

FIA Requirements Checklist

Annexure A

According to the Financial Intelligence Act, Act 13 of 2012 ("FIA"), we as the accountable institution must identify you as the investor, and all beneficial owners of an entity and verify information if it is new or different to what we have on our records. Beneficial owner means all individuals who own and/or control the entity.

Owning means all individuals who:

- a) Own 20% or more of the ownership interest (e.g. shares or assets).
- b) Despite a less than 20% shareholding or voting rights, receive a large percentage of declared dividends.

Controlling means all individuals who satisfies any of the following elements or any combination of them:

- a) Have 20% or more of the voting rights of the legal entity investor;
- b) Exercise executive control over the daily or regular affairs of the entity through a senior management position;
- c) Have the ability to dismiss or appoint those in senior management positions;
- d) Exercise control without ownership by participating in the financing of the entity or because of close/family relationships, historical or contractual associations; or
- e) Are responsible for strategic decisions that fundamentally affect the business practices or general direction of the entity investor.

The annexure provides the required documents that must accompany your application form.

We will only invest your funds once the required supporting documents have been received.

Individuals

- Certified copy of proof of identification (ID, valid passport).
- Completed and signed investor payer form (where applicable).
- Certified copy of proof of identification for each authorised representative of the investor.
- Signed mandate, power of attorney or court order for persons that may act on behalf of the investor (where applicable).

For minors

- Certified copy of the birth certificate or copy of the identity document if available.
- Certified copy of identity document along with the supporting FIA documents for each authorised representative or guardian.

Companies

- Copy of the articles (CM44) and the Memorandum of association (CM2 or CM4 ito company not having a share capital).
- Copy of the certificate of Incorporation of the company (CM1 or CM3 ito company not having a share capital).
- Copy of the change of name of the company (where applicable) (CM9).
- Registration documents for all legal entities with a shareholding of 20% or more.
- Copy of the certificate to commence business (CM46).
- Copy of a Notice of Registered Office and Postal Address (CM22).
- Copy of Notice: Auditor's consent to appointment (CM31).
- Original bank statement bearing the bank logo as proof of the bank details in the name of the company.
- Copy of a municipal account, lease agreement or any document that can serve as proof of the entity's address (excludes affidavits by the entity).
- Confirmation of the company's shareholding structure (Share Certificate).
- Copy of the contents of directors, auditors and officers (CM29). Each must contain the registrar of company's stamp.
- List of authorised signatories on a company letterhead with specimen signatures as well as certified copies of each person's Identity documents. The list should also contain the signing arrangements of the entity.
- Directors resolution on a company letterhead that authorises the investment with Momentum Collective Investments Namibia Limited as well as the signed investment application form.
- Proof of registration for VAT.
- Proof of registration for Income Tax.

Partnerships

- Certified copy of identity document (ID) of each partner (as well as a specimen signature).
- Certified copy of valid passport of each partner (if non-resident and where no ID copy available).
- Original bank statement bearing the bank logo as proof of the bank details in the name of the partnership.
- Copy of municipal account, lease agreement or any document that can serve as proof of the entity's address (excludes affidavits by the entity).
- Power of attorney (where required).
- Partner resolution/appointment on the entity letterhead that authorises the investment.
- Completed and signed investor payer form (where applicable) as well as the signed investment application form.
- Proof of deposit into the relevant bank account.
- Proof of registration for VAT.
- Proof of registration for Income Tax.

Trusts

- Copy of the trust deed or copy of any other document by which the trust deed was created.
- Letters of authority (issued by the Master of the High Court).
- Resolution of the trustees appointing the authorised signatories to act on behalf of the trust regarding this investment.
- List of names of the trust beneficiaries.
- Certified copy of proof of identification of each authorised signatory with a specimen signature.
- Certified copy of proof of identification of each trustee.
- Original bank statement bearing the bank logo as proof of the bank details in the name of the trust.
- Copy of municipal account, lease agreement or any document that can serve as proof of the entity's address (excludes affidavits by the entity).
- Proof of deposit into the relevant bank account.
- Completed and signed investor payer form (where applicable).
- A resolution by the trustees, signed by all the trustees, authorising the investment, along with a signed and completed application form.

Close corporations

- Copy of the founding statement and certificate of incorporation (CC1).
- Copy of amended founding statement (where applicable) (CC2).
- Resolution of the members appointing the authorised signatories to act on behalf of the close corporation regarding this investment.
- Certified copy of proof of identification of each member and signatory with a specimen signature.
- Resolution/appointment on the entity letterhead that authorises the investment as well as the signed investment application form.
- Original bank statement bearing the bank logo as proof of the bank details in the name of the CC.
- Copy of municipal account, lease agreement or any document that can serve as proof of the entity's address (excludes affidavits by the entity).
- Proof of deposit into the relevant bank account.
- Proof of registration for VAT.
- Proof of registration for Income Tax.

Other entities/institutions/associations

- Copy of the founding document/agreement or other verifiable document by which the entity was formed.
- Copy of the certificate of registration.
- Copy of the resolution/appointment by the entity appointing the authorised person to act on behalf of the entity.
- Certified copy of proof of identification of each signatory/appointed person with a specimen signature.
- Copy of a municipal account, lease agreement or any document that can serve as proof of the entity's address (excludes affidavits by the entity).
- A resolution/appointment by the entity authorising the investment, signed by each of the authorised persons/signatories on the entity letterhead.
- Completed and signed investor payer form (where applicable).

For all authorised representatives of the entity/institution

We need one of the following certified documents:

- Identity Document;
- Valid Passport;
- Valid Namibian Permanent Residence Permit; or
- Valid Refugee Identity Document

We also need one of the following supporting certified documents:

- Court order;
- Letter of curatorship (ad litem/bonis);
- Power of attorney;
- Letter of authority;
- Letter of executorship/administration; or
- Resolution/extract of minutes of meeting signed by:
 - Board of directors of Company;
 - Members of Close Corporation;
 - Partners of Partnership;
 - Trustees of Trust; or
 - Members of an Association/Entity.

Retirement funds

- Copy of the proof of registration with the Namibia Financial Institutions Supervisory Authority (NAMFISA).
- Resolution of the trustees appointing the authorised signatories in relation to this investment.
- Resolution by the trustees, on the company letterhead that authorises the investment as well as the signed investment application form.
- List of the authorised signatories (if not part of the resolution).
- Certified copy of proof of identification of each authorized signatory with a specimen signature.
- Certified copy of proof of identification of each trustee.
- Copy of a municipal account, lease agreement or any document that can serve as proof of the entity's address (excludes affidavits by the company).