

IMPORTANT:

- Please complete the relevant sections of this form and return it with the required, certified documentation as indicated on the check list.
- Log in details are sent via SMS and e-mail to the Authorised Representative, thus only personal details should be provided.
- Fields marked with * are **not** compulsory.

CLOSE CORPORATION

Close Corporation name			
Registration number			
Tax reference number			
Physical address		Postal address (if different)	
Area code		Postal code	
Country		Country	
Primary contact person			

BLACK ECONOMIC EMPOWERMENT STATUS

Black ownership	%	Black female ownership	%
Has the entity relied on the flow-through principle (as such term is contemplated in the BEE Codes and which for avoidance of doubt, excludes measurements utilising the modified flow-through principle) in establishing BEE status?			<input type="checkbox"/> YES <input type="checkbox"/> NO

NOMINATED BANK ACCOUNT DETAILS

Bank		Branch code	
Account number		Account type	
Account name		*Swift code	

I certify that the above information provided is current and correct and confirm that Singular Systems (Pty) Ltd is not liable for any losses suffered if this information is in fact not correct. I also undertake to inform Singular Systems (Pty) Ltd in writing of any changes to the information provided.

Name and surname of Authorised Representative

Non-electronic signature

Date

VERIFICATION FORM | AUTHORISED REPRESENTATIVE

IMPORTANT:

- Please complete a copy of this form, if you are an Authorised Representative of the entity, and return it with the required, certified documentation as indicated on the check list. The entity may appoint up to three Authorised Representatives.
- Log in details are sent via SMS and e-mail to the Authorised Representative, thus only personal details should be provided.
- Fields marked with * are **not** compulsory.

AUTHORISED REPRESENTATIVE

Representative of	(entity name)		
Title			
Name and surname			
Identity number		Date of birth	
Cell phone number	This cell phone number belongs to:		
	<input type="checkbox"/> Myself <input type="checkbox"/> Someone else i.e.		(name and surname)
*Email address	This email address belongs to:		
	<input type="checkbox"/> Myself <input type="checkbox"/> Someone else i.e.		(name and surname)
Physical address			
Area code		Country	
*Postal address			
Postal code		Country	

PROMINENT INFLUENTIAL PERSON

† Are you an individual who is currently, or has in the past 12 months, held a position(s) in prominent public functions in the Republic?	<input type="checkbox"/> YES <input type="checkbox"/> NO
‡ Are you an individual who is currently, or has in the past 12 months, held a position(s) in prominent public functions in a foreign state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an immediate relative or close associate of an individual who is currently, or has in the past, held a position(s) in prominent public functions either domestically and/or in a foreign state? (Please see the listed functions)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an individual who is currently, or has in the past, held a position(s) as a chairperson of the board of directors or audit committee, executive officer or chief financial officer in a company that provides goods or services to an organ or state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an individual who is currently, or has in the past, held a position(s) of head or other executive of an international organisation based on the Republic of South Africa?	<input type="checkbox"/> YES <input type="checkbox"/> NO

I certify that the above information provided is current and correct and confirm that Singular Systems (Pty) Ltd is not liable for any losses suffered if this information is in fact not correct. I also undertake to inform Singular Systems (Pty) Ltd in writing of any changes to the information provided.

Name and surname of Authorised Representative

Non-electronic signature

Date

POSITIONS OF PROMINENCE

<p>† Prominent public functions in the Republic include:</p> <ul style="list-style-type: none"> ▪ the President or Deputy President; ▪ a government minister or deputy minister; ▪ a member of the Executive Council of a province; ▪ an executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998); ▪ a member of a royal family or senior traditional leader as defined in the Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003); ▪ the Premier of a province; ▪ a leader of a political party registered in terms of the Electoral Commission Act, 1996 (Act No. 51 of 1996); ▪ the head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994 (Proclamation No. 103 of 1994); ▪ a constitutional court judge or any other judge as defined in section 1 of the Judges' Remuneration and Conditions of Employment Act, 2001 (Act No. 47 of 2001); <p>‡ Prominent public functions in a foreign state include:</p> <ul style="list-style-type: none"> ▪ Head of State or head of a country or government; ▪ member of a foreign royal family; ▪ government minister or equivalent senior politician or leader of a political party; 	<ul style="list-style-type: none"> ▪ the chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act, 1999 (Act No. 1 of 1999); or ▪ the municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), or a chief financial officer designated in terms of section 80(2) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003); an ambassador or high commissioner or other senior representative of a foreign government based in the Republic; ▪ an officer of the South African National Defence Force above the rank of major-general i.e. ▪ the chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000); ▪ senior judicial official; ▪ senior executive of a state-owned corporation; or ▪ high-ranking member of the military.
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IMPORTANT:

- Please complete a copy of this form, for each Member of the Close Corporation and submit it with certified documentation as indicated on the check list.
- Fields marked with * are **not** compulsory.

MEMBER

Member of				(entity name)
Full name and surname / Registration number			Identity number / Registration number	
Entity type	<input type="checkbox"/> Individual <input type="checkbox"/> Trust			
Cell phone number			*Email address	
Physical address				
Area code			Country	

BLACK ECONOMIC EMPOWERMENT STATUS

INDIVIDUAL MEMBER

Race			
Are you a South African citizen by birth or descent?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Were you naturalised before 27 April 1994?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you hold a South African identification document but you are not a South African citizen?			<input type="checkbox"/> YES <input type="checkbox"/> NO

ENTITY MEMBER

Black ownership	%	Black female ownership	%
Has the entity relied on the flow-through principle (as such term is contemplated in the BEE Codes and which for avoidance of doubt, excludes measurements utilising the modified flow-through principle) in establishing BEE status?			<input type="checkbox"/> YES <input type="checkbox"/> NO

PROMINENT INFLUENTIAL PERSON (to be completed by members who are individuals)

† Are you an individual who is currently, or has in the past 12 months, held a position(s) in prominent public functions in the Republic?	<input type="checkbox"/> YES <input type="checkbox"/> NO
‡ Are you an individual who is currently, or has in the past 12 months, held a position(s) in prominent public functions in a foreign state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an immediate relative or close associate of an individual who is currently, or has in the past, held a position(s) in prominent public functions either domestically and/or in a foreign state? (Please see the listed functions)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an individual who is currently, or has in the past, held a position(s) as a chairperson of the board of directors or audit committee, executive officer or chief financial officer in a company that provides goods or services to an organ or state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an individual who is currently, or has in the past, held a position(s) of head or other executive of an international organisation based on the Republic of South Africa?	<input type="checkbox"/> YES <input type="checkbox"/> NO

I certify that the above information provided is current and correct and confirm that Singular Systems (Pty) Ltd is not liable for any losses suffered if this information is in fact not correct. I also undertake to inform Singular Systems (Pty) Ltd in writing of any changes to the information provided.

Name and surname of Member/ Member Representative

Non-electronic signature

Date

POSITIONS OF PROMINENCE

† **Prominent public functions in the Republic include:**

- the President or Deputy President;
- a government minister or deputy minister;
- a member of the Executive Council of a province;
- an executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- a member of a royal family or senior traditional leader as defined in the Traditional Leadership and Governance Framework Act, 2003 (Act No. 41 of 2003);
- the Premier of a province;
- a leader of a political party registered in terms of the Electoral Commission Act, 1996 (Act No. 51 of 1996);
- the head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994 (Proclamation No. 103 of 1994);
- a constitutional court judge or any other judge as defined in section 1 of the Judges' Remuneration and Conditions of Employment Act, 2001 (Act No. 47 of 2001);

‡ **Prominent public functions in a foreign state include:**

- Head of State or head of a country or government;
- member of a foreign royal family;
- government minister or equivalent senior politician or leader of a political party;

- the chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act, 1999 (Act No. 1 of 1999); or
- the municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), or a chief financial officer designated in terms of section 80(2) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003); an ambassador or high commissioner or other senior representative of a foreign government based in the Republic;
- an officer of the South African National Defence Force above the rank of major-general i.e.
- the chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

- senior judicial official;
- senior executive of a state-owned corporation; or
- high-ranking member of the military.

IMPORTANT:

- Please submit all of the required supporting documents. There may be additional documentation requirements not specified below.
- Documents requiring certification or commissioning must be stamped by SAPS or an independent commissioner of oaths and must include the commissioner’s name or reference number, contact details and date. Documents consisting of more than one page require certification only on the first and last page.
- Original documents may be presented in person at the walk in centre: 25 Scott Street, Waverley, 2090.

CLOSE CORPORATION

CK1 or CK2	<ul style="list-style-type: none"> ▪ Founding Statement and Certificate of Incorporation (CK1) or Amended Founding Statement (CK2), and Amended Founding Statement in respect of Accounting Officer and Addresses (CK2A), if applicable. ▪ Must be certified by an independent commissioner of oaths within the last 3 months.
Proof of physical address	<ul style="list-style-type: none"> ▪ Utility bill, lease or rental agreement, bank statement, telephone account, or any other third party document from a credible source. ▪ Must reflect at least business or trading name and physical address (or Erf number). ▪ Must be certified by an independent commissioner of oaths. ▪ Must not be older than 3 months.
Bank account details	<ul style="list-style-type: none"> ▪ Bank statement or letter on bank letterhead. ▪ Must reflect business or trading name and bank account number. ▪ Must be stamped by the bank. ▪ Must not be older than 3 months.
BEE certificate	<ul style="list-style-type: none"> ▪ BEE Certificate issued within in the last 12 months by a SANAS accredited verification agency which reflects ownership as calculated using a flow-through principle (as such term is contemplated in the BEE Codes and which for avoidance of doubt, excludes measurements utilising the modified flow-through principle). ▪ For a business with a turnover of less than R50 million, an affidavit for a B-BBEE Qualifying Small Enterprise made by a duly authorised representative of the company within the last 12 months.
Proof of income tax number	<ul style="list-style-type: none"> ▪ Document issued by SARS confirming income tax number. ▪ Must not be older than 12 months.
Dividend tax	<ul style="list-style-type: none"> ▪ Dividends Withholding Tax Exemption form (if applicable).

MEMBERS

Natural Person	<ul style="list-style-type: none"> ▪ Green bar-coded South African identity book or smart identity card (copy of both sides). ▪ Must reflect a clear picture, which is a reasonable likeness of the person. ▪ Must be certified by an independent commissioner of oaths within the last 3 months.
Trust	<ul style="list-style-type: none"> ▪ Trust deed and Letter(s) of Authority issued by the Master of the High Court to each trustee. ▪ Must be certified by an independent commissioner of oaths within the last 3 months.

AUTHORISED REPRESENTATIVE (S)

Identity document	<ul style="list-style-type: none"> ▪ Green bar-coded South African identity book or smart identity card (copy of both sides). ▪ Must reflect a clear picture, which is a reasonable likeness of the person. ▪ Must be certified by an independent commissioner of oaths within the last 3 months.
Proof of physical address	<ul style="list-style-type: none"> ▪ Utility bill, lease or rental agreement, bank statement, telephone account or any other third party document from a credible source. ▪ Must reflect at least initials, surname and residential address (or Erf number). ▪ † If unable to provide any of the documents above, then a co-habitation declaration that includes the following: <ul style="list-style-type: none"> ▪ At least initials, surname, date of birth, identity number, residential address of the person making the declaration along with the relationship to co-habitant and a declaration that the residential address is shared. <p>†A co-habitation declaration must be accompanied by verification documents of the person making the declaration.</p> ▪ Must be certified by an independent commissioner of oaths. ▪ Must not be older than 3 months.
Proof of authority	<ul style="list-style-type: none"> ▪ Member resolution giving authorisation for the representative to sign documentation and give instructions on behalf of the close corporation. ▪ Must be signed by each member of the Close Corporation.

Please note that the above requirements are in compliance with The Financial Intelligence Centre Act No. 38 of 2001, as amended (FIC Act) which requires all accountable institutions to verify the details of any legal person (juristic or natural) prior to transacting with them. Therefore, the submission of documents that do not meet the exact criteria specified above will result in a delay in verification. Documents received for the purpose of identification and verification of any legal person, are retained for a period of five years from the date that a single transaction was entered into or the business relationship was terminated.