



## BC FUNDING SOLUTIONS (PTY) LTD CLIENT DOCUMENTATION PROTOCOL

Dear Consultants

Please find the Client Documentation Protocol outlined below.

Kindly ensure that **ALL** directives have been followed when assisting your client in completing the relevant client documentation and before submission of your client's documentation to the BC Funding Solutions Funding team. This will avoid delays when processing and approving your client's documentation.

### A. CLIENT APPLICATION PACK SUBMISSION

#	Document	Checklist	Directive
1	Reserve Form	Head Consultant:	Complete the full Company or Head Consultant's name (this is for payment of commission and for correspondence purposes).
		Independent Consultant:	Complete the consultant's full name (Person who brought in the deal): E.g., Insert the Head Consultant's name should they have brought in the deal in themselves alternatively insert the Sub Consultant's name should they have brought in the deal.
		Consultant e-mail Address	Insert the email address of the "Independent Consultant".
		Physical Address	Indicated address on the Reserve Form must correspond to the proof of residential address submitted. The physical address would be the residential address where the individual resides and not the postal or any other address.
		Source of Funds	Is used to determine the source of the funds that are being used to facilitate the financial transaction. Only valid reasons will be accepted such as e.g., Income, Investment pay-out, Property Sale, Vehicle Sale, Savings, Tax rebate, Re-deployment of funds.
		Authorised Representative:	To be completed in case of a:



			<ul style="list-style-type: none"> <li>• Minor (under the age of 18);             <ul style="list-style-type: none"> <li>- Biological parent; or</li> <li>- Adoptive parent (Court order is required); or</li> <li>- Legal Guardian (Court order is required).</li> </ul> </li> <li>• Trust;</li> <li>• Company / Close Corporation; or</li> <li>• Stokvel.</li> </ul> <p><b>Note:</b> Full names and ID number of the authorised representative must be completed in the sections indicated on the Reserve form. In the case of a minor should the Legal Guardian not be the biological mother or father of the minor, then a certified copy of a High Court Order confirming legal guardianship must be provided.</p>
		Signature:	<ul style="list-style-type: none"> <li>• <u>Only</u> the client must initial in the initial block provided and sign where indicated;</li> <li>• In the case of a minor (dependent on age: Refer to section “A” item 3, the FICA section, in respect of minors), Trust, Company or Stokvel the authorised representative must sign and initial all documentation;</li> <li>• In the case of Dual Individuals, all individuals must sign and initial all documentation, except where a special power of attorney has been signed by all individuals authorising one individual to sign on behalf of all individuals.</li> </ul>
		Original:	Refer to section “C” of the Client Documentation Protocol below. This section outlines which type of signatures are deemed as accepted as the original signature by BC Funding Solutions.
		Powered Wealth Clients:	If the Debit Order date selected is the <b>5<sup>th</sup></b> : Signed Reserve Form, MOU and FICA documents are to be submitted to and approved by BC Funding Solutions by <b>COB on the 15<sup>th</sup> of the previous month.</b>
		Powered Wealth Clients:	If the Debit Order date selected is the <b>25<sup>th</sup></b> : Signed Reserve Form, MOU and FICA documents to be submitted to and approved by BC Funding Solutions by <b>COB on the 5<sup>th</sup> of the current month.</b>
2	<b>Memorandum of Understanding (MOU)</b>	Signature:	<ul style="list-style-type: none"> <li>• Both the client AND consultant must initial in EVERY initial block and sign in full where indicated;</li> <li>• In the case of a minor (dependent on age: Refer to section “A” item 3, the FICA section (in respect of minors), Trust, Company or Stokvel the authorised representative must sign and initial all documentation;</li> </ul>



			<ul style="list-style-type: none"> <li>In the case of Dual Individuals, all individuals must sign and initial all documentation, except where a special power of attorney has been signed by all individuals authorising one individual to sign on behalf of all individuals.</li> </ul>
		Original:	Refer to section “C” of the Client Documentation Protocol below. This section outlines which type of signatures are deemed as accepted as the original signature by BC Funding Solutions.
3	<b>FICA</b> <b>(All documents must not be older than three-months and / or must not be certified more than three-months ago)</b>	Individual:	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>Certified clear copy of the client's ID document or copy of back and front of ID smart card (Driver's licenses <u>will not</u> be accepted), Passport or Birth Certificate;</li> <li>Proof of client's residential address in the client's name (Not older than three-months) alternatively where a client does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>Proof of bank details in the client's name (Not older than three-months);</li> <li>PEP (Politically exposed person) declaration form signed and dated (Not older than three-months);</li> <li>Source/Origin of Funds Declaration; and</li> <li>Certified marriage certificate copy should the surname differ on the supporting documents to that of the Reserve form and/or submitted ID copy.</li> </ol>
		Dual Individuals	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>Certified clear copy of all individuals' IDs document or copy of back and front of ID smart card (Driver's licenses <u>will not</u> be accepted), Passport or Birth Certificate;</li> <li>Proof of all individuals residential address in their personal names (Not older than three-months) alternatively where a client does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>Proof of bank details in the client's name (Not older than three-months);</li> <li>PEP (Politically exposed person) declaration form signed and dated (Not older than three-months);</li> <li>Source/Origin of Funds Declaration;</li> <li>The Client Application form and Sale of Claims Agreement is to be signed by all parties thereto unless one individual has been mandated on behalf of the collective to sign the Sales of Claims Agreement then the power of attorney document must be signed and submitted; and</li> <li>Certified marriage certificates copies should the individuals' surnames differ on the supporting documents to those on the Reserve Form and/or submitted ID copy.</li> </ol>



		<p>Minor: (Under the age of 7)</p>	<p>The Legal Guardian's signature and initials are relevant as the minor does not have contractual capacity to enter into the transaction on his/her own behalf. The agreement will be in the minor's name and the authorised signatory will sign on their behalf.</p> <p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certified clear copy of authorised representative ID document or copy of back and front of ID smart card (Driver's licenses <u>will not</u> be accepted), Passport or Birth Certificate;</li> <li>2. Authorised representative's proof of residential address in their name (Not older than three-months) alternatively where the authorised representative does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>3. Proof of address of Minor (where a client does not have a generally accepted proof of address the Legal Guardian must provide a letter confirming the Minor's residential address or a Co-Habitant Form);</li> <li>4. Certified clear copy of minor's ID copy or a copy of back and front of ID smart card / unabridged Birth Certificate / Passport;</li> <li>5. Proof of bank details of minor or authorised representative (Not older than three-months);</li> <li>6. Consent letter from authorised representative;</li> <li>7. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months);</li> <li>8. Source/Origin of Funds Declaration;</li> <li>9. If applicable, a certified copy of a High Court Order confirming legal guardianship must be provided; and</li> <li>10. If applicable, a certified copy of a High Court order confirming that the client is an emancipated minor.</li> </ol>
		<p>Minor (Over the age of 7)</p>	<p>The Minor's signature and initials are relevant but will require the assistance and consent of the Legal Guardian as the minor has limited contractual capacity to enter into the transaction in his/her own name. The signature and initials of either the minor or the Legal Guardian are acceptable on all documentation.</p> <p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certified clear copy of authorised representative ID document or copy of back and front of ID smart card (Driver's licenses <u>will not</u> be accepted), Passport or Birth Certificate;</li> </ol>



			<ol style="list-style-type: none"> <li>2. Authorised representative's proof of residential address in their name (Not older than three-months) alternatively where the authorised representative does not have a generally accepted proof of address, a Co-Habitant form must be completed and signed;</li> <li>3. Proof of address of Minor (where a client does not have a generally accepted proof of residential address the Legal Guardian must provide a letter confirming the Minor's residential address or a Co-Habitant Form);</li> <li>4. Certified clear copy of minor's ID copy or a copy of back and front of ID smart card / unabridged Birth Certificate / Passport;</li> <li>5. Proof of bank details of minor or authorised representative (Not older than three-months);</li> <li>6. Consent letter from authorised representative;</li> <li>7. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months);</li> <li>8. Source/Origin of Funds Declaration;</li> <li>9. If applicable, a certified copy of a High Court Order confirming legal guardianship must be provided; and</li> <li>10. If applicable, a certified copy of a High Court order confirming that the client is an emancipated minor.</li> </ol>
		Trust:	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certified copy of official Letters of Authority or court order from the Master of the High Court;</li> <li>2. Certified copy of Trust Deed registered at the Master of the High Court, which Trust Deed will be checked by the Legal department to ascertain ability to enter into this transaction without amendment.</li> <li>3. Certified clear copies of each of the trustees' AND beneficiaries' ID document or copy of back and front of ID smart card (Driver's licenses will not be accepted), Passport or Birth Certificate;</li> <li>4. Authorised signatory's proof of residential address (Not older than three-months) alternatively where the authorised representative does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>5. Proof of registered address of the Trust (not older than three-months);</li> <li>6. Proof of bank details (Trust's Bank Account) (Not older than three-months);</li> </ol>



			<ol style="list-style-type: none"> <li>7. Trustee resolution authorising one Trustee or representative to enter into the transaction on behalf of the Trust (Signed by all appointed trustees as outlined in the Trust Deed and/or Letters of Authority and on or before the date of the signed client Reserve Form and Memorandum of Understanding);</li> <li>8. SARS tax return indicating that the Trust is registered to pay tax and the address thereof;</li> <li>9. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months); and</li> <li>10. Source/Origin of Funds Declaration.</li> </ol>
		Private Company (Pty) Ltd:	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certificate of Company registration (e.g., COR14; CM 1);</li> <li>2. Memorandum of Incorporation (MOI);</li> <li>3. Director resolution in accordance with MOI authorising a director or representative to enter into transaction on behalf of the company and sign all documents (Signed on or before the date of the client Reserve Form and Memorandum of Understanding);</li> <li>4. Certified clear copies of <b>ALL</b> directors' ID document or copy of back and front of ID smart card (Driver's licenses <u>will not</u> be accepted), <u>Passport or Birth Certificate</u>;</li> <li>5. Proof of registered address reflecting the name and physical address of the Company (Not older than three-months) alternatively where a client does not have a generally accepted proof of address, a signed letter on a valid letterhead from the client's auditors/registered accountant/accounting officer confirming the address must be submitted;</li> <li>6. Proof of bank details of Company's bank account (Not older than three-months);</li> <li>7. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months); and</li> <li>8. Source/Origin of Funds Declaration.</li> </ol>
		Closed Corporation (CC)	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certificate of Company registration (e.g., CK 1);</li> <li>2. CK 1 (Close corporation founding document);</li> <li>3. CK 2 (If applicable);</li> <li>4. Certified clear copies of ALL members' ID documents or copies of back and front of ID smart cards (Driver's licenses <u>will not</u> be accepted), <u>Passport or Birth Certificate</u>;</li> <li>5. Proof of registered address reflecting the name and physical address of the CC (Not older than three-months) alternatively where a client does not have a generally accepted proof of address, a signed</li> </ol>



			<p>letter on a valid letterhead from the client's auditors/registered accountant/accounting officer confirming the address must be submitted;</p> <ol style="list-style-type: none"> <li>6. Proof of bank details of CC (Not older than three-months);</li> <li>7. Members Resolution authorising a member or representative to enter into transaction on behalf of the CC and sign all documents (Signed on or before the date of the client Reserve Form and Memorandum of Understanding);</li> <li>8. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months); and</li> <li>9. Source/Origin of Funds Declaration.</li> </ol>
		Sole Proprietor	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certified clear copy of sole proprietor's ID document or copy of back and front of ID smart card (Driver's licenses <u>will not</u> be accepted), <u>Passport or Birth Certificate</u>;</li> <li>2. Proof of sole proprietor's residential address in their name which includes the Trading name (Not older than three-months) alternatively where a client does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>3. Proof of sole proprietor or Trading name bank details;</li> <li>4. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months);</li> <li>5. Source/Origin of Funds Declaration; and</li> <li>6. Certified marriage certificate copy should the sole proprietor's surname differ <u>on the supporting documents</u> to that of the Reserve form and/or ID copy.</li> </ol>
		Stokvel (Only accepted if registered by recognised and registered constitution for a Stokvel):	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certified clear copies of each members' ID documents or copies of back and front of ID smart cards (Driver's licenses <u>will not</u> be accepted), <u>Passport or Birth Certificate</u>;</li> <li>2. The certified copy of the signed constitution / founding document of the Stokvel;</li> <li>3. A copy of the document listing of all the active members of the Stokvel (Inclusive of all members' full names, ID Numbers, residential addresses and contact numbers);</li> <li>4. Stokvel member resolution authorising a member or representative to enter into transaction on behalf of the Stokvel and sign all documents (Signed on or before the date of the client Reserve form and Memorandum of Understanding in accordance with the Stokvel constitution or founding document);</li> </ol>



		<ol style="list-style-type: none"> <li>5. Authorised signatory's proof of residential address (Not older than three-months) alternatively, where a client does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>6. Proof of bank details for the stokvel's account (Not older than three-months);</li> <li>7. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months); and</li> <li>8. Source/Origin of Funds Declaration.</li> </ol>
	Foreign Applications (Without SA Bank Account)	BC Funding Solutions will review this form of client application on request and a case-by-case basis. The Foreign Account Tax Compliance Act is to be considered for potential Clients from the United States
	Foreign Applications (With SA or Common Monetary Area (CMA) Bank Account)	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certified clear copy of client's ID document, copy of back and front of ID smart card (Driver's licenses will not be accepted), <u>Passport or Birth Certificate</u>;</li> <li>2. Proof of client's residential address in the client's name (Not older than three-months) alternatively where a client does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>3. Proof of South African bank details in the client's name (Not older than three-months);</li> <li>4. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months);</li> <li>5. Source/Origin of Funds Declaration; and</li> <li>6. Certified marriage certificate copy should the surname differ to that of the Reserve Form and/or ID copy.</li> </ol>
	Politically Exposed Persons (PEP)	<p><b>We require:</b></p> <ol style="list-style-type: none"> <li>1. Certified clear copy of the client's ID document or copy of back and front of ID smart card (Driver's licenses will not be accepted), Passport or Birth Certificate;</li> <li>2. Proof of client's residential address in the client's name (Not older than three-months) alternatively where a client does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>3. Proof of bank details in the client's name (Not older than three-months);</li> <li>4. PEP (Politically exposed person) declaration form signed and dated (Not older than three-months);</li> <li>5. Source/Origin of Funds Declaration; and</li> <li>6. Certified marriage certificate copy should the surname differ on the supporting documents to that of the Reserve form and/or submitted ID copy.</li> </ol>





4	<p><b>Additional Information regarding supporting documents (KYC – Know your Client).</b></p>	Banking Details	<p><b>Note:</b> Applications where the bank account details differ to the client's details will be not be accepted and will only be considered for review by the Legal and/or Compliance Divisions in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Where the Bank Account is the Client's Spouse's Bank Account;</li> <li>2. Where the Bank Account is the Legal Guardian's Bank Account in cases of an application on behalf of a Minor (Biological, adoptive or child of a Legal Guardian);</li> <li>3. Should the Legal Guardian not be Client is the Sole Proprietor.</li> </ol> <p>Should the Legal and/or Compliance Division provide authorisation that the bank account details may differ for the above examples and are deemed acceptable, the client must provide the following FICA requirements for the individuals whose banking details are reflecting on the Reserve Form:</p> <ol style="list-style-type: none"> <li>1. Certified clear copy of ID document or copy of back and front of ID smart card (Driver's licenses <u>will not be accepted</u>), <u>Passport or Birth Certificate</u>;</li> <li>2. Proof of residential address (Not older than three-months) alternatively where a client does not have a generally accepted proof of residential address, a Co-Habitant form must be completed and signed;</li> <li>3. Proof of banking details (Not older than three-months);</li> <li>4. Consent letter which provides consent that the Lender can use the third parties bank account; and</li> <li>5. Source/Origin of Funds Declaration.</li> </ol>
		Proof of Residential Address	<p><b>Note:</b> The proof of residential address submitted needs to correspond with the residential address provided on the client's Reserve form and be in the client's name. Examples of proof of residence are as follows:</p> <ul style="list-style-type: none"> <li>• A municipal bill (not older than 3-months old);</li> <li>• A bank statement (not older than 3-months old);</li> <li>• Signed lease or rental agreement (less than one year old);</li> <li>• Credit account statement (not older than 3-months old);</li> <li>• Home loan statement (less than six-months old);</li> <li>• Official SARS document (less than one year old);</li> <li>• Long/short term insurance policy documents (less than one year old);</li> <li>• Motor vehicle registration/license documents (less than one year old);</li> </ul>



			<ul style="list-style-type: none"> <li>• Television license renewal confirmation letter (less than one year old); and/or</li> <li>• Co-Habitant Form (not older than 3-months old).</li> </ul> <p><b>Note:</b> Should the client's name not be on the proof of residential address, a confirmation letter from the co-habitant or third party is required to confirm the client's proof of residence.</p> <p>The following supporting documents from the Co-Habitant or third party must be submitted together with the signed Co-Habitant form in case of individuals:</p> <ol style="list-style-type: none"> <li>1. Proof of address (not older than three-months old); and</li> <li>2. Certified clear copy of co-habitant or third-party ID document, copy of back and front of ID smart card or passport (Driver's licenses <u>will not</u> be accepted), <u>Passport or Birth Certificate</u>.</li> </ol> <p>*A Co-Habitant template can be requested from BC Funding Solutions.</p>
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**B. CLIENT DEPLOYMENT PACK SUBMISSION**

1	<b>Sales of Claim Agreement (SOCA)</b>	Signature:	<u>Only</u> the client must initial in every initial block and sign where indicated.
		Signed <u>at</u> :	<ul style="list-style-type: none"> <li>• Please ensure that the client has indicated where he / she has signed the document <b>AND</b> the day and month on which he / she signed the document. BC Funding Solutions will not accept SOCA's where this section has not been completed in full;</li> <li>• In the case of Dual Individuals, all individuals must sign and initial all documentation, except where a special power of attorney has been signed by all individuals authorising one individual to sign on behalf of all individuals.</li> </ul>
		Original:	Refer to section "C" of the Client Documentation Protocol below. This section outlines which type of signatures are deemed as accepted as the original signature by BC Funding Solutions.
2	<b>Debit Order Instruction</b>	Debit Order:	<p>The Debit Order will only go off once a correctly signed SOCA <b>AND</b> Debit Order Instruction document have been submitted correctly and timeously (as per below).</p> <p>Signed Debit Order instruction document and SOCA must be submitted at least four working <b>days prior to the Debit Order date</b>. Failure to do so will result in possible cancellation of the client's application.</p>
		Signature:	<ul style="list-style-type: none"> <li>• <u>Client and consultant</u> must initial in <b>EVERY</b> block and sign where indicated; and</li> </ul>



		<ul style="list-style-type: none"> <li>In the case of Dual Individuals, all individuals must sign and initial all documentation, except where a special power of attorney has been signed by all individuals authorising one individual to sign on behalf of all individuals.</li> </ul>
	Original:	Refer to section “C” of the Client Documentation Protocol below. This section outlines which type of signatures are deemed as accepted as the original signature by BC Funding Solutions.

**C. SIGNATURE TYPES**

1	<b>SIGNATURE TYPES</b>	1. “Wet” signatures	Accepted however original signed documents are required to be handed in at the BC Funding Solutions office.
		2. Digital signature with Encryption (date and time stamped/audit trail)	Emailed versions are accepted for consideration.
		3. Digital signature created on the portal	Versions created on the portal are accepted.
		4. Digital Signature without Encryption	<ul style="list-style-type: none"> <li>a. Emailed versions of the client application (Reserve/MOU) will be accepted; however</li> <li>b. This form of signature <b>will not be accepted</b> on the <b>Sale of Claims Agreement and Debit Order Instruction</b>. The client can use either 1 to 3 signature types as indicated above.</li> </ul>

**D. CLIENT DOCUMENT AMENDMENTS**

1	<b>CLIENT DOCUMENT AMENDMENTS</b>	1. Client Application (Reserve Form & MOU)	Any changes made to the Reserve Form and MOU must under all circumstances be initialled by both the client and the independent consultant at each section where a change has been made. Failure to do so will result in the client application not being approved and the cash custodian code not being allocated.
		2. Sale of Claims Agreement (SOCA)	Any changes to the Sale of Claims Agreement must under all circumstances be initialled by the client at each section where a change has been made. Failure to do so will result in the Sale of Claims agreement not being approved.
		3. Debit Order Instruction (DOI)	Any changes made to the Debit Order Instruction must under all circumstances be initialled by both the client and the witness at each section where a change has been made. Failure to do so will result in the Debit Order Instruction not being approved.

\*\*\*END OF DOCUMENT\*\*\*