

No photographs of FICA documents of any kind are allowed, only PDF documents are allowed.

A. Individual Registration

1. Green barcoded ID or smart ID card (Back and Front)
2. Valid foreign passport for non-SA citizens
3. Valid South African Driving Licence (Back and Front)
4. Valid traffic register number for non-SA citizens
5. Proof of residence not older than 3 months (unless otherwise specified) such as.
 - Utility bill (water, lights, rates, taxes) (This is the ONLY type of Tax Invoice that is acceptable)
 - Municipal Letter from a Municipal representative confirming residential address e.g. Ward Councillor
 - Correspondence from a Body Corporate / Share Block Association e.g. Levies Statements
 - Bank statements (No FNB or Wesbank related statements or documents)
 - Retail or clothing account statements e.g. Edgars, Woolworths, Jet, MrPrice, Truworths, Markhams, Foschini, Ackermans, Legit
 - Cell phone or landline monthly statements e.g. MTN, Vodacom, Telkom, Cell C
 - Rental / Lease Agreement (Usually valid for 1 year)
 - Mortgage (Bond) Statement (No FNB or Wesbank related documents)
 - Wi-Fi or DSTV Monthly Statements
 - Medical Aid/ Health Insurance Monthly Statements e.g. Discovery, Clientele, Funeral Policies, etc.

Documents not Acceptable:

- Traffic Fines
- Payslips / Salary Advice from an Employer
- IRP5
- Sars eFiling Print Screens
- Insurance Confirmation on new vehicles being purchased
- Tax Invoices e.g. Doctor, Pharmacy, Florist, Purchases
- Any kind of FNB or Wesbank Documents
- Police Affidavit

B. Company (Private and Unlisted Public)

1. Certificate of Incorporation (CM1); and
2. Certificate of change of name of company (CM9) (if applicable); and
3. Notice of Registered Office and Postal Address (CM22); and
4. Contents of Register of Directors, Auditors and Officers (CM29)
5. Updated Disclosure Certificate not older than 1 year (can be retrieved from www.cipro.co.za)
6. Vat Registration Certificate (if VAT registered)
7. Business Registration Number Certificate (BRNC) (Obtainable from the local Traffic Department – if you buy vehicles)
8. Identification documents of all Directors (ID or Passport)
9. Proof of Residential address of all directors not older than 3 months (Please refer to the above list for all acceptable documents)
10. Resolution specifying who is authorised to act on behalf of the Company.
11. Identification document(s) of the person(s) authorised to act on behalf of the Company.
12. Proof of Residential address of the person(s) authorised to act on behalf of the Company not older than 3 months (Please refer to the above list for all acceptable documents)
13. Proof of business address of the company not older than 3 months (Please refer to the above list for all acceptable documents)

C. Close Corporation (CC)

1. Founding Statement and Certificate of Incorporation (CK1); and
2. Amended Founding Statement (CK2) (if applicable); and
3. Updated Disclosure Certificate not older than 1 year (can be retrieved from www.cipro.co.za)
4. Vat Registration Certificate (if VAT registered)
5. Business Registration Number Certificate (BRNC) (Obtainable from the local Traffic Department – if you buy vehicles)
6. Identification documents of all Members (ID or Passport)
7. Proof of Residential address of all Members not older than 3 months (Please refer to the above list for all acceptable documents)
8. Resolution specifying who is authorised to act on behalf of the Company.
9. Identification document(s) of the person(s) authorised to act on behalf of the Company.
10. Proof of Residential address of the person(s) authorised to act on behalf of the Company not older than 3 months (Please refer to the above list for all acceptable documents)
11. Proof of business address of the company not older than 3 months (Please refer to the above list for all acceptable documents)

D. Trust/s

1. Letters of Authority signed by the Master of the High Court
2. Trust deed or other founding document
3. Vat Registration Certificate (if VAT registered)
4. Business Registration Number Certificate (BRNC) (Obtainable from the local Traffic Department – if you buy vehicles)
5. Identification documents of all trustees and beneficiaries (ID or Passport)
6. Proof of Residential address of all trustees and beneficiaries not older than 3 months (Please refer to the above list for all acceptable documents)
7. Resolution specifying who is authorised to act on behalf of the Trust.
8. Identification document(s) of the person(s) authorised to act on behalf of the Trust.
9. Proof of Residential address of the person(s) authorised to act on behalf of the Trust not older than 3 months (Please refer to the above list for all acceptable documents)
10. Proof of address for the Trust older not than 3 months (Please refer to the above list for all acceptable documents)
11. Identification documents of the founder of the Trust (ID or Passport)
12. Proof of the residential address and contact of the founder of the Trust (if not deceased).

E. Partnerships

1. Partnership agreement
2. Proof of address for the Partnership not older than 3 months (Please refer to the above list for all acceptable documents)
3. Confirmation letter of partner with 25% or more voting rights for the business (from the Accountant, Auditors, Partner or Lawyers)
4. Identification documents of all partners (ID or Passport)
5. Proof of Residential address of all partners not older than 3 months (Please refer to the above list for all acceptable documents)
6. Resolution letter confirming the registered representative can buy on behalf of the Partnership
7. Identification document(s) of the person(s) authorised to act on behalf of the Partnership.
8. Proof of Residential address of the person(s) authorised to act on behalf of the Partnership not older than 3 months (Please refer to the above list for all acceptable documents)
9. Vat Registration Certificate (if VAT registered)
10. Business Registration Number Certificate (BRNC) (Obtainable from the local Traffic Department – if you buy vehicles)

Ultimate Beneficial Owner forms (UBO) must be completed and signed by all Companies, Trusts and Partnerships for Wesbank Auctions!