

**FRAMEWORK COMMERCIAL PROPERTY  
(PTY) LTD**  
Application for Commercial Premises

*This form must be completed in full in Capital Letters –*

**Tel: 011 481 7400**

I/We, the undersigned, do hereby make application to hire the space referred to hereunder:

**SHOP/OFFICE/FACTORY**

Building: \_\_\_\_\_ Required Occupation Date: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Size: \_\_\_\_\_

**PERSONAL INFORMATION (if applied in personal capacity)**

Surname: \_\_\_\_\_ Name: \_\_\_\_\_

ID No: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Other Contact: \_\_\_\_\_

**CURRENT WORK INFORMATION (if not self-employed)**

Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Tel Number: \_\_\_\_\_

Period of employment: \_\_\_\_\_ Who do you report to: \_\_\_\_\_

Monthly gross salary: R \_\_\_\_\_

**LESEE INFORMATION (if applied in company name)**

Name of Legal Entity: \_\_\_\_\_ Registration No: \_\_\_\_\_

Members/Directors: \_\_\_\_\_ Contact Nos: \_\_\_\_\_

VAT No: \_\_\_\_\_ TAX No: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Tel No: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

**RESIDENTIAL INFO OF MEMBERS/ DIRECTORS**

Name & Address \_\_\_\_\_ Tel Number: \_\_\_\_\_

Name & Address \_\_\_\_\_ Tel Number: \_\_\_\_\_

Name & Address \_\_\_\_\_ Tel Number: \_\_\_\_\_

**FOR OFFICE USE**

Tenant Ref No: \_\_\_\_\_ Building: \_\_\_\_\_ Unit No: \_\_\_\_\_

Address: \_\_\_\_\_ Monthly Rental: \_\_\_\_\_

Operational Cost: \_\_\_\_\_ Other Charges: \_\_\_\_\_

I/We, the undersigned, hereby warrant that the details on this application are correct and undertake, on being advised that the premises herein applied for have been allocated to me, to sign the Landlord's standard Lease Agreement.

The Tenant hereby consents that the landlord or Property Practitioner, as the case may be, to, at all times:  
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- a) Contact, request and obtain information from any credit or service provider (or potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Tenant;
- b) Furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Tenant to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding the tenant's dealings with the Landlord.

By appending his/her signature hereto, the applicant acknowledges and accepts the conditions set out above.

**APPLICANT SIGNATURE/S:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

TPN CHECK: YES  NO  ITC CHECK: YES  NO  DATE: \_\_\_\_\_

DEFAULTS: YES  NO  DEFAULTS: YES  NO  DATE: \_\_\_\_\_

## FICA - DOCUMENTATION REQUIRED

### DOCUMENTATION REQUIRED IN RESPECT OF A S.A. COMPANY OR CLOSE CORPORATION

Company Letterhead	Original	Certified Copy
If a Company: CM1 & CM22 If a CC: CK1 and CK2	Original	Certified Copy
Documentation from SARS reflecting Company / CC's Income Tax Number	Original	Certified Copy
Documentation from SARS reflecting Company / CC's VAT Number	Original	Certified Copy
Telephone Number:		
Fax Number:		
Email:		

### DOCUMENTATION REQUIRED IN RESPECT OF THE CEO/ MANAGING DIRECTOR /PERSON AUTHORISED TO ENTER INTO THE AGREEMENT (*SAME INFO REQUIRED IF APPLICANT IS AN INDIVIDUAL*)

Identity Document / Passport	Original	Certified Copy
Cell Number:		
Fax Number:		
Email:		

### DOCUMENTATION REQUIRED IN RESPECT OF EVERY SHAREHOLDER/MEMBER WITH 25% OR MORE VOTING RIGHTS, IF THAT SHAREHOLDER IS A S.A. COMPANY OR CLOSE CORPORATION

Company Letterhead	Original	Certified Copy
If a Company: CM1 & CM22 If a CC: CK1 and CK2	Original	Certified Copy

## FINANCIAL INTELLIGENCE CENTRE ACT (38 OF 2001)

In compliance with section 21 of FICA, the Lessee/Tenant/Applicant will provide the below documentation prior to taking occupation of the premises. If occupation is granted prior to all below documentation being received and client due diligence completed as required by the Financial Intelligence Centre Act (38 of 2001), the Lessee/Tenant/Applicant must provide the required documentation within 5 (FIVE) working days of taking occupation of the premises, failing which, Framework Commercial Property (Pty) Ltd denies responsibility for this FICA non-compliance and all liability and penalties will be transferred to the tenant.

### **FICA Penalties (in terms of the Financial Intelligence Act) (Chapter 4) up to 15 Years Imprisonment or R10 million fine**

#### **DOCUMENTS REQUIRED**

- A) Original or certified copy of letter from company, close corporation or partnership's accounting officer, auditor, company secretary, legal officer, senior manager or managing partner confirming the below:
1. Name and registration number of client or identifying name of partnership (eg trading name)
  2. Nature of company, close corporation or partnership's business
  3. Ownership and control structure of the company, close corporation or partnership  
**[Note: this refers to the persons or entities that directly own and control the company or close corporation.]**  
**Company or Close Corporation**
  4. Names of ultimate beneficial owners
  5. Names of ultimate natural persons who individually or collectively own a majority (25%) of the company's shares or close corporation's members' interests
  6. Names of company or close corporation's executive managers  
**[Note: For a close corporation, the beneficial owners are the members of the close corporation, who are almost always natural persons. For a company, the beneficial owners or controllers are the natural persons who ultimately benefit from the assets and income of the company. If Company A (a Client of the Business) is 25% owned by Company B, and Company B is in turn 100% owned by John Smith, then John Smith is the ultimate beneficial owner of Company A, even if he is not the legal owner of any shares in Company A.]**  
**Partnership**
  7. Name of every partner
  8. Name of partnership's executive controllers  
**[Note: these are the partners who control the day-to-day operations of the partnership.]**
- B) Original or certified copy of organogram from company, close corporation or partnership's accounting officer, auditor, company secretary, legal officer, senior manager or managing partner confirming the ownership and control structure.
- C) Original or certified copy of authorising letter / resolution allowing representative(s) to act on behalf of the company, close corporation or partnership.
- D) Original or certified copy of representative(s) ID acting on behalf of the company.
- E) Identity Document of each owner/shareholder of the company or member of the close corporation or partner of partnership.
- F) Proof of Address of each owner/shareholder of the company or member of the close corporation or partner of partnership.
- G) Most recent Certificate of Incorporation (CM1) and Notice of Registered Office and Postal Address (CM22) issued by CIPRO and signed by the company secretary for a company.
- H) Most recent Founding Statement and Certificate of Incorporation (CK1) and, where applicable, the Amended Founding Statement (CK2), issued by CIPRO and signed by an authorised member for a close corporation.
- I) Partnership Agreement for a partnership.
- J) VAT Certificate if VAT Registered.
- K) Completed FICA CDD Questionnaire.

#### **FOR LESSEE/TENANT/APPLICANT:**

SIGNED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

FULL NAME: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(Director/Member/Partner who is authorised hereto by resolution of the Directors/Members/Partners of the company, close corporation or partnership)

# FICA PRESCRIBED CLIENT FORM (JURISTIC PERSON)

## DETAILS OF CLIENT

Registered Business Name					
Registration Number		(certified copy of Founding documents to be attached)			
Type of Company		Pty Limited	Close Corporation	Partnership	Trust
Registered Address					
Trade Name (If Applicable)					
Addresses where Business operates					
Head Office					
Branch					
Telephone	Home		Work		Fax
	Mobile		Email address/es		

## DETAILS OF CLIENT'S MEMBERS/PARTNERS/SHAREHOLDER OF MORE THAN 25%

Full Name					
Identity / Passport No.		(certified copy to be attached)			
Date of Birth					
Nationality					
Residential Address					
Telephone	Home		Work		Fax
	Mobile		Email address/es		

Full Name					
Identity / Passport No.		(certified copy to be attached)			
Date of Birth					
Nationality					
Residential Address					
Telephone	Home		Work		Fax
	Mobile		Email address/es		

**TABLES FOR CDD PROCEDURES: ESTABLISHING AND VERIFYING INFORMATION**

In compliance with section 21 of FICA, the Business will collect and verify information according to the tables below, only **after ensuring that paragraph 7 does not apply** –

<b>TABLE 2: PRIVATE COMPANIES, UNLISTED PUBLIC COMPANIES AND CLOSE CORPORATIONS</b>			
<b>INFORMATION REQUIRED</b>	<b>METHOD OF OBTAINING INFORMATION</b>	<b>METHOD OF VERIFICATION</b>	
		<b>LOW-RISK CLIENT</b>	<b>HIGH-RISK CLIENT</b>
Name and registration number of Client	Questionnaire completed by Representative	Copy of letter from company or close corporation's accounting officer, auditor, company secretary, legal officer or senior manager	Certified copy of letter from company or close corporation's accounting officer, auditor, company secretary, legal officer or senior manager
Name of Principal  [Note: this row applies when the company or close corporation is acting for another person.]	Questionnaire completed by Representative	Copy of Principal's ID	Original or certified copy of Principal's ID
Company or close corporation's authority to act on behalf of Principal  [Note: this row applies when the company or close corporation is acting on behalf of another person.]	Questionnaire completed by Representative	Copy of authorising letter	Original or certified copy of authorising letter
Name of Representative  [Note: the Representative is the person completing the form.]	Questionnaire completed by Representative	Copy of Representative's ID	Original or certified copy of Representative's ID
Representative's authority to act on behalf of company or close corporation	Questionnaire completed by Representative	Copy of authorising letter / resolution	Original or certified copy of authorising letter / resolution
Nature and purpose of, and source of funding for Business Relationship	Questionnaire completed by Representative		
Nature of company or close corporation's business	Questionnaire completed by Representative	Copy of letter from company or close corporation's accounting officer, auditor, company secretary, legal officer or senior manager	Original or certified copy of letter from company or close corporation's accounting officer, auditor, company secretary, legal officer or senior manager
Ownership and control structure of the company or close corporation  [Note: this refers to the persons or entities that <i>directly</i> own and control the company or close corporation.]	Questionnaire completed by Representative	Copy of letter / organogram from company or close corporation's accounting officer, auditor, company secretary, legal officer or manager	Original or certified copy of letter / organogram from company or close corporation's accounting officer, auditor, company secretary, legal officer or manager

TABLE 2: PRIVATE COMPANIES, UNLISTED PUBLIC COMPANIES AND CLOSE CORPORATIONS			
INFORMATION REQUIRED	METHOD OF OBTAINING INFORMATION	METHOD OF VERIFICATION	
		LOW-RISK CLIENT	HIGH-RISK CLIENT
<p>Names of ultimate beneficial owners</p> <p><b>METHOD 1:</b> Names of ultimate natural persons who individually or collectively own a majority (25%) of the company's shares or close corporation's members' interests</p> <p><b>OR</b></p> <p><b>METHOD 2:</b> Names of ultimate natural persons who individually or collectively control the company or close corporation (ie have a material influence on the company or close corporation's operations)</p> <p><b>OR</b></p> <p><b>METHOD 3:</b> Names of company or close corporation's executive managers</p> <p>[Note: For a close corporation, the beneficial owners are the members of the close corporation, who are <u>almost always</u> natural persons.</p> <p>For a company, the beneficial owners or controllers are the natural persons who ultimately benefit from the assets and income of the company. If Company A (a Client of the Business) is 25% owned by Company B, and Company B is in turn 100% owned by John Smith, then John Smith is the ultimate beneficial owner of Company A, even if he is not the legal owner of any shares in Company A.</p> <p>Based on the available information and considerations of practicality, the Business must choose the most suitable of the 3 given methods of identifying the natural persons who ultimately benefit from the assets and income of the company.]</p>	<p>Questionnaire completed by Representative</p>	<p>Copy of letter from company or close corporation's accounting officer, auditor, company secretary, legal officer or senior manager</p>	<p>Original or certified copy of letter from company or close corporation's accounting officer, auditor, company secretary, legal officer or senior manager</p>
<p>[General note: Companies and close corporations are legal persons with full capacity to enter into contracts in their own names, just as any natural person. However, because of their artificial nature, companies and close corporations can only act through their directors / members, or through persons authorised by them. The Business' Client is the company or close corporation itself, but the Questionnaire can only be completed by a Representative, whether that Representative is a director of the company, member of the close corporation, or some other person authorised by the directors or members.]</p>			

**QUESTIONNAIRE FOR NATURAL PERSONS ACTING ON BEHALF OF COMPANIES AND CLOSE CORPORATIONS**

COMPANIES AND CLOSE CORPORATIONS	
1	<p>What is the company or close corporation's name and registration number?</p> <p><small>[Note: The Client is <u>not</u> the person filling in the form, but the company or close corporation on behalf of which the form is being filled.]</small></p>
2	Does the company or close corporation have a presence in South Africa (ie assets, operations or business premises)? If "yes", please provide details.
3	If the Client is a <b><i>listed</i></b> public company, please indicate the stock exchange on which it is listed.
4	If the company or close corporation is dealing with <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> on behalf of another person (ie a Principal), what is that Principal's full name?
5	What is the source of the company or close corporation's authority to deal with <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> on that Principal's behalf?
6	What is <b><i>your</i></b> full name (ie the person completing this Questionnaire on behalf of the company or close corporation)?
7	What is the source of your authority to complete this Questionnaire and deal with <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> on the company or close corporation's behalf (ie authorisation letter, power of attorney, or similar instrument)?
8	Please describe the type of service that the company or close corporation seeks from <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> and also the purpose for which that service is sought.
9	Will the company or close corporation require <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> to perform the service in terms of a single Transaction (once-off only) or in terms of a Business Relationship (more than one Transaction over a certain period of time)?
10	If the company or close corporation requires a Business Relationship, how will any of the payments owed to <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> under the Business Relationship be financed?
11	Will any of the payments referred to in the previous question involve a payment by the company or close corporation, or by its

COMPANIES AND CLOSE CORPORATIONS	
	Representative, of R25 000 or more in cash (ie paper money, coins or traveller's cheques)?
12	Please describe the company or close corporation's business (ie what industry it is in, what products / services it sells etc).
13	<p>What is the company or close corporation's ownership and control structure?</p> <p>[Note: This question is about whether the Client is part of a fairly simple ownership structure in terms of which its assets are directly owned or controlled by an easily determinable number of natural persons (which will <i>almost always</i> be the case for a close corporation), or whether the Client is part of a more complex structure, in terms of which it is not as easy to determine the natural persons who directly own and control the Client's assets.]</p>
14	<p>Who are the ultimate beneficial owners of the company or close corporation?</p> <p><b><u>METHOD 1</u></b></p> <p>Names of ultimate natural persons who individually or collectively own a majority (25%) of the company's shares or close corporation's members' interests</p> <p><b>OR</b></p> <p><b><u>METHOD 2</u></b></p> <p>Names of ultimate natural persons who individually or collectively control the company or close corporation (ie have a material influence on the company or close corporation's operations)</p> <p><b>OR</b></p> <p><b><u>METHOD 3</u></b></p> <p>Names of company or close corporation's executive managers</p> <p>[Note: For a close corporation, the ultimate beneficial owners are the members of the close corporation who, individually or acting together, own 25% of the members' interests, and who are <i>almost always</i> natural persons. For a company, the ultimate beneficial owners or controllers are the natural persons who, individually or acting together, ultimately own 25% or more of the shares of the company, or otherwise control the company (for instance through a shareholders agreement). For example, if Company A (a Client of the Business) is 25% owned by Company B, and Company B is in turn 100% owned by John Smith, then John Smith is the ultimate beneficial owner of Company A, even though he is not the legal owner of the 25% stake in Company A.</p> <p>Please fill in this row based on the available information and considerations of practicality, choosing the most suitable of the 3 given methods of identifying the natural persons who benefit from the assets and income of the company.]</p>

FULL NAME OF PERSON COMPLETING QUESTIONNAIRE	
SIGNATURE	
DATE	

<b>FOR OFFICE USE ONLY</b>	
FULL NAME OF EMPLOYEE ADMINISTERING QUESTIONNAIRE	
SIGNATURE	
DATE	

Full Name					
Identity / Passport No.				(certified copy to be attached)	
Date of Birth					
Nationality					
Residential Address					
Telephone	Home		Work		Fax
	Mobile		Email address/es		

**VERIFICATION STEPS (Only Collect Documentation Relevant to the Type of Client)**

COMPANY	CLOSE CORPORATION	PARTNERSHIP	TRUSTS
Obtain the most recent Certificate of Incorporation (CM1) and Notice of Registered Office and Postal Address (CM22) issued by CIPRO and signed by the company secretary	Obtain the most recent Founding Statement and Certificate of Incorporation (CK1) and, where applicable, the Amended Founding Statement (CK2), issued by CIPRO and signed by an authorised member/employee of the close corporation;	Obtain the following documents (as applicable) in respect of each partner and each person mentioned above and compare the details recorded above with the particulars stated in the documents:  Natural person ID document  Close corporation Most recent founding statement (CK1 and CK2)  SA company Most recent forms CM1 and CM22  Foreign company Official Incorporation documents  Partnership Partnership agreement  Other legal entity Constitution or other founding document	Obtain the Letters of authority for the Trust as issued by the Master of the High Court.
Obtain the identity document of each manager of the company or a similar document bearing a photograph of the manager concerned and his/her full names, date of birth and identity number	Obtain the identity document of each member of the close corporation or a similar document bearing a photograph of the member concerned and his/her full names, date of birth and identity number;	Take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the legal entities mentioned above	Obtain the identity document of each person acting on trustee of the Trust or a similar document bearing a photograph of the person concerned and his/her full names, date of birth and identity number
Obtain the identity document of each person acting on behalf of the company or a similar document bearing a photograph of the person concerned and his/her full names, date of birth and identity number	Obtain the identity document of each person acting on behalf of the close corporation member or a similar document bearing a photograph of the person concerned and his/her full names, date of birth and identity number	Compare the partnership name with the partnership agreement	In the event that you are not satisfied with these documents then you may also request a copy of the Trust deed. And verify the existence of the Trust with the Master of the High Court
Where any person or legal entity holds 25% or more of the voting rights in the company:  Natural person ID document  Close corporation Most recent founding statement (CK1 and CK2)  SA company Most recent forms CM1 and CM22  Foreign company Official Incorporation documents  Partnership Partnership agreement  Trust Trust deed  Other legal entity Constitution or other founding document	take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the close corporation	Make a copy of the various documents referred to above to be retained for record purposes	Confirm that these steps have been complied with

COMPANY	CLOSE CORPORATION	PARTNERSHIP	TRUSTS
take all reasonable steps necessary or required to verify the trade name and/or business address, or addresses, of the company	obtain reliable proof that the person representing the close corporation is authorised to act on behalf of the close corporation such as, for instance, a duly signed resolution of the close corporation or a letter of authorisation signed for and on behalf of the close corporation	Confirm that these steps have been complied with	
obtain reliable proof that the person representing the company is authorised to act on behalf of the company such as, for instance, a resolution of the company duly signed by the company secretary or a letter of authorisation signed for and on behalf of the close corporation	Make a copy of the various document referred to above to be retained for record purposes		
Make a copy of the various documents referred to above to be retained for record purposes	Confirm that these steps have been complied with.		
Confirm that these steps have been complied with			

Staff Member Responsible For Obtaining Information	
Type of transaction concluded with Client	

Signed by the Agent at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Agent