



Sygnia Direct Investment Application Form User Guide

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Sygnia Direct Investment Application Form

SYGNIA DIRECT INVESTMENT APPLICATION FORM

COMPANIES, CLOSE CORPORATIONS AND OTHER LEGAL ENTITIES

- No instruction will be processed unless all requirements have been met, all relevant documentation received and the funds reflected in Sygnia's bank account.
- Please read the Terms and Information that apply to this investment. This is available from your financial advisor, the Sygnia Client Service Centre or www.sygnia.co.za.
- Completed forms and required documentation are to be e-mailed to instructions@sfs.sygnia.co.za.
- **Should you have any queries regarding this application, please contact the Sygnia Client Service Centre on 0860 794 642 (0860 SYGNIA).**

NOTE: If you are completing this form online, please save the form to your computer prior to completing any details to ensure a copy is kept for your records.

DOCUMENT CHECKLIST

- ☐ FICA documentation as set out in Annexure A
- ☐ Resolution on the Entity's letterhead, signed by all directors/trustees/members/partners, appointing the authorised signatories
- ☐ Proof of banking details (e.g. bank statement or cancelled cheque)
- ☐ Proof of income tax registration number
- ☐ Proof of deposit/transfer in to the relevant Sygnia bank account
- ☐ If a unit transfer is required, please provide a recent statement of your current investment

FOR THE AUTHORISED REPRESENTATIVE

- ☐ South African bar-coded ID or valid passport (if foreign national)
- ☐ Proof of residential address less than 3 months old (Refer to Annexure A for examples)
- ☐ Proof of authority to act (e.g. power of attorney)

COMPANIES, CLOSE CORPORATIONS AND OTHER LEGAL ENTITIES

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DOCUMENT CHECKLIST

- FICA documentation as set out in Annexure A
- Resolution on the Entity's letterhead, signed by all directors/trustees/members/partners, appointing the authorised signatories
- Proof of banking details (e.g. bank statement or cancelled cheque)
- Proof of income tax registration number
- Proof of deposit/transfer in to the relevant Sygnia bank account

- If a unit transfer is required, please provide a recent statement of your current investment

FOR THE AUTHORISED REPRESENTATIVE

- South African bar-coded ID or valid passport (if foreign national)
Proof of residential address less than 3 months old (Refer to Annexure A for examples)
- Proof of authority to act (e.g. power of attorney)

ENTITY DETAILS

<input type="checkbox"/> SA Company	<input type="checkbox"/> Foreign Company	<input type="checkbox"/> Close Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust
<input type="checkbox"/> Other Please specify: _____				
Registered name: _____				
Trading name: _____				
Registration number: _____				
Income tax number: _____		Tax office: _____		
VAT registration number: _____				
Registered address (head office): _____				
				Code: _____
Physical business address: _____				
				Code: _____

SYGNIA FINANCIAL SERVICES (PTY) LTD REGISTRATION NO. 2010/015491/07

- CAPE TOWN: 7th Floor | The Foundry | Cardiff Street | Green Point | 8001 | T +27 446 4940 | F +27 86 680 8045
- JOHANNESBURG: Unit 40 | 6th Floor | Katherine & West Building | West Street | Sandton | 2196 | T +27 10 595 0550 | F +27 86 206 5173 DUBAN: Office 2 | 2nd Floor | Ridgeview | 1 Nokwe Avenue | Ridgeside | Umhlanga Ridge | 4319 |
 - T +27 31 001 0650 |
 - F +27 86 206 4421
 - info@sygnia.co.za |
 - www.sygnia.co.za

Sygnia Financial Services (Pty) Ltd is a licensed Financial Services Provider [FSP 44426]

Postal address: _____	

_____ Code: _____	
Contact name: _____	
Telephone number: (_____) _____	
Cellphone number: _____	E-mail address: _____

Please select only one of the following communication methods. If no selection is made, or if both are selected, communication will be made via e-mail.

Communication method:

- Post
- E-mail

Language preference:

- English
- Afrikaans (Please note that not all communication is available in Afrikaans.)

If you have a financial advisor, you may choose to have your communication sent to you, your financial advisor or to both.

Send communications to:

- Me
- My financial advisor
- Both

If no selection is made we will send communication to you only. Please keep me informed of the latest news, exclusive Sygnia Investor events and any additional products or services on offer via my chosen

communication method above:

- Yes
- No

MANAGE AND VIEW YOUR INVESTMENT ON THE SYGNIA ALCHEMY ONLINE PLATFORM:

Once your funds have been invested and unitised, you will be able to register on the Sygnia Alchemy Online Platform: <https://online.sygnia.com/Account/Login> to view your personal and investment details. Within 5 business days of your investment being finalised, you will receive your log-on details and Sygnia Welcome Pack. In order to grant you access to the platform and before registration can take place, an authentic e-mail address will be required.

DETAILS OF PERSON ACTING ON BEHALF OF INVESTOR

Capacity: _____

Title: _____ First name(s): _____ Surname: _____

Occupation: _____

ID or Passport number (if foreign national): _____

Residential address: _____
_____ Code: _____

Postal address: _____
_____ Code: _____

Home telephone number: (_____) _____ Work telephone number: (_____) _____

Cellphone number: _____

E-mail address: _____

COMPANY INFORMATION DECLARATION – COMPULSORY

COMPANY DETAILS

Company Registered Operating Address: _____

Nature of Business: _____

Industry: _____

BENEFICIAL OWNER(S) OF THE COMPANY

The FICA Act defines “Beneficial Owner”, in respect of a legal person, as a natural person who, independently or together with another person, directly or indirectly, owns or exercises effective control of the legal person.

[illegible]

SOURCE OF FUNDS DECLARATION

The Source Of Funds can be described as the origin of the monies being used by the Company to execute the activities and operations of the Company.

Please describe in detail the origin of the source of funds of the Company:

It is furthermore hereby confirmed that the origin of the Source of Funds is not from illicit or corrupt activities:

Confirmed:

- Yes
- No

ANNUAL ADMINISTRATION FEE

SYGNIA UNIT TRUST AND UNITISED LIFE FUNDS NO ADMINISTRATION FEES apply on Sygnia unit trusts and unitised life funds. ALL EXTERNAL-MANAGER UNIT TRUST FUNDS Administration fees are charged as follows when you are invested in external-manager unit trusts:

SYGNIA INVESTMENTS	ANNUAL ADMINISTRATION FEE (EXCL. VAT)	
	SYGNIA FUNDS	EXTERNAL-MANAGER FUNDS
VALUE OF ALL ACCOUNTS		
First R2 000 000	0.00%	0.40%*
Over R2 000 000	0.00%	0.20%**

- 0.40% (excl. VAT) is levied on the proportionate value of the external-manager funds below R2 million.
- 0.20% (excl. VAT) is levied on the proportionate value of the external-manager funds above R2 million.

Please note: While Sygnia does not charge any administration fees in respect of its own funds, Sygnia takes into account all your investments with us when assessing the R2 million threshold, including your investments in Sygnia funds. For the fees relating to the underlying investment managers please refer to the Sygnia Alchemy Funds document available on request or online at www.sygnia.co.za.

INVESTMENT DETAILS

SOURCE OF FUNDS (COMPULSORY)

This information is required by legislation and by Sygnia in order to invest your funds.

☐ Existing Sygnia account ☐ Capital/Savings ☐ Company profit ☐ Donation ☐ Other

If other, please specify: _____

NOTE: Sygnia Financial Services (Pty) Ltd reserves the right to request proof of source of funds.

LUMP SUM CONTRIBUTION - MINIMUM R20 000 (MINIMUM OF R1 000 IF INVESTING INTO THE SYGNIA MONEY MARKET CLASS S1 OR S2)

Will this be a unit transfer: ☐ Yes ☐ No

Rands: _____ Cents: _____ Date of deposit/transfer: _____ / _____ / _____

☐ Electronic/Internet transfer (EFT): Electronic/Internet transfers may take up to 2 days to reflect in the Sygnia Bank account. Sygnia Financial Services (Pty) Ltd ("Sygnia") requires proof of transfer or deposit before this application can be processed.

☐ Electronic collection by Sygnia: This is a once-off direct debit from your bank account and is restricted to R1 000 000 per day. Units bought with a direct debit can only be withdrawn after 32 business days.

I hereby instruct and authorise Sygnia or its assignees to draw against the Entity's account the above electronic collection instruction with the bank account noted in this form.

NOTE: Only unit trust funds and not unitised life funds may be selected in respect of this product.

[illegible]

INVESTOR BANKING DETAILS

The details specified below must be in the investor's name and will be used for all future banking transactions. Should any changes occur, the investor must notify Sygnia in writing.

Bank: Account number:
Branch: Branch code:
Type of account: ☐ Current ☐ Transmission ☐ Savings
Name of account holder:

A recent bank statement must accompany this application form as confirmation of proof of bank details. No payments will be made to third parties (i.e. payments will only be made to the bank account in the name of the registered investor). Payments to credit cards or market-linked accounts are not permitted. The Administrator executes all payment instructions electronically to a South African bank account in the name of the investor. No payment will be made by cheque.

THIRD PARTY BANKING DETAILS

This section must be completed where a third party makes payment on behalf of the investor. In the event that the payment is a debit order/ electronic collection the third party must provide Sygnia with authorisation by signing below.

Bank: Account number:
Branch: Branch code:
Type of account: ☐ Current ☐ Transmission ☐ Savings
Name of account holder:
Relationship to investor: Third party ID/Registration number:

A recent bank statement must accompany this application form as confirmation of proof of bank details. No payments will be made to third parties (i.e. payments will only be made to the bank account in the name of the registered investor). Payments to credit cards or market-linked accounts are not permitted. The Administrator executes all payment instructions electronically to a South African bank account in the name of the investor. No payment will be made by cheque.

Signed at: on this day of year
Signature of third party:

SYGNIA BANK ACCOUNT DETAILS

If you prefer to do an electronic/internet transfer, we will provide our banking details once your application has been successfully verified. Proof of payment will be required.

FINANCIAL SERVICES PROVIDER DETAILS

Financial advisor full name and surname:
Financial Service Provider (FSP) name: FSP code:

INVESTOR DECLARATION (ONLY APPLICABLE WHERE AN FSP HOLDS A CATEGORY II DISCRETIONARY LICENCE)

I/We confirm that:

- I/We have entered into a mandate with the FSP ☐ Yes ☐ No
- The mandate gives the FSP discretion to act on my/your behalf ☐ Full ☐ Limited

NOTE: A copy of the signed mandate must accompany this application form.

FSP DECLARATION

I/We

- declare that I/we am/are a licensed Financial Service Provider(s) and have made the disclosures required in terms of the Financial Advisory and Intermediary Services Act, No. 37 of 2002, and subordinate legislation thereto, to the investor.
- warrant what I/we have established and verified the identity of the investor(s) (and persons acting on behalf of the investor) in accordance with the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA") and subordinate legislation thereto, and I/we will keep records of such identification and verification according to the provisions of FICA.
- are not aware of any activities in which the investor is involved which may lead us to suspect or reasonably suspect that the investor is or may be involved in any unlawful activities or money laundering. Should we subsequently become aware of suspicions of this nature, we shall immediately inform Sygnia Financial Services (Pty) Ltd.

Signed at:

on this

day of

year

- Signature of financial advisor:

INVESTOR DECLARATION (ONLY APPLICABLE WHERE AN FSP HOLDS A CATEGORY I DISCRETIONARY LICENCE)

If your financial advisor holds a Category I licence with the FSCA, they are not licenced to exercise discretion and submit instructions on your behalf. However, you may authorise them to submit the following online instructions on your behalf:

- Once-off withdrawal instructions
- Set-up new regular withdrawals and changes to existing regular withdrawals on my behalf, including amount, frequency, or fund allocation
- Changes to beneficiaries where applicable
- Additions to existing investment accounts
- Switches between the investment allocation of existing investment accounts
- Set-up of new debit order details or change to existing debit order details, including the amount, frequency, escalation rate, date of collection or fund allocation

NOTE

- All once-off withdrawals and regular withdrawal amounts will be paid into your bank account on record.
- Any changes in bank account details for once-off withdrawals and regular withdrawals, will always require your authorisation and signature.

Do you authorise your financial advisor to submit transaction on your behalf via Sygnia Online?

☐ Yes

☐ No

Please indicate the investment account(s) you authorise your Financial Advisor to transact on, on your behalf.

☐ This account only

☐ All accounts

☐ Accounts specified below only

ACCOUNT CODE

ACCOUNT CODE

ACCOUNT CODE

Signed at: _____ on this _____ day of _____ year _____

Signature of investor: _____

FINANCIAL ADVICE FEES

I hereby confirm that the Financial Advisor whose details are completed in the "Financial Advisor Details and Declaration" section below, is my appointed Financial Advisor and agree to payment of fees as follows:

Initial advice fee: _____ % excluding VAT (Negotiable to maximum 3% exclusive of VAT. Applied to each lump sum contribution and (Lump sum) deducted before investment is made).

Initial advice fee: _____ % excluding VAT (Negotiable to maximum 3% exclusive of VAT. Applied to each debit order contribution and (Debit order) deducted before investment is made).

Annual advice fee: _____ % excluding VAT (Negotiable to a maximum of 1%) per annum of the market value of the investment portfolio, charged by way of unit reduction and paid to the Financial Advisor monthly in arrears (If an initial fee in excess of 1.50% has been deducted the annual fee is limited to 0.50% per annum.) This authority may be withdrawn by written notice to the Fund.

Signature of investor: _____

A POLITICALLY EXPOSED PERSON (PEP)

THIS DECLARATION IS REQUIRED TO BE COMPLETED BY ALL INVESTORS.

In terms of Financial Intelligence Centre Act (FICA), Sygnia Financial Services (Pty) Ltd is an accountable institution and is required to establish the risk profile of its clients. This includes determining whether the Entity and its directors/trustees/members/partners and authorised signatories are politically exposed persons. In addition, for South African Companies it includes determining whether individuals holding 25% or more voting rights are a politically exposed persons.

A PEP is someone who is involved, or has been involved, in a prominent public function. This includes local functions or functions in foreign countries. You are also considered a politically exposed person, if any of your family members, nominated beneficiaries or close associates are politically exposed. PEPs are not limited to government employees or people involved in politics. The following public functions serve as examples in identifying PEPs:

HEADS OF STATE

- Cabinet ministers
- Members of parliament
- Senior administrators in government departments
- Senior judges

- Managers of local municipalities who award tenders
- Senior and/or influential officials
- Ambassador
- Senior representatives of religious organisations

By taking the above into consideration, please answer the following question: Are any of the persons or entities identified and verified in terms of FICA in this form, regarded as politically exposed?

- Yes
- No

DECLARATION BY INVESTOR

PRIVACY CONDITIONS:

- I/We acknowledge, understand and accept the Sygnia Terms and Information document.
- I/We consent to the processing of my/our personal information by Sygnia.
- I/We acknowledge that Sygnia requires my/our personal information and any authorised signatories in order for Sygnia to perform its obligations fairly, competently, and in accordance with the law with personal information as defined in the Protection of Personal Information Act No. 4 of 2013 ("POPIA").
- I/We further acknowledge that providing the personal information ("PI") is mandatory (unless otherwise indicated) and that a failure to provide complete and accurate PI, and/or any other information/document requested in the normal course of business may lead to Sygnia being unable to proceed or continue with our relationship.
- I/We acknowledge that Sygnia processes PI, as well as any other information disclosed to Sygnia, for the purposes set out in Sygnia's Privacy Notice. A detailed list of records and how to request access to them can also be found in Sygnia's Access to Information Manual.
- I/We consent to the transfer of such PI to other companies or entities within the Sygnia Group and outside of the Sygnia Group and to the transfer of such PI outside of South Africa where such transfer is necessary for the performance of the business relationship between us.
- I/we confirm that I/we was/were provided with the Minimum Disclosure Document prior to transacting.
- I/we acknowledge and understand that I/we can view Sygnia's full privacy policy on Sygnia's website on www.sygnia.co.za.
- I/we confirm that I/we was/were provided with the Minimum Disclosure Document prior to transacting.

Signed at: _____ on this _____ day of _____ year _____

Signature of investor: _____

DIVIDENDS TAX – DECLARATION AND UNDERTAKING FOR EXEMPTION

IMPORTANT NOTES:

1. This declaration must be completed by all investors.
2. SARS requires us to pay over dividend tax on your behalf where applicable. We will deduct this tax before we pay any dividends to you or re-invest these into your investment account. The tax rate for South African

residents is 20%. However, you may qualify for an exemption or a reduced rate of tax. If you believe an exemption or reduced rate is applicable to you please complete the relevant section below.

3. To be completed by the beneficial owner (of dividends, including dividends in specie) in order for the exemptions from dividends tax referred to in section 64F read with sections 64FA(2), 64G(2) or 64H(2)(a) of the Income Tax Act, 1962 (Act No 58 of 1962) (the Act) to apply.

NATURE OF ENTITY:

- ☐ Individual
- ☐ Trust (any type) ☐ Listed company
- ☐ Unlisted company ☐ RSA Government, provincial administration, municipalities
- ☐ Retirement fund (pension, provident, benefit, RA etc.)

Other (please provide a description/explanation of nature of the entity/person):

Country of residence (if non-SA resident):

Country where tax is payable:

Country of issue (if passport no. was provided in the Entity Details Section):

REASON FOR EXEMPTION:

Please indicate why the investor is exempt from the dividends tax. The investor is:

- ☐ (a) - a company which is resident in South Africa
- ☐ (b) - the Government, provincial government or municipality (of or within the Republic of South Africa)
- ☐ (c) - a public benefit organisation (approved by SARS ito section 30(3) of the Act)
- ☐ (d) - a trust contemplated in section 37A of the Act (mining rehabilitation trusts)
- ☐ (e) - an institution, body, or board contemplated in section 10(1)(cA) of the Act
- ☐ (f) - a fund contemplated in section 10(1)(d)(i) or (ii) of the Act (pension fund, pension preservation fund, provident fund, provident preservation fund, retirement annuity fund, beneficiary fund or benefit fund)
- ☐ (g) - a person contemplated in section 10(1)(t) of the Act (CSIR, SANRAL, etc.)
- ☐ (h) - a person who is not a resident, and the dividend is a dividend contemplated in paragraph (b) of the definition of "dividend" in section 64D (i.e. a dividend on a foreign company's shares listed in SA, such as dual-listed shares).

Signed at: on this day of year

Signature of investor:

FOREIGN TAX DECLARATION

IMPORTANT NOTES:

1. This declaration is required to be completed by all investors, including South African entities.
2. The following information is required to ensure correct reporting and/or withholding of taxes as required by the US tax authorities in terms of the Foreign Account Tax Compliance Act (FATCA) and the Organization for Economic Cooperation and Development (OECD) Common Reporting Standard on financial accounts for other jurisdictions.
3. For more information, please contact your financial advisor.

INVESTOR DETAILS

Full name(s):

ID or Passport number:

TAX RESIDENCY:

Tax residence refers to the country in which you pay tax on your income. Please indicate in which country (ies) you are a resident for tax purposes (including South Africa).

Country of Tax residence:

Tax reference number/TIN**

Country of Tax residence:

Tax reference number/TIN**

Country of Tax residence:

Tax reference number/TIN**

Country of Tax residence:

Tax reference number/TIN**

If you are not resident in any country for tax purposes please tick this box

☐

** TIN REFERS TO THE US TAX IDENTIFICATION NUMBER

I DECLARE THAT ALL THE ABOVE INFORMATION SUPPLIED BY ME IS TRUE AND ACCURATE AND I AGREE TO NOTIFY SYGNIA OF ANY CHANGES TO THE INFORMATION SUPPLIED HEREIN.

Signed at:

on this

day of

year

Signature of investor:

FICA DOCUMENTATION REQUIRED

Before we can enter into a transaction or a business relationship, the Financial Intelligence centre Act 38 of 2001, and the regulations thereto, require that we establish and verify the identity of a client. Sygnia may only place investments of a client, or conclude a contract with a financial advisor, once all the required FICA documentation has been received.

THE FOLLOWING FICA DOCUMENTATION IS REQUIRED:

NOTE: Copies of the supporting documentation are sufficient as long as all text and photographs are clear and legible. Copies of documentation evidencing your residential and/or business address should not be older than three months.

SA PRIVATE COMPANY

- Nature of Business/Industry of the Company.
- Certificate of incorporation (CM1)/Certificate of registration (CoR14.3).
- Certificate of name change (CM9/CoR14.3) (if applicable).
- Notice of registered address (CM22/CoR21.1).
- Proof of operating address, not older than 3 months (if the address is not the same as the CM22 (CoR21.1).
Certificate of confirmation for list of active directors (CoR39).
- Proof of banking details of the Company – Bank statement or stamped bank letter not older than 3 months.
- Proof of Income Tax – official SARS document.
- Copy of resolution authorising person(s) to act on behalf of the Company / sub – delegation of authority to act on behalf of the Company with Sygnia.
- South African bar-coded ID or valid passport (if foreign national) for all directors, authorised person(s) and natural persons holding 25% or more of the voting rights at a general meeting. Fica documents if an entity.

- Proof of residential address for all directors, authorised person(s), and natural persons holding 25% or more shareholding / voting rights (UBO) (not older than 3 months). Fica documents if an entity.
- Confirmation of ultimate beneficial ownership/ company organogram depicting the full name (natural persons)/ Registered names (entities) of individual shareholders & the relevant shareholding % & voting rights for each shareholder.
- Copy of South African bar-coded ID or valid passport (if foreign national) for all ultimate beneficial owners.

TRUSTS

- Copy of Trust Deed.
- Copy of Last Will and Testament & Letter of Executorship in the case of Testamentary Trust, and you're dealing with the Executor:
 - South African bar-coded ID or valid passport (if foreign national) for the Executor.
 - Proof of residential address for the Executor, not older than 3 months.
- Copy of Letter of Authority issued by the Master of the High Court.
- Resolution authorising person(s) to act on behalf of the Trust with Sygnia.
- South African bar-coded ID or valid passport (if foreign national) for the Founder, All Trustees, All Named Beneficiaries and authorising person(s).
- Proof of residential address for the Founder, All Trustees, All Named Beneficiaries and authorising person(s), not older than 3 months.
- Proof of Income Tax – official SARS document.
- Proof of Banking details of the Trust – bank statement, or stamped bank letter not older than 3 months.

SA CLOSE CORPORATION (CC)

- Nature of Business/Industry of the Company.
- Founding statement and certificate of incorporation (CK1).
- Proof of operating address, not older than 3 months.
- Copy of member's resolution authorising a person(s) to act on behalf of the entity.
- South African bar-coded ID or valid passport (if foreign national) for all members and authorised persons.
- Proof of residential address for all members and authorised persons, not older than 3 months.
- Proof of Income Tax – official SARS document.
- Proof of Banking details of the Close Corporation – bank statement or stamped bank letter not older than 3 months.

SOLE PROPRIETOR

- Nature of Business/Industry of the Sole Proprietor
- Proof of business/trading name (e.g. letterhead/business invoice)
- Proof of business operating address, not older than 3 months (e.g. utility bill/letterhead)
- Copy of Sole Proprietor's authorisation on letterhead of all authorised persons
- South African bar-coded ID or valid passport (if foreign national) and Proof of residential address for the Sole Proprietor and all authorised persons, not older than 3 months
- Proof of Banking details of the Sole Proprietor – bank statement, or stamped bank letter, not older than 3

months

FOREIGN COMPANIES

- Official documents from the foreign regulator witnessing incorporation, bearing the name, number, and address.
- A document less than three months old containing the trade name and the business address (if the address is not the same as the one on the official registration document).
- Resolution/ sub – delegation of authority, authorising individual(s) to act on behalf of the Company with Sygnia. (If relevant).
- Identity documents or valid passport (if foreign national) for all managers, authorised signatories and individuals holding 25% or more of the voting rights at a general meeting.
- Company organogram/ confirmation of shareholding, depicting the full names/ registered names of all shareholders with the % shareholding.

PARTNERSHIP

- A partnership agreement or signed letter from all the partners confirming the informal partnership.
- Proof of operating address, not older than 3 months.
- Copy of resolution authorising(s)/persons to act on behalf of the partnership.
- South African bar-coded ID or valid passport (if foreign national) for all partners and authorised persons.
- Proof of residential address for all partners and authorised persons, not older than 3 months.
- Proof of Banking details of the Partnership – bank statement, or stamped bank letter not older than 3 months.

OTHER LEGAL ENTITIES (E.G. CLUBS, ASSOCIATION, CHURCH, SCHOOLS, PUBLIC BENEFIT ORGANISATION, NON-PROFIT ORGANISATION)

- Copy of the constitution or other founding documents for the legal entity.
- Confirmation of board of directors or trustees or equivalent management positions.
- Proof of operating address – formal letterhead/utility bill (not older than 3 months).
- Proof of Income Tax – official SARS document / Status that the entity is an approved Public Benefit Organisation / Non-profit Organisation -SARS confirmation must be current.
- Resolution authorising a person(s) to act on behalf of the entity.
- South African bar-coded ID or valid passport (if foreign national) for all directors/trustees/management and authorised persons.
- Proof of Residential Address of all directors/trustees/management and authorised persons (not older than 3 months).
- Proof of Banking details of the entity – bank statement, or stamped bank letter not older than 3 months.
- Copy of certificate of registration of Public Benefit Organisation / Non-profit Organisation (if registered).

INVESTMENT CLUBS

- Copy of the Club's constitution.
- Names of all Club Members.

- Resolution authorising a person(s) to act on behalf of the Club.
- South African bar-coded ID or valid passport (if foreign national) for all Club Members & Authorised Persons.
- Proof of residential address for all Club Members & Authorised Persons, not older than 3 months.
- Mandate from Club confirming that legal proceedings may be instituted against members of the Club jointly and severally or provide suretyship from each of the Club's members in their personal capacity, in which each member agrees to jointly and severally be liable for the debts incurred by the club.
- Proof of Banking of the Club – bank statement, or stamped bank letter not older than 3 months.

THE LIST BELOW PROVIDES GUIDANCE OF WHAT DOCUMENTATION WILL BE ACCEPTED AS PROOF OF RESIDENTIAL / BUSINESS ADDRESS:

The document must clearly show the person's Name either initials & surname or first name & surname) and physical address.

DOCUMENT DESCRIPTION	VALIDITY PERIOD
GENERAL ACCOUNT:	
Utility account i.e rates and taxes, water or electricity	Less than 3 months old
Educational institution account / registration letter	Less than 3 months old
Co-opt statement (i.e. farmers)	Less than 3 months old
Medical aid statement	Less than 3 months old
Mortgage statement from mortgage lender	Less than 6 months old
Telephone or cellular account (all networks)	Less than 3 months old
Valid SABC television license	Less than 1 year old
Bank statement	Less than 3 months old
Security Service Account (ADT etc)	Less than 3 months old
Subscription T.V Statement (DSTV)	Less than 3 months old
Retail accounts (Woolworths, Edgars, etc)	Less than 3 months old
A tax invoice issued by a regulatory body (e.g. SAICA)	Less than 1 year old
GOVERNMENT ISSUED DOCUMENTS:	
Motor vehicle registration documents	Less than 1 year old
Court order	Less than 3 months old
Warrant of arrest	Less than 3 months old
SARS income tax return	Less than 1 year old
Documentation relating to UIF or Pension pay-out	Less than 3 months old
INSURANCE AND INVESTMENT DOCUMENT:	
Medical Aid statement	Less than 1 year old
Life insurance document	Less than 1 year old
Short-term or long-term Insurance document	Less than 1 year old
Funeral policy document	Less than 1 year old
Investment statement- shares, portfolio or unit trust	Less than 1 year old

LEASE/ RENTAL / FRANCHISE AGREEMENT:

Valid Agreement


OTHER

Payslip	Most Recent
Letter from Employer (where employee resides on the premises)	Less than 3 months old
Tribal Village Authority Letter	Less than 3 months old
Letter From Your Local Municipal Councillor	Less than 3 months old
Affidavit That Confirms Your Address / cohabitation	Less than 6 months old
Letter from the Warden (where investor is incarcerated)	Less than 3 months old
Letter by the Trustees confirming Investor resides on trust property (Letter of Authority required as well)	Less than 3 months old

IF YOU DO NOT HAVE PROOF OF RESIDENTIAL ADDRESS IN YOUR OWN NAME THE FOLLOWING WILL BE ACCEPTED:

- Utility bill or any other acceptable proof of residence in your spouse's, partner's or parent's name;
- A copy of your spouse's, partner's or parent's South African bar-coded ID, valid passport (if foreign national);
- Confirmation of residential address by co-habitant or homeowner form, which is available on our website www.sygnia.co.za
- Affidavit from your spouse, partner or parent duly dated and commissioned accordingly.

Documents / Resources

	Sygnia Direct Investment Application Form [pdf] User Guide Direct Investment Application Form, Investment Application Form, Application Form, Form
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References

- [Cyber Technology Consulting & Incident Response Support](#)
- online.sygnia.com/Account/Login
- [User Manual](#)