



FIA DOCUMENTATION GUIDELINES- FOR A COMPANY

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 Company:

	Latest CM23 (Annual Return as lodged with Ministry of Trade & Industry)
	<p>If CM23 is <u>not</u> supplied:</p> <ul style="list-style-type: none"> - Control & Ownership structure indicating Beneficial Owners, CEO/Executive Manager (only needed where CM23 is <u>not</u> supplied) - CM22 – Registered address of the company (only needed where CM23 is <u>not</u> supplied) - CM29 – Register of directors and officers (only needed where CM23 is <u>not</u> supplied)
	CM1 - Certificate of Incorporation
	CM9 - Certificate of Name Change (If applicable)
	CM8 - Defensive Name (If different to 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)
	Proof of Business Address
	<p>Control & Ownership structure (indicating Beneficial Owners and the CEO/Executive Manager)</p> <ul style="list-style-type: none"> - FIA records (Natural Person) FIA records (Natural Person / Legal Entity, as the case may be) in respect of all parties 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)
	Proxy letter / Resolution – (If applicable)

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