



**EXPRESSION OF INTEREST:**

<b>POTENTIAL RESPONDERS ARE REQUIRED TO NOTIFY THE LAND BANK SUPPLYCHAIN DEPARTMENT VIA E-MAIL OF THEIR INTENTION TO TENDER FOR THE ABOVE MENTIONED TENDER</b>
<b>NOTIFICATION OF INTENT TO BID FOR THIS TENDER WILL ALLOW THE SUPPLY CHAIN DEPARTMENT TO SHARE ANY INFORMATION THAT MAY BECOME AVAILABLE POST INVITATION</b>
<b>POTENTIAL BIDDERS ARE TO SUBMIT THE FOLLOWING DETAILS VIA E-MAIL TO <a href="mailto:NMAHARAJ@LANDBANK.CO.ZA">NMAHARAJ@LANDBANK.CO.ZA</a></b>
<b>NAME OF COMPANY:</b>
<b>CONTACT PERSON(S):</b>
<b>PHONE:</b>
<b>CSD REGISTRATION NUMBER:</b>
<b>BBBEE LEVEL:</b>
<b>E-MAIL ADDRESS:</b>



**REQUEST FOR INFORMATION**

**RFI02/03/23**

**REQUEST FOR INFORMATION FOR A CROP  
INSURANCE ADMINISTRATION SYSTEM**

The Land and Agricultural  
Development Bank of South Africa  
P O Box 375 Pretoria 0001  
272 Lenchen Avenue, Lakefield Office Park,  
Building A 1<sup>st</sup> Floor, Die Hoewel CENTURION  
Telephone (012) 686 0500 Toll-free  
0800 00 52 59  
E-mail address: [info@landbank.co.za](mailto:info@landbank.co.za) Web  
address: [www.landbank.co.za](http://www.landbank.co.za)  
**Registered credit provider: Reg  
number NCRCP18**

**Directors:** Ms R Nkosi (Chairperson), Mr AL Makenete (Deputy Chairperson), Mr KH Mukhari (Acting Chief Executive Officer), Ms ME Makgatho, Prof JF Kirsten, Ms TN Mashanda, Ms NP Motshegoa, Ms D Maithufi, Ms E Pillay, Dr MM Tom and Mr DW Van der Westhuizen

Ms Z Klaasen (Acting Chief Financial Officer) and Mr Mashumi K Mzaidume (Company Secretary)



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## **1. REQUEST FOR INFORMATION**

RFI Reference	RFI02/03/23
Title of this RFI	EXPRESSION OF INTEREST FOR A CROP INSURANCE ADMINISTRATION SYSTEM
Issue Date	09 March 2023
RFI Closing Time & Date	30 March 2023, 11:00
Delivery Address	Land Bank Head Office
	272 Lenchen Avenue
	Lakefield Office Park
	Building A – 1 <sup>st</sup> Floor; Die Hoewes
	Centurion
Originals to be submitted	1 Original proposal
Copies to be submitted	<b>1 soft copy (USB)</b>
Tender Validity Period	n/a



## **2. OVERVIEW OF LAND BANK**

Land Bank was established in 1912 and is a wholly owned government owned Development Finance Institution with the sole mandate of financing agricultural development to achieve food security and to drive economic growth and development in South Africa. The bank is charged with the promotion of agricultural and rural development as well as providing a range of financial products to farmers and agribusiness. Land Bank Insurance Company SOC Ltd (LBIC) and Land Bank Life Insurance Company SOC Ltd (LBLIC) complement the Bank's financial services by providing insurance and risk management solutions to the agricultural community.

The broad mandate, as expressed in the Land Bank Act, covers 11 objectives:

- Equitable ownership of agricultural land, in particular the increase of ownership of agricultural land by historically disadvantaged persons
- Agrarian reform, land redistribution or development programme aimed at historically disadvantaged persons
- Land access for agricultural purposes
- Agricultural entrepreneurship
- Removal of the legacy of racial and gender discrimination in agriculture
- Enhancing productivity, profitability, investment and innovation
- Growth of the agricultural sector and better use of land
- Environmental sustainability of land and related natural resources
- Rural development and job creation
- Commercial agriculture
- Food security

## **3. INFORMATION REQUEST**

Information is requested from interested persons, companies, close corporations or enterprises [hereinafter referred to as the Respondent(s)] to supply the below mentioned information to Land Bank.

This RFI is intended to establish the types of systems / solutions within the market for a Crop Insurance Administration system / solution and invite Respondents showcase their systems / solutions to the Land Bank.

Land Bank will not accept any proposals in this RFI process and will not be obligated to accept proposals in any subsequent RFP process which may be issued hereafter.

Your submission should include, in detail, the offerings of the solution as per the scope of work below, and the costing of the offering. From the RFI and response and/or submissions thereto, Land Bank reserves the right to compile an RFP document which will include an indicative schedule of activities and timelines.



In responding to this RFI, Land Bank encourages all RFI Respondents to put their best effort into the construction and development of the proposal.

#### **4. DISCLAIMER**

Respondents are hereby advised that Land Bank is not committed to any course of action as a result of its issuance of this RFI and/or its receipt of submissions in response to it. In particular, please note that Land Bank reserves the right and at its sole and full discretion to:

- a) Utilise any information provided to it in response to this RFI to draft the scope of requirements for inclusion in an RFP, unless it is specifically stated as Intellectual Property;
- b) Take no further action whatsoever, if it so decides;
- c) Withdraw from this process and the provisions of this project at any time;
- d) Select the RFI and RFP participants based on Land Bank's criteria;
- e) Change the dates of adjudication and submission;
- f) Not invite RFI respondents for further participation in the RFP process;
- g) Not bind itself to accept any or all of the RFIs;
- h) Increase or decrease the quantities/scope as indicated in the RFI;
- i) Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Land Bank to do so;
- j) Request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
- k) Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it.

Kindly note that Land Bank will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

#### **5. SCOPE OF WORK**

##### **5.1 BACKGROUND**

The Land Bank Insurance Company (SOC) Ltd, herein referred to as LBIC requires the services of a suitable, professional and authorised insurance system provider to provide an existing solution for a crop insurance administration system. LBIC is a wholly owned subsidiary of the Land and Agricultural Development Bank of South Africa, which promotes, facilitates and supports the development of the agriculture sector in South Africa. LBIC is an insurance company mandated to provide insurance and risk management solutions to the agricultural community as per the mandate from the Minister of Finance and the Land Bank Act No. 15 of 2002. LBIC's directive is limited to operate within the boundaries of the agricultural sector, which by description, classifies us as niche players in a specialised industry. Its clients include companies, trusts, big and small farmers and rural entrepreneurs.



## **5.2 BUSINESS DRIVERS**

LBIC seeks to implement an appropriate crop management system to improve its processing capacity, client servicing and introduce an appropriate level of automation in its management processes and business administration. This is aligned to the organisation's Data Management Framework, which includes appropriate strategies, policies, systems, processes and controls relating to the processing and storage of any LBIC data.

## **5.3 SCOPE OF WORK**

The following Information Technology (IT) and Crop Insurance Administration services are required from the solution / system:

### **5.3.1 Insurance System Modules**

- The system must be able provide the all the basic insurance system modules such as:
  - Policy Management Module
    - Quotations
    - Client underwriting, including crop type, district, and insured perils.
    - Indexing of client policy documents
    - Notification letters
    - Policy amendments/endorsements
    - Ratings tables and/or Interface with Actuarial rating and deductibles tool.
  - Accounts Management Module
    - Handling of monthly and annual client billing
    - Premium allocations to individual client ledger
    - Commission calculation
    - Reinsurance Premium and cessions
    - Sasria calculation
    - Sasria Commissions
    - Premium accounts reconciliation
  - Claims Management Module
    - Notification and Lodging of claims
    - Indexing of claim documents
    - Capturing claim assessments
    - Claim estimations
    - Authorising of claims
    - Claim status
  - Reinsurance Management Module
    - Calculation of reinsurance proportion
    - Reinsurance recoveries
    - Reinsurance reconciliation
  - Reporting Module
    - Claims Reports
    - Underwriting Reports
    - Reinsurance Reports
    - Regulatory Reporting (Prudential and Market Conduct)



- Financial Reporting
  - Policy Reports
- General Module
  - Workflow Management
  - Complaints and Query Management
  - Task Management
  - Notification and Escalation Management
  - BI Reporting (Data Models, Reporting, etc.)
- CRM

### **5.3.2 System Requirements**

- Integration with Microsoft AD (User accounts and email)
- Hardware and Operating System requirements. (Fileserver size and can it work in a virtualised environment)
- What connections to the Internet would be needed (Data feeds)
- The Land Bank runs a SQL Server – Database Management System environment
- The system must be hosted internally within the Land Bank data centre
- System Integration – The system must be able to interface with other system including, but not limited to:
  - Onbase – Electronic Documents and Records Management System (EDRMS)
  - CRM – SharePoint Platform
  - SAP – ECC

### **5.3.3 Governance**

- Compliance with CIA principles in relation to information security
- Segregation of duties on the system insofar as workflow and escalation of tasks and handling of day-to-day queries.

### **5.3.4 Client Portals and Data Security**

#### **5.3.5 Sales Distribution Channels**

- Provide portal for direct and indirect sales and distribution channels
  - Broker portal for product selling
  - Direct portal for client

#### **5.3.6 Claims Lodging**

- Provide portal that will allow clients to lodge claims
  - Notification and Lodging of claims
  - Claim status



### Requirements and Evaluation Criteria

Land Bank wishes to engage with potential bidders interested in showcasing and providing a Demo of their Crop Insurance Administration system / solution available.

In order to be invited to showcase the bidder's system / solution, the following pre-qualifiers must be met;

Pre-Qualifying Criteria (Evidence must be provided)	Response	
Existing off the shelf Crop Insurance Management System	Yes	No
Submission of a PowerPoint presentation highlighting the key features/attributes of the insurance administration system	Yes	No
System should be able to integrate with various platforms	Yes	No
Has a pricing been submitted	Yes	No

**Should any of the above pre-qualifiers be answered no, or evidence not provided, the Land Bank reserves the right to not invite the Respondent to demo their system / solution.**

### 6. SUBMISSION REQUIREMENTS

- Any service provider requiring clarification on any matter whatsoever, including questions relating to the specifications required of the service provider to perform this project or the tender and evaluation process must do so via e-mail and address such request to [nmaharaj@landbank.co.za](mailto:nmaharaj@landbank.co.za) (Nikita Maharaj)
- Proposals may be deposited in or couriered to the tender box at the reception area of Land Bank Head Office, 272 Lenchen Avenue, Building A First Floor, Lakefield Office Park, Die Hoewes, Centurion on or before 30 March 2023, 11:00am



ANNEXURE A

**Vendor information sheet**

SAP Registration number \_\_\_\_\_

1. Registration name of company \_\_\_\_\_

2. Company registration number \_\_\_\_\_

3. VAT number \_\_\_\_\_

4. Company details	Street address	Postal address
Building/complex _____	PO Box _____	
Street name _____	City _____	
Suburb _____	Code _____	
City _____	Suburb _____	
Code _____		
Telephone no _____	<b>Contact person</b> _____	
Fax no _____	<b>Direct Tel</b> _____	
E-mail _____	<b>Direct Fax</b> _____	

5. Payment terms \_\_\_\_\_

6. Payment must be made in (currency) \_\_\_\_\_

7. Bank detail Please attach banking details on an original letterhead signed by CEO/Director/s appearing on the letterhead.

Bank name _____	Branch _____
Type of account _____	(eg. Current account; Cheque account, Savings account, e.t.c)
Account number _____	Branch code _____

8. Contact person for Account queries	Name <u>Ms. Jeanette Raphalalani</u>
Cell no _____	Tel no <span style="border: 1px solid black; padding: 2px;"> </span>
E-mail <u>njraphala@landbank.co.za</u>	Fax no _____

9. How much is the company's annual turnover? : R \_\_\_\_\_

10. Share holding - (Please list Share holders with their % of share holding)

Title	Name	Identity number	Race	% share holding

11. Business indicator - mark with (X) in the bracket			
HDP - Historically Disadvantaged Persons ( )	INT - International business ( )		
EXB - Existing business ( )	JVB - Joint venture business ( )		

12. Additional

List the commodities / service that you currently supply to Land Bank

Currently providing	Can provide

I the undersigned, confirm that the information provided on this vendor information sheet is accurate and contains no misrepresentations or omissions, and is based on current information known to me. I also undertake to immediately inform the Land Bank of any changes to the above furnished information. The Land Bank is hereby allowed to verify any of the details provided.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY (LAND BANK)**

Procurement Department

Name &amp; Signature \_\_\_\_\_

Date: \_\_\_\_\_



**ANNEXURE B  
BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## ANNEXURE C

### CONVENANT OF INTERGRITY

I, the undersigned,

\_\_\_\_\_ (Full Names)

do hereby make oath and state as follows:

1. I am:

1.1. an adult male/female aged \_\_\_\_\_;

1.2. presently employed as/carrying on business as \_\_\_\_\_ situated at \_\_\_\_\_.

2. The facts stated herein are both true and correct and within my personal knowledge and belief unless otherwise stated.

3. I hereby confirm that:

3.1. I am duly authorised to depose to this affidavit;

3.2. neither myself nor anyone acting on behalf of the tenderer is, or will be, engaged in any Prohibited Practice as defined in 4 below in connection in respect of any tendering process or in the provision of services and/or goods;

3.3. I will immediately inform Land bank of any instance of any such Prohibited Practice which comes to my attention and/or the attention of the tenderer and/or its employees or agents concerning the following;

3.3.1. if any of the tenderer's directors, employees or agents has been convicted in any court for any offence involving a Prohibited Practice in connection with any tendering process and/or the provision of goods or services during the 5 (five) years immediately preceding the date of this affidavit; and/or

3.3.2. if any of the tenderer's directors, employees or agents is dismissed or resigns from the tenderer's employment on grounds of being implicated in any Prohibited Practice.

3.4. I will provide Land Bank with full details of such conviction, dismissal or resignation and the measures taken to ensure that neither the tenderer nor any of its directors, employees or agents commits any Prohibited Practice in future.

3.5. In the event that the tenderer is awarded any business by land bank, the tenderer grants Land bank or its employees and/or agents the right of inspection of its records. The tenderer shall preserve such records in accordance with applicable law but in any case for at least 3 (three) years after conclusion of each transaction contemplated under the Request for Tender.

4. I acknowledge that for all purposes under this affidavit, the following terms and/or expressions



below shall bear the meanings set out hereunder:

- 4.1. "Corrupt Practice" means the offering, giving or promising of any improper advantage to influence the action of a Public Official, or the threatening of injury to his person, employment, property, rights or reputation, in connection with any procurement process or in the execution of any contract in order that any person may obtain or retain business improperly or obtain any other improper advantage in the conduct of business;
  - 4.2. "Fraudulent Practice" means a dishonest statement or act of concealment which is intended to, or tends to, improperly influence the procurement process or the execution of a contract to the detriment or potential detriment of land bank or is designed to establish tender prices at non-competitive levels and/or to deprive land bank of the benefits of fair and open competition, and includes collusive practices (whether before or after tender submission) among tenderers or between a tenderer and a consultant or any employees or agents of Land bank;
  - 4.3. "Public Official" means any person holding a legislative, administrative, managerial, political or judicial post in any country, or exercising any public function in any country or a director or employee of a public authority or of a legal person controlled by a public authority of any country, or a director or official of a public international organisation; and
  - 4.4. "Prohibited Practice" means an act that is either a Corrupt Practice or a Fraudulent Practice.
5. I/We consent that Land Bank will process (by collecting, using, storing or otherwise dealing with) my/our personal information and that of third parties which I/we provide, for the purposes of providing services and products to me/us. The personal information will be processed in accordance with the requirements of the law. All personal information I/we provide to Land Bank is given voluntarily. However, if I/we withhold any personal information requested; withhold consent for or object to the processing of my/our personal information, this may result in Land Bank not establishing or continuing a relationship.

\_\_\_\_\_  
DEPONENT

Thus done and signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_,

the Deponent having acknowledged that:

1. he/she knows and understands the contents of this declaration;
2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.



Commissioner of Oaths Stamp	<hr/> <p>COMMISSIONER OF OATHS</p> <hr/> <p>FULL NAMES</p> <hr/> <p>CAPACITY</p> <hr/> <p>BUSINESS ADDRESS</p>
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## ANNEXURE D

Land Bank, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001(FICA).

Know Your Customer (KYC) documents are required for each client transaction. The requirements for each entity type are listed below.

### Individuals

- Green, bar-coded Identity document (**also used for PEPs/Sanctioned screening purposes**) if not available valid reason why identity document could not be provided together with a valid Passport or valid driver's licence
- Valid Passport ( for foreign nationals)
- Proof of physical residential address
- Authority to act (if applicable) : power of attorney / letter of appointment from the court and Identity document, physical residential address and contact details of persons authorised to act
- Birth certificate (for minors under 18 years) and proof of authority (where minor is assisted by legal guardian)

### Unlisted Companies

#### South African

- Certificate of Incorporation (CM1 or CoR 15.1/CoR 14.1)
- Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- Notice of Registered Office and Postal Address (CM22 or CoR 21)
- Current list of Directors (CM29 or CoR 39) (**also used for PEPs/Sanctioned screening purposes**)
- Authority to act : Directors' Resolution and/or Delegation of Authority
- In respect of the Principal Executive Officer , each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights of the company:
  - Certified copy of the Identity document
  - residential address and contact details
- Proof of physical business address and trading/operating name
- **Beneficial ownership (warm body that owns the company) of the company. If the shareholder is another company, provide shareholder details and beneficial ownership. Process continues till we establish the ultimate beneficial owner. If the shareholder is a trust, the trust deed needs to be provided to identify and verify all trustees, founders and beneficiaries to the trust.**

#### Foreign

- Official Document of Incorporation (or CoR 17.1)
- Registration Certificate (CoR 17.3)
- If trading in RSA, documents for RSA unlisted companies
- Authority to act : Directors' Resolution
- Identity document/Passport, details of physical residential address and contact details of related parties and persons authorised to act( **also used for PEPs/Sanctioned screening purposes**)
- Proof of physical business address and trading/operating name



### **Listed Companies**

- Registration Certificate (Registrar of Companies or equivalent regulator- foreign companies)
- Documentary evidence of listing (printout from the official website of the stock exchange on which the entity is listed is required)
- Authority to act : Directors' resolution
- Identity document proof of residence and contact details of persons authorised to act( **also used for PEPs/Sanctioned screening purposes**)

### **Close corporations (CC)**

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), (If applicable)
- Authority to act : Members' Resolution
- Identity document, physical residential address and contact details of each member, persons authorised to act and of the Person Exercising Executive control over the CC. ( **also used for PEPs/Sanctioned screening purposes**)
- Proof of physical business address and trade name

Conversion of Close Corporation (If a Close Corporation converts to another entity type, the following forms are applicable )

- Form CoR 18.1 – Application to convert a Close Corporation
- Form CoR 18.3 – Registration Certificate

### **Trusts**

- Trust Deed or other Founding Document
- A Foreign Trust: an official document reflecting appointment of Trustees issued by an authority in the country where the Trust is created
- Authority to act : Letter of Authority from the Master of the High Court and Trustees' Resolution
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act( **also used for PEPs/Sanctioned screening purposes**)
- Proof of registered address of Master of High Court (stamp on letter of authority)

### **Partnerships**

- Partnership Agreement
- Authority to act: Partners' Resolution
- Identity document, physical residential address and contact details of all the partners and persons authorised to act and of the Person Exercising Executive control of the partnership( **also used for PEPs/Sanctioned screening purposes**)

### **Professional partnerships**

- (Certain Partnerships consisting of more than (20) partners which are incorporated in terms of Section 30(2) of Company's Act 61 of 1963 which are recognized in terms of the relevant Government Gazettes examples are: Attorneys, Notaries and Conveyancers, Public Accountants and Auditors, Medical Practitioners, Pharmacists, Professional Engineers, Quantity Surveyors, Stockbrokers and Architect)
- Registration certificate (provide proof of registration of the partnership by a regulatory body)
- Partners Resolution (Authority to act)



- Identity document residential and contact details for Persons Authorised to Act and of the Person Exercising Executive control of the partnership (**also used for PEPs/Sanctioned screening purposes**)
- Proof of physical business address

### **PEPS**

Politically exposed person or PEP is the term used for an individual who is or has in the past been entrusted with prominent public functions in a particular country. The principles issued by the Wolfsberg Group of leading international financial institutions give an indication of best banking practice guidance on these issues. These principles are applicable to both domestic and international PEPs.

The following examples serve as aids in defining PEPs:

- Heads of State, Heads of Government and cabinet ministers;
- influential functionaries in nationalised industries and government administration;
- senior judges;
- senior political party functionaries;
- senior and/or influential officials, functionaries and military leaders and people with similar functions in international or supranational organisations;
- members of ruling or royal families;
- senior and/or influential representatives of religious organisations (if these functions are connected to political, judicial, military or administrative responsibilities).

According to the Wolfsberg principles, families and closely associated persons of PEPs should also be given special attention by a bank. The term "families" includes close family members such as spouses, children, parents and siblings and may also include other blood relatives and relatives by marriage. The category of "closely associated persons" includes close business colleagues and personal advisers/consultants to the PEP as well as persons, who obviously benefit significantly from being close to such a person.

A bank should conduct proper due diligence on both a PEP and the persons acting on his or her behalf. Similarly, KYC principles should be applied without exception to PEPs, families of PEPs and closely associated persons to the PEP.

### **Proof of physical residential/business address**

Any one of the following documents reflecting the physical/business address is acceptable :

- Utility bill (must be less than 3 months old, unless otherwise specified)
- Current lease or rental agreement
- Bank statement
- Municipal rates and taxes invoice
- Valid television licence
- Mortgage statement
- Telkom account
- Valid motor vehicle licence
- Insurance policy
- Tax return (less than 1 year old)
- Letter from bank manager, medical practitioner, accountant, or attorney, on a formal letterhead, stating that they know the client for three years and confirming physical address
- Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address
- Correspondence from a body corporate or shareblock association
- Payslip or salary advice



All address verification documents must be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g. erf/stand numbers).

**Spouse/partner**

Any of above documents for spouse, together with marriage certificate or if not available;

- Affidavit from person co-habiting with client, providing:
  - Name, identity number and physical residential address of client and co-habitant
  - Relationship between client and co-habitant
  - Confirmation that residential address is shared

**Parent:**

- Any of above documents for parent
- Must be accompanied by the child's birth certificate (for a minor)

If above documentation not available:

Visit to physical address by a Land Bank employee, or

Affidavit from client (as a last resort), providing:

- Name, identity number and physical residential address
- Confirmation that client resides at physical residential address

**Trade name (if this is not reflected on the proof of physical business address)**

Any one of the following documents reflecting the Trade Name is acceptable:

- An Original Company Letterhead
- Utility bill (less than three months old)
- Bank statement or financial statement from another financial institution (less than three months old)
- Valid lease or rental agreement (signed by all relevant parties)
- Municipal rates and taxes invoice (less than three months old)
- Mortgage statement from another financial institution (less than six months old)
- Telephone account i.e. a land-line or cell phone (less than three months old)
- An official tax return (less than one year old)
- An official tax assessment or official correspondence from the local revenue services (less than three months old)
- Valid television licence document
- A recent short-term insurance policy or a renewal letter (less than one year old)

**Definitions**

Principal Executive Officer

Refers to the principal executive officer such as the CEO, CFO, COO, MD, FD or any person who exercises executive control.

Authorised Persons

These are individuals who are authorised to act on behalf of the Company/Legal Entity and who are authorised to establish a relationship with Land Bank on behalf of the company/legal entity.



Authority of Individuals purporting to act on behalf of the Company/Legal Entity:

- Duly executed Board Resolution authorising the opening of an account/establishment of the business relationship/conclusion of the transaction and conferring authority on those who will establish the business relationship/conclude the single transaction; OR
- Certified extract of the minutes proving authority; OR
- Original letter signed by the company secretary on the official company letterhead

If a 3rd party is acting on behalf of the Client(Individual) the following is required:

- Proof of authority (i.e.) power of attorney, mandate, resolution, court order,
- Letters of appointment by the Master of the High Court
- Individual FICA above, for the person who is acting on behalf of the Client (together with all the FICA documentation of the Client)

Certified or Verified

We are required to hold originally certified/verified copies of the following documentation on record. Strictly, only clear, legible copies of identity and other documents will be accepted.

**Please provide the original or certified copies of the following documentation for each shareholder holding 25% or more of voting rights at a general meeting of the company:**

- South African (Pty) Company – Certificate of Incorporation and Notice of Registered Office and Postal Address, and a letterhead of the company;
- Listed Company – Latest Annual Report;
- Foreign Private Company: the official document reflecting the incorporation of the foreign company issued by the relevant registrar of companies or similar authority of the country of incorporation of the foreign company, reflecting the company's incorporation and bearing its name and number of incorporation and the address where it is situated for purposes of its incorporation, together with a letterhead of the company;
- Close Corporation – Founding Statement and Certificate of Incorporation and Amending Founding together with a letterhead of the close corporation.

*By submitting your information as requested above, you consent that Land Bank will process (by collecting, using, storing or otherwise dealing with) the personal information and that of third parties which is provide, for the purposes of providing services and products. The personal information will be processed in accordance with the requirements of the law. All personal information provided to Land Bank is given voluntarily. However, if you withhold any personal information requested; withhold consent for or object to the processing of the personal information, this may result in Land Bank not establishing or continuing a relationship.*