to the web. Please deposit the R1, 000 into:

Account name: Sanlam Private
Wealth (Pty) Ltd
Bank: ABSA
Branch name: Market Street,
Johannesburg Branch code:
632005
Account number: 405 296 7036
Reference field: BDA Account number

Fax or e-mail deposit confirmation to: 086 550 7638 or admin@sanlamitrade.co.za . If we received everything in order we will complete setting up your account within 2 business days and send you a welcome letter via email. Thereafter please insert only your BDA account number in the reference field if you make a deposit.

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When you post to us, we **strongly recommend** posting with a **tracking number**. Our address and fax number is at the bottom of this document.

Postal and physical addresses
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Tygervalley
7536

Sanlam iTrade
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