



## FIA DOCUMENTATION GUIDELINES- FOR CLOSED CORPORATIONS

This guideline should be used to assist you in preparing the necessary documentation that our Corporate Guarantee Risk Consultant will need to process your request to open a policy with us.

This documentation is required by law, as stated in the Financial Intelligence Act (13 of 2012).

**If the policyholder is registered as a Closed Corporation:**

	CC1 - Founding Statement, containing Certificate of Incorporation
	CC2 - Latest Amended Founding Statement
	CC8 - Defensive Name (If different to the registered name)
	Proof of Bank Account (Bank letter or Bank statement not older than 3 months)
	Income Tax Certificate and VAT Certificate (if the business is a VAT vendor)
	ID's of all the Members of the Closed Corporation
	Control & Ownership Structure (indicating Beneficial Owners and the CEO/Executive Manager) <ul style="list-style-type: none"> <li>- FIA records (Natural Person) in respect of all partners owning more than 20%</li> <li>- 'Natural Persons' FIA information in respect of the Managing Partner</li> </ul>
	Source and Purpose of Funds Declaration for Non-Individual (This can be found on our website- Additional Documentation)
	Proof of Business Address
	Proxy letter / Resolution – (If applicable)

Swakopmund Physical Address:  
Nictus Building Extension, 54 Sam Nujoma Drive  
Swakopmund

Windhoek Physical Address:  
1st Floor, 140 Mandume Ndemufayo Avenue  
Windhoek