

**COMPLIANCE QUESTIONNAIRE FOR SELLERS  
WHO ARE NATURAL PERSONS  
TO COMPLY WITH THE FINANCIAL INTELLIGENCE CENTRE ACT (FICA) and  
THE PROTECTION OF PERSONAL INFORMATION ACT**

- A. To be completed by **each and every** Seller of the property being sold.
- B. Please return this questionnaire and provide us with the following documents, (**we need this as soon as possible**)

1. **A clear copy of your ID or Passport.**
2. **A clear copy of any statement of account reflecting your residential address, 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.**
3. **A clear copy of your bank statement/s into which you want the proceeds of the sale to be paid. A letter from the bank will also do.**
4. **ORIGINALS OF THE ABOVE DOCUMENTS MUST BE PROVIDED WHEN WE SEE YOU TO SIGN TRANSFER DOCUMENTS**

1. What is your full name and SA Identity or foreign passport number?

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2. Are you a South African citizen or a permanent resident in South Africa?      YES                      NO

3. What is the address of your main place of residence?

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4. Will you be moving as a result of this sale? If so furnish us with a forwarding address:

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5. What is your telephone number and email address?

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6. Do you have a South African income tax number issued by SARS? If so, please furnish it:

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7. 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.)

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8. Are you married, and if so, what was the date of your marriage?                      YES                      NO

Date and place of marriage:

***(If you are married, your marriage certificate will be required)***

9. How are you married? (TICK the correct answer)

- In community of property (If you are married **in community of property** your spouse must also complete a separate questionnaire and provide supporting documentation.)
- Out of community of property
- According to foreign law

- Muslim/Hindu rites
- Customary Law
- Other \_\_\_\_\_

10. If you are you married according to Foreign Law, which country?

\_\_\_\_\_

11. Are you divorced?

\_\_\_\_\_

***A copy of your Divorce Order and Settlement Agreement (if applicable) will be required***

12. What is your occupation?

\_\_\_\_\_

13. Do you now occupy, or have you in the past 12 months occupied, any of the following positions outside of South Africa? If "yes", please indicate the position that you occupy/ied.

- Head of state
- Member of the royal family
- Cabinet member
- Senior member of a political party
- Senior judicial officer
- Senior executive of a state-owned entity
- High rank in the military

\_\_\_\_\_

13. Do you now occupy, or have you in the past 12 months occupied, any of the following positions in South Africa? If "yes", please indicate that position that you occupy/ied.

- President or deputy president of South Africa
- Cabinet minister or deputy minister
- Premier of a province
- MEC of a province
- Mayor of a municipality
- Leader of a political party
- Member of a royal family
- Senior traditional leader
- Head, accounting officer or CFO of a national or provincial department
- Manager or CFO of a municipality
- Chairperson, CEO, accounting authority, CFO or chief investment officer of a public entity
- Judge
- Ambassador, high commissioner or other senior representative of a foreign country based in South Africa
- Chairperson of board of directors, chairperson of audit committee, executive officer or CFO of a company doing business with the government.

\_\_\_\_\_

14. If you yourself are not one of the persons referred to in the last two questions, are you a family member or a close associate of one of these persons? If so, please name such person and indicate the position they occupied.

\_\_\_\_\_

15. If you responded "yes" to any of the last three questions, please indicate your source of wealth (i.e. if savings, what was your line of work; if profits, from what business were the profits made; if inheritance, from whom did you inherit; if dividends, which company paid the dividends; if a gift, who made the donation?).  
If there are a combination of sources, the must all be listed.

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

Bank: \_\_\_\_\_

Bond Account number: \_\_\_\_\_

17. Have you appointed a third party to act on your behalf in this matter? If so, who is this person? Full names and contact details are required, as he/she will have to also complete a similar form.

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18. You confirm that you are not an unrehabilitated insolvent (sequestrated). YES NO

19. You hereby consent to the processing (use) of your personal information by Miltons Matsemela Attorneys for the purposes of carrying out our instructions. 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)

\_\_\_\_\_  
SELLER'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.