# 

# KYC Checklist for a Trust

| **Information Required** | **Simplified** | **Standard** | **Enhanced** |
| --- | --- | --- | --- |
| Name and number of Trust | Trust Deed | Trust Deed | Original or Certified copy of Trust Deed |
| Name of Trustees | Letter of Authority given by the Master of the High Court (or other documentation depending on the jurisdiction of the Trust) and confirmation of any subsequent changes | Letter of Authority given by the Master of the High Court (or other documentation depending on the jurisdiction of the Trust) and confirmation of any subsequent changes | Original or Certified copy of the Letter of Authority given by the Master of the High Court (or other documentation depending on the jurisdiction of the Trust) and confirmation of any subsequent changes |
| Address of the Master of the High Court (or other information applicable to the jurisdiction of the Trust) where the Trust is registered | Letter of Authority given by the Master of the High Court (or other documentation depending on the jurisdiction of the Trust) and confirmation of any subsequent changes | Letter of Authority given by the Master of the High Court (or other documentation depending on the jurisdiction of the Trust) and confirmation of any subsequent changes | Original or Certified copy of the Letter of Authority given by the Master of the High Court (or other documentation depending on the jurisdiction of the Trust) and confirmation of any subsequent changes |
| Particulars of the Founder and Beneficiaries (including how the Beneficiaries are determined) | Trust Deed | Trust Deed | Trust Deed |
| **Obtain the following for: Each Trustee  Each natural person who is authorised to establish a business relationship or enter into a single transaction on behalf of the Trust The Founder Each Beneficiary of the Trust referred to by name in the Trust Deed or Particulars of how the Beneficiaries are determined** | | | |
| Full Names: | Identity Document if SA Citizen or Passport if Foreign National | Identity Document if SA Citizen or Passport if Foreign National | Original or Certified copy of Identity Document if SA Citizen or Passport if Foreign National |
| Date of Birth: |
| Identity No.: |
| Passport No. (if foreign national): |
| Citizenship: |
| Country of Residence: |
| Residential Address and Contact Particulars: | Do not need to verify address but provide if readily available. | A utility or other account bearing the name of the natural person and reflecting the residential address. | An original or certified copy of a utility or other account bearing the name of the natural person and reflecting the residential address. |
|  | * A recent lease/rental agreement | * A recent lease/rental agreement |
|  | * Mortgage statement from a bank | * Mortgage statement from a bank |
|  | * Municipal rates and taxes | * Municipal rates and taxes |
|  | * Telkom account | * Telkom account |
|  | * Short-term Insurance Schedule reflecting the risk address | * Short-term Insurance Schedule reflecting the risk address |
|  | If none of these documents are available: |  |
|  | * A staff member may complete a certification of physical address report |  |
|  | The person can make a sworn affidavit regarding his/her physical address |  |
|  | **Documentation must be less than 3 months' old** | **Documentation must be less than 3 months' old** |
| To establish who has been authorised to establish a business relationship or enter into a single transaction on behalf of the Trust | Resolution or Mandate confirming such authorisation or appointment | Resolution or Mandate confirming such authorisation or appointment | Original or Certified copy of Resolution or Mandate confirming such authorisation or appointment |
| The business of the Trust | Relevant Questionnaire | Relevant Questionnaire | Relevant Questionnaire |

# 