

**COMPLIANCE QUESTIONNAIRE FOR
SELLERS WHO ARE A COMPANY OR A CC
TO COMPLY WITH THE FINANCIAL INTELLIGENCE CENTRE ACT AND PROTECTION
OF PERSONAL INFORMATION ACT**

- A. To be completed by the Representative of the Company / CC that is selling the property.
- B. Please return this questionnaire and provide us with the following documents: (we need this as soon as possible).
1. A clear copy of ID or Passport of the person completing this questionnaire.

2. Proof of this person's residential address.

When we ask for proof of address/residence, we want a statement or invoice reflecting this address not more than 3 months old. 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.

3. Proof of the Company / CC's business or registered address.
4. A clear copy of the Company / CC's bank account statement into which the proceeds of the sale can be paid. A letter from the bank will also do.
5. Resolution signed by all the directors / members authorising this transaction and appointing a signatory (IF YOU DO NOT HAVE THIS DOCUMENT A RESOLUTION WILL BE PREPARED FOR YOU AS PART OF THE TRANSFER DOCUMENTS).
6. Clear copies of IDs and proof of address for all Directors / Members.

ORIGINALS OF THE DOCUMENTS REFERRED TO IN 1 – 6 ABOVE MUST BE PROVIDED WHEN WE SEE YOU TO SIGN YOUR TRANSFER DOCUMENTS

7. Attached please find a CIPC printout in respect of the Company / CC. These are the details of the Company / CC as registered at the Companies and Intellectual Property Commission.

Are all the details, correct? YES NO

If the answer is NO, please advise what has changed and provide us with documentary proof of the change.

DETAILS OF THE PERSON COMPLETING THIS FORM

8. Full names and ID / Passport number of the person completing this questionnaire:

9. Residential address of the person completing this questionnaire:

10. Telephone number and email address of the person completing this questionnaire:

11. What is your authority to represent the Company / CC? (for example, are you a director / member / accountant?)

DETAILS OF THE ENTITY

12. If the entity is a foreign registered entity, does the Company or CC trade in South Africa, and if so, has it been registered in South Africa? If "yes", please provide details and proof.

13. If the company is a **listed** public Company, please indicate the stock exchange on which it is listed?

14. What is the SARS income tax registration number of the Company or CC?

15. 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.)

16. Is the Company or CC registered for VAT? If so, what is the VAT registration no?

17. Please describe the Company or CC's business (i.e., what industry it is in, what products / services it sells etc)?

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

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

Bank: _____

Bond Account number: _____

20. ANSWER THIS QUESTION ONLY IF THE DIRECTORS / MEMBERS OF THE COMPANY / CC ARE NOT THE PERSONS WHO CONTROL AND BENEFIT FROM THE COMPANY / CC.

Who is/are the Beneficial Owner/s of the Company or CC (who, individually or collectively, has the strongest material influence / or who has ultimate control on the Company or CC)? Please provide full names, addresses and South African ID numbers / foreign passport numbers for all of these people.

Unless already provided, copies of SA ID / foreign passport and proof of residence are required for these Beneficial Owners also.

21. What is the telephone number and email address of each of the **Directors, Members and Beneficial Owners**?

Name: _____

Tel no and email address: _____

Name: _____

Tel no and email address: _____

Name: _____

Tel no and email address: _____

Name: _____

Tel no and email address: _____

Name: _____

Tel no and email address: _____

Name: _____

Tel no and email address: _____

22. You confirm that the company/CC is not liquidated? YES NO

23. You confirm that all internal and legal requirements as may be determined by a shareholder agreement, Memorandum of Incorporation; The Company/Close Corporation Act have been met and that there are no legal impediments to the Company / Close Corporation concluding this Sale agreement? This includes a resolution as may be required by law by the required quorum of shareholders, where the property constitutes more than 50% of its asset base.

YES NO

24. MMVault - Designed to secure your most sensitive information electronically, whilst all your originals are held in our fire proof safe custody storage. Once off cost of R950.00 (ex VAT)

YES NO

25. You hereby consent to the processing (use) of your and the company's / close corporation's personal information by Miltons Matsemela Attorneys for the purposes of carrying out our instructions. This consent specifically includes the right to obtain and utilize the entity's bank account details as these details will be required either to ensure that it receives payments or refunds due to it or that any payments due to it 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.

AUTHORISED PERSON'S SIGNATURE HERE

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