



FIA DOCUMENTATION GUIDELINES- FOR TRUSTS

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 **Trust**:

	Trust Deed
	Copy of the Policyholder's ID
	Latest Trust Certificate
	Proof of Bank Account (Bank letter or Bank statement not older than 3 months)
	Proxy letter / Resolution – (If applicable)
	Income Tax Certificate and VAT Certificate (if the business is a VAT vendor)
	Proof of Business Address
	Control & Ownership structure (indicating Beneficial Owners and the CEO/Executive Manager) <ul style="list-style-type: none"> - FIA records (Natural Person) in respect of all trustees and beneficiaries owning more than 20% - 'Natural Persons' FIA information in respect of the Managing Partner
	Source and Purpose of Funds Declaration for Non-Individuals (This can be found on our website- Additional Documentation)

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

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