

FICA DOCUMENTS INDIVIDUALS

A. PROOF OF IDENTIFICATION

BATSWANA CITIZEN

- A valid Botswana issued identity card
- A valid Botswana passport (*accompanied by an affidavit confirming why an ID cannot be provided, and this is subject to Quicktrade World's approval*)

Note:

1. A valid ID (*Identity document must be current NOT expired*)
2. Drivers' licence is not acceptable.
3. The ID should be clear, unaltered, not obscure, and should show the full photograph, full names or initials with surname, full ID number, and date of birth.
4. In case of a passport, the passport should show the information in 2 above and the passport expiry date (which is equal or more than three (3) months due to expiry date)

FOREIGN NATIONAL

- A Valid passport (*passport should be equal or more than three (3) months due to expiry date*)
- Asylum seekers or refugees must submit a valid passport or valid Section 22 of Section 24 permit / maroon refugee identity document.

Note:

1. ID must be current, clear, unaltered, not obscure, and should show the full photograph, full names, full ID number, nationality and date of birth.
2. Drivers' licence is NOT acceptable (as a primary document but can be used to supplement the valid passport).
3. The Passport or Asylum Permits should be clear, unaltered, not obscure, and should show the full photograph, full names, full passport number, nationality and date of birth

SOUTH AFRICAN CITIZEN

- A valid South African issued identity card OR green bar-coded identity document

Note:

1. A valid ID (*Identity document must be current NOT expired*)
2. Drivers' licence is not acceptable.
3. The ID should be clear, unaltered, not obscure, and should show the full photograph, full names or initials with surname, full ID number, and date of birth.

B. PROOF OF ADDRESS (POA)

The document must reflect name/initials and surname, physical address or property description (eg. stand number)

Note: Post Office Box numbers are not acceptable) and must be **less than 3 months old** (unless clearly specified otherwise). A minimum guideline of valid FICA documents that can be used is detailed below:

- A utility bill such as water, electricity, and rates
- Municipal rates and taxes invoice
- Municipal/ traditional councillor's letter
- A bank statement or financial statement from a registered financial institution
- A copy of a valid signed lease agreement (signed by both parties) (**less than 1 year old**)
- A mortgage statement from another registered financial institution (**less than 6 months old**)
- Telephone (landline) or cellular phone account statement
- Body corporate/governing body letter or statement
- A letter for employees residing on company/institution premises/hostel/barracks from the administration department on an official letterhead
- Official university or Technikon or college or tertiary institution registration letter
- A written statement from the educational institution or the residence or hostel or boarding house on a formal letterhead, confirming your residence at the physical address of such residence
- Official correspondence from South African Revenue Services "SARS"
- An official tax return/tax assessment (less than 1 year old)
- Posted traffic fine from a Metro Police Department
- Medical aid statement or policy document (policy number must be visible on the document)
- Long or short-term insurance policy documents from another Financial Services Provider (FSP) number must be visible or recorded on the document
- TV subscription e.g. Multichoice
- Valid television license renewal/confirmation letter
- Tax certificate
- Security service providers registered with PSIRA (Private Security Industry Regulatory Authority), e.g. Chubb, ADT (PSIRA number must be visible or recorded on the document)
- A retail account statement or invoice
- Affidavit signed by a Commissioner of Oaths not older than 3 months

C. CO HABITATION (PROOF OF ADDRESS) When POA is not in your name (client)

Note: In cases where the proof of address document listed in **B1** above is not in your name (client's name), for example, where you may be cohabitating or living with another person who is the homeowner such as a landlord, relative, spouse, parent, sibling, life-partner, friend etc. When you fit in this category, please provide the following documents:

- A document from the list of valid FICA documents in **B1** above, which is **less than 3 months old or as specifically stated, reflecting:**
 1. The name/initials and surname of the person you cohabit or live with (landlord, relative, spouse, parent, sibling, life-partner, friend etc.)
 2. The physical address or property descriptions
 3. A copy of the identity document of the person you cohabit or live with (landlord, relative, spouse, parent, sibling, life-partner, friend etc.).
 4. The Co-Habitation Form ([click here to access the form](#)) - completed and signed by the person you cohabit or live with (landlord, relative, spouse, parent, sibling, life-partner, friend etc.)