Camissa Asset Management

Invest different

# Unit Trust funds: supporting documents required for FICA

2026

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# Introduction

In terms of the Financial Intelligence Centre Act (No 38 of 2001 and any amendments thereto), Camissa Collective Investments (RF) Limited and Camissa Asset Management (Pty) Ltd – the investment manager of the unit trust funds - are accountable institutions and are therefore required to identify and verify its clients.

Please submit copies of the supporting documents required for FICA (as set out below) with your application form – ensuring that the documentation is clear. If we do not receive the required documentation, or if the documentation submitted is not clear, your application will be delayed, and relevant instructions linked to your application could be disregarded.

# Documents required for individuals (natural persons)

## South African citizens

- Copy of the investor's South African identity document. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of the investor's residential address*.
- Proof of the investor's bank account*.

* these documents must be less than three months old

## Minors

- Copy of the minor's unabridged birth certificate.
- Copy of the South African identity document (ID) or valid passport of the natural parent or legal guardian of the minor. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of residential address for the natural parent or legal guardian.
- If the investment is made by a court appointed guardian and not the natural parent(s) of the minor, a copy of the proof of guardianship from the Master of the High Court must be submitted.
- Proof of the minor and parent/legal guardian's bank account*.

* these documents must be less than three months old

## Foreign nationals

- Copy of the investor's valid passport.
- Proof of the investor's residential address*.
- Proof of the investor's bank account*.

* these documents must be less than three months old

### Persons acting on behalf of the investor

This is applicable where a legal guardian or a person with power of attorney is acting on behalf of the investor.

- Proof of authority to act on behalf of the investor (eg power of attorney, mandate, resolution, court order).
- Copies of the appointed person and the investor's South African identity documents. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of residential address* for the appointed person and the investor.
- Proof of bank account details* for the appointed person and investor.

* these documents must be less than three months old

## Documents required for legal entities

### South African private and public (unlisted) companies

- Organogram structure to identify the ultimate beneficial owner or controlling person.
- Copies of the certificate of incorporation or registration certificate.
- Confirmation of shareholders.
- Proof of the company's trading name and business address*.
- Copy of the South African identity documents or valid passports of all directors, authorised signatories and individuals who hold 5% or more of the voting rights at a general meeting. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of residential address* for all directors, authorised signatories and individuals who hold 5% or more of the voting rights at a general meeting.
- Proof of authority to act on behalf of the company (eg board resolution).
- Proof of the company's bank account details* (eg bank statement).
- Applicable documentation for institutions holding 5% or more of the voting rights at a general meeting.

* these documents must be less than three months old

### Foreign companies

- Organogram structure to identify the ultimate beneficial owner or controlling person.
- An official document from foreign regulators confirming the company's incorporation – the company's name, contact number and address must be included in the document.
- Proof of the company's South African and foreign trading names and business address*.
- Copy of the identity documents or valid passport for South African managers, directors, authorised signatories and individuals who hold 5% or more of the voting rights at a general meeting. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of residential address* for all South African managers, directors, authorised signatories and individuals who hold 5% or more of the voting rights at a general meeting.

- Applicable documentation for institutions holding 5% or more of the voting rights at a general meeting.
- Proof of authority to act on behalf of the company (eg board resolution).
- Proof of the company's bank account details*.

* these documents must be less than three months old

## South African listed companies

- Proof of listing on an exchange.
- Organogram structure to identify the ultimate beneficial owner or controlling person.
- Proof of authority to act on behalf of the company (eg board resolution).
- Copy of the South African identity documents or valid passports of all directors, authorised signatories and individuals who hold 5% or more of the voting rights at a general meeting. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of residential address* for all directors, authorised signatories and individuals who hold 5% or more of the voting rights at a general meeting.
- Proof of the company's bank account details*.

* these documents must be less than three months old

## Close Corporations (CC)

- Organogram structure to identify the ultimate beneficial owner or controlling person.
- Copy of the latest registration document.
- Proof of the CC's trading name and business address*.
- Proof of authority to act on behalf of the CC (eg resolution).
- Copy of the South African identity documents or valid passports of all directors, authorised signatories and individuals who hold 5% or more of the voting rights at a general meeting. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of residential addresses* for all directors, authorised signatories and individuals who hold 5% or more of the voting rights at a general meeting.
- Proof of the Company's bank account details*.

* these documents must be less than three months old

## Partnerships

- A copy of the signed partnership agreement.
- Proof of the business' trading name and address*.
- Copy of the South African identity documents or valid passports of all partners, including en commandite partners and authorised signatories. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.

- Proof of the residential address* for all partners, including en commandite partners and authorised signatories.
- Proof of authority to act on behalf of the partnership (eg resolution).
- Proof of the business' bank account details*.

* these documents must be less than three months old

## Trusts

- A copy of the trust deed or founding document (eg will).
- A letter of authority to the trustees from the Master of the High Court (South African trusts) or a foreign regulator (foreign trusts).
- Copy of the South African identity documents or valid passports of the founder, trustees, beneficiaries and authorised signatories. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of the residential address* of the founder, trustees, beneficiaries and authorised signatories.
- If the beneficiaries are not named, details of how beneficial interests may be determined must be provided.
- Applicable documents for institutional beneficiaries, any institutional founder or trust.
- If the founder is deceased or the entity no longer exists, a copy of the death certificate or certificate of deregistration must be provided.
- Proof of authority to act on behalf of the trust (eg resolution signed by the trustees).
- Proof of the trust's bank account details* (eg a bank statement).

* these documents must be less than three months old

## Documents required for retirement funds

- A copy of the FSCA approval letter.
- Trustee register.
- Proof of the retirement fund's business address*.
- Proof of authority to act on behalf of the retirement fund (eg resolution).
- Copy of the South African identity documents or valid passports of the principal officer, trustees and authorised signatories. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of residential address* of the principal officer, trustees and authorised signatories.
- Proof of the entity's bank account details* (eg a bank statement).

* these documents must be less than three months old

### Persons/Entities acting on behalf of retirement funds

This is applicable where a legal entity or person with power of attorney is acting on behalf of the retirement fund, such as an asset consultant or investment administrator.

- Copy of the latest registration document indicating the date of incorporation, trading name, list of directors and registered business address.
- Proof of authority to act on behalf of the retirement fund (eg power of attorney, mandate, resolution, court order).
- Authorised signatory list for the person(s) acting on behalf of the retirement fund as well as their specimen signatures.
- Copy of the South African identity documents or valid passports and proof of residential address of the authorised signatories. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.

### Documents required for clubs, associations, body corporates, or other entities

- A copy of the constitution or other founding documents in terms of which the entity was created and/or regulated.
- Proof of the entity's business address*.
- Copy of the South African identity documents or valid passports of all signatories and controlling persons. Where a Smart ID Card is provided, the front and back of the card must be copied and submitted.
- Proof of residential address* for signatories and controlling persons.
- Proof of authority to act on behalf of the entity.
- Proof of the entity's bank account details* (eg bank statement).

* these documents must be less than three months old

## Acceptable documents for proof of residential address

For documents issued monthly, the document provided to Camissa cannot be older than three months. For documents issued on an annual basis, the document provided to Camissa cannot be older than 12 months. The items listed below are acceptable in terms of proof of residential address. This is not an exhaustive list.

- Bank statements (bank stamp or letterhead).
- Mortgage / home loan statement (bank stamp or letterhead).
- Utility Bill or Municipal rates and taxes invoice.
- Declaration by suitable authority (eg employer).
- Telephone, cellular or internet account statement.
- Valid TV license statement.
- Retail account statement.

- Home security statement.
- Formal lease agreement that is still within the validity period of the lease.
- Insurance policy document.
- Levy certificate.

## Foreign Account Tax Compliance

- South Africa has entered into an intergovernmental agreement with the United States of America (USA). This requires South African financial institutions to comply with the Foreign Account Tax Compliance Act (FATCA).
- Additional information may be requested before your application is processed.