Corporate Guarantee
Preferred Risk Dissolvers

FIA DOCUMENTATION GUIDELINES- FOR INDIVIDUALS, SOLE TRADERS AND PARTNERSHIPS

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 a Namibian Individual or is registered as a Namibian Sole Trader:

	Namibian ID Document (or Namibian passport / Namibian birth certificate)
	Proof of Mandate to Represent Other (Only needed for representatives)
	Source and Purpose of Funds Declaration for Individuals (This can be found on our website- Additional Documentation)

If the policyholder is registered as a Partnership:

	Partnership Agreement
	Proof of Bank Account (Bank letter or Bank statement not older than 3 months)
	Income Tax Certificate and VAT Certificate (If applicable)
	ID's of all the Partners
	Control & Ownership structure (indicating Beneficial Owners and the CEO/Executive Manager) - FIA records (Natural Person) in respect of all partners owning more than 20% - 'Natural Persons' FIA information in respect of the Managing Partner
	Source and Purpose of Funds Declaration for Non-Individuals (Found on our website- Additional Documentation)
	Proof of Business Address
	Proxy Letter / Resolution (If applicable)