

Mercantile Bank Limited – Know Your Customer Checklist

INDIVIDUALS

If RSA Citizens and Residents

- Identity document (Green bar-coded)
- Proof of residential address*

If identity document is not available

- Valid reason why identity document could not be provided **AND**
- Valid driver's licence **OR**
- Valid passport

Annotate

Client's and person/s acting on behalf of client's average income per month and the source of income.

If Foreign Nationals

- Valid passport

Annotate

Client's average income per month and the source of income
Client's physical residential address (SA & Foreign)

Both RSA Citizens and Residents and Foreign Nationals:

Legal Incapacity and Power of Attorney

- Identity document, details of residential address and contact numbers of client
- Written instruction authorising person/s to act on behalf of client (eg. Power of Attorney, Mandate, Resolution, Court Order)
- Identity document, details of residential address and contact numbers of person/s authorised to act on behalf of client

Annotate

Average Income per month and the source of income of client and person/s acting on behalf of client.

PRIVATE RSA COMPANIES

- Certificate of Incorporation (CM1)
- Notice of Registered Office and Postal Address (CM22)
- Registration certificate (CoR14.3; or CoR17.3; or CoR18.3 or CoR20.2) **OR**
- CIPRO certificate of confirmation (done in-house) instead of CM or CoR
- Proof of physical business address*
- Identity document of manager or principal executive officer, all natural persons authorised to act, all natural persons holding more than 25% voting rights
- Founding documents of all legal persons holding more than 25% voting rights, if the legal person is a:
 - Company: CM1 & CM22/ CoR14.3 or CoR17.3 or CoR18.3 or CoR20.2
 - Close Corporation: CK1 or CK2
 - CIPRO / CIPC certificate of confirmation (done in-house) instead of CM or CoR documents
 - Foreign Company: Incorporation documents
 - Other Legal Person: Constitution or founding document
 - Trust: Trust Deed & Letters of Authority (Amended if applicable)

Annotate

Company's average income per month, source of income and nature of business. Contact number/s and residential address/es of manager or principal executive officer, all natural persons authorised to act, all natural and legal persons holding more than 25% voting rights.

FOREIGN PRIVATE COMPANIES

- Official document of incorporation issued in country of incorporation
- Proof of physical business address*
- Identity document of manager or principal executive officer, all natural persons authorised to act, all natural persons holding more than 25% voting rights
- Founding documents of all legal persons holding more than 25% voting rights, if the legal person is a:
 - Company: CM1 & CM22 / CoR14.3 or CoR17.3 or CoR18.3 or CoR20.2
 - Close Corporation: CK1 or CK2
 - CIPRO / CIPC certificate of confirmation (done in-house) instead of CM or CoR documents
 - Foreign Company: Incorporation documents
 - Other Legal Person: Constitution or founding document
 - Trust: Trust Deed & Letter of Authority (amended if applicable)

Annotate

Company's average income per month, source of income and nature of business. Contact number/s and residential address/es of manager or principal executive officer, all natural persons authorised to act, all natural persons holding more than 25% voting rights.

CLOSE CORPORATIONS

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), if applicable
- CIPRO / CIPC - certificate of confirmation (done in-house) instead of CK1/2
- Proof of physical business address*
- Identity document of all members and all natural persons authorised to act

Annotate

Close Corporation's average income per month, source of income and nature of business.

Contact number/s and residential address/es of each member and all natural persons authorised to act.

PARTNERSHIPS

- Partnership agreement
- Written confirmation by all partners that there is not a written partnership agreement
- Identity document of all partners, person/s who exercise executive control, and all natural person/s authorised to act (if not a partner)

Annotate

Partnership's average income per month, source of income and nature of business. Contact number/s and residential address/es of all partners, person/s who exercise executive control, and all natural persons authorised to act (if not a partner).

TRUSTS

- Trust deed
- Letters of Authority from Master of High Court
- Amended Letters of Authority (if relevant)
- Identity/company documents, details of each trustee, each beneficiary (if named), the founder and persons authorised to act
- Proof of registered address of Master of High Court (stamp on Letters of Authority)

Annotate

Trust's average income per month and source of income.

- Contact number/s and residential address/es of each trustee, each beneficiary, the founder and persons authorised to act.

OTHER LEGAL PERSONS (Churches, charities, clubs, local government,)

- Constitution or founding document
- Proof of physical business address*
- Identity document of all persons authorised to act

Annotate

Legal person's average income per month, source of income and nature of business.

Contact number/s and residential address/es of all persons authorised to act.

* PROOF OF ADDRESS

Any of the following documents reflecting the name and residential address (must be less than 3 months old, unless otherwise specified)

- Utility bill
- Lease or rental agreement (less than 1 year old)
- Bank statement
- Municipal rates and taxes invoice
- Mortgage statement
- Telkom account
- SARS return / IRP5 (less than 1 year old)
- Insurance policy – long or short term (less than 1 year old)
- Payslip or salary advice
- Correspondence from body corporate or share-block association
- Television licence (less than 1 year old)
- Valid motor vehicle licence (less than 1 year old)

- Visit to physical address by **MBL employee (only)** confirming in writing:
 - name of natural person authorised to act
 - residential address
 - name of visiting staff member
 - date of visit
 - information obtained at the premises to verify address

OR if not available

- Any two retail accounts (from 2 different retailers)
- Declaration and proof of address from person co-habiting with client, providing:
 - Name, identity number and physical residential address
 - Relationship between client and co-habitant
 - Confirmation that residential address is shared
 - Proof of address to be in co-habitant's name