

**COMPLIANCE QUESTIONNAIRE FOR SELLERS
WHO ARE TRUSTS
TO COMPLY WITH THE FINANCIAL INTELLIGENCE CENTRE ACT and THE
PROTECTION OF PERSONAL INFORMATION ACT**

To be signed by each and every Trustee

- A. Please return this questionnaire and provide us with the following documents: **(we need this as soon as possible)**
1. A clear copy of the Trust Deed along with any amendments.
 2. A clear copy of the **most recent** Letter of Authority / Master's Certificate from the Master of the High Court.
 3. A clear copy of any statement of account reflecting the Trust's main place of business, which is not older than 3 months. An emailed account will do. If you do not have such a document please advise and we will then send you alternative documentation to complete.
 4. A clear copy of a bank statement in the name of the TRUST into which the proceeds of the sale must be paid. A letter from the bank will also do.
 5. A clear copy of a resolution passed by the Trust and signed by the Trustees authorising this transaction and appointing the person acting on behalf of the Trust – this resolution must be sent to us with this completed and signed questionnaire. **The resolution must pre-date the date of sale.**
 6. A clear copy of ID and proof of residential address not older than 3 months of all of the following persons:
 - a. the Donor of the Trust.
 - b. every Trustee; and
 - c. every beneficiary of the Trust
 7. If any Trustee is a Company, FICA for the company will also be required. Kindly advise if this is the case.

ORIGINALS OF THE ABOVE DOCUMENTS MUST BE PROVIDED WHEN WE SEE YOU TO SIGN TRANSFER DOCUMENTS

IF THE TRUST IS NOT REGISTERED IN SOUTH AFRICA, THIS TRANSACTION MAY NOT PROCEED

QUESTIONNAIRE:

1. What is the name and master's reference number of the Trust?

2. In which City was the Trust registered?

3. Who has been nominated to act on behalf of the Trust? Their full names and SA Identity or foreign passport number is required?

4. What is his/her telephone number and email address?

5. What is the Trust's main place of business?

6. Will the Trust be moving as a result of this sale? If so, furnish us with a forwarding address:

7. Is the Trust registered for income tax or VAT with SARS? If so furnish us with the relevant registration numbers.

8. Do you pay your taxes in South Africa, or do you pay tax in a foreign country? Please specify (The purpose of this question is to establish whether or not you are a tax resident in South Africa).

9. Is the property bonded? If so, which bank holds the bond and what is the bond account number?

Bank: _____

Bond Account number: _____

10. What is the full name and ID number / foreign passport number of the person who created the Trust (This person is called the "Donor")?

11. What is the Donor's residential address?

12. What are the full names; ID numbers / foreign passport numbers and residential addresses of all of the Trustees and all of the beneficiaries of the Trust?

13. You confirm that you are not an unrehabilitated insolvent (sequestrated) and that the Trust is not insolvent.

YES

NO

14. MMVault - Designed to secure your most sensitive information electronically, whilst all your originals are held in our fire proof safe custody storage.

YES

NO

15. You hereby consent to the processing (use) of your personal information by Miltons Matsemela Attorneys for the purposes of carrying out our instruction. This consent specifically includes the right to obtain and utilize your bank account details as these details will be required either to ensure that you receive payments or refunds due to you or that any payments due to you are debited or credited to the correct account. This consent is furnished on condition that this personal information shall be used and processed in accordance with the Protection of Personal Information Act. It also allows us to add you to our data base for future marketing purposes until you advise us otherwise.

SIGNED AND DATED ON _____ (date)

ALL TRUSTEES TO SIGN HERE:

Name:

Signature:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form must be completed and returned by email as soon as possible. The original may be signed when you sign your transfer documents.