

FICA and Estate Agents

In South Africa, the [Financial Intelligence Centre \(FIC\)](#) requires estate agents to register as accountable institutions and comply with the [FIC Act](#) to combat money laundering and terrorist financing.

This involves identifying and reporting suspicious or unusual transactions, conducting client due diligence, and completing regular [risk-based self-assessments](#) through compulsory questionnaires.

Failure to comply can result in penalties, as the [Property Practitioners Regulatory Authority \(PPRA\)](#) will not issue fidelity fund certificates to non-compliant agents, and the FIC can administer penalties.

FICA documents that must be submitted with your application:

- Certified South African ID
- Proof of current residence
- Latest Pay slip
- 3 months' bank statements
- Proof of South African Income Tax Registration. (Only the official document from SARS will be accepted, not the SMS.)

Please note that non-South African residents must contact CMS directly, as the requirements for applying differ from those of South African Citizens.



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Documents that can be used as proof of residence:

The items below are acceptable in terms of proof of residential address.

- A lease/rental agreement.
- Affidavit³ from a CC/Company/Partnership or mandated official.
- Affidavit³ from a person co-habiting with the client.
- Affidavit³ from clients Employer.
- Bank Statements, must evidence an official bank stamp.
- Long term/short term insurance policy document issued by an insurance company.
- Mortgage /home loan statement.
- Motor vehicle license documentation.
- Municipal rates and taxes invoice.
- Retail store statement of account.
- Telephone or Cellular account.
- Utility Bill reflecting Erf/stand no if sent to a P O Box.
- Valid TV License.

How to get your proof of South African Income Tax Registration:

Request your notice of registration on the SARS USSD service by dialing *134*7277# and selecting "What's my Tax number?".

SARS will send your tax number to your mobile phone and email your notice of registration to your email address as per our records.