



MANDATORY REQUIREMENTS:

- Omnibus Application

The client reads and understands the Exchange Control Regulation by completing the application with the following information:

- Inserting the date.
- Inserting the Application amount for the year. The client must provide audited Financial Statements for amounts of R 5 Million and above.
- Purpose of the Facility –This would be business travel only.
- Core Business Function-This is to advise us as to what type of business they associate themselves with such as Manufacturing, Construction etc.
- Country Location- The places they will be visiting on behalf of the entity I.e. India, USA, China, Saudi Arabia.
- Forecasted trips – The number of times they will be travelling for the calendar year.
- Signature of the CEO /CFO/Acting person agreeing to the Exchange Control Regulations for the application.

- Mandate to Order

This letter must be completed by an Individual of the entity who has been selected and approved by the CEO/ CFO or acting person of the entity to place an order with Imali for business travel abroad. The authorized Individual agrees and provide their name and signature on the letter.

- Mandate to Receive

This letter must be completed by an Individual of the entity who has been selected and approved by the CEO/ CFO or acting person of the entity to take receipt of the order that was placed with Imali for business travel abroad. The authorized Individual agrees and provides their name and signature on the letter.

Mandatory Requirements:

**New client (Low Risk)**

- Original Certified Stamped Identification copy of Directors (Certification not older than a year).
- Latest CIPC showing active Directors.
- Organogram or shareholder Certificate-More than 2 Directors on CIPC.
- Audited Financial Statements (Based on the application amount).
- Valid Tax clearance certificate -Renewed after expired date.
- Bank account confirmation letter.
- Proof of business address

Additional Requirements:

- Proof of residential address older than 6 months not older than a year-Renewed Annually. For directors, and all authorized personnel

**New client (Medium Risk)**

- Original Certified Stamped Identification copy (Certification not older than a year).
- Latest CIPC showing active Directors.
- Organogram or Shareholder Certificate-More than 2 Directors on CIPC.
- Audited Financial Statements (Based on the application amount).
- Valid Tax clearance certificate -Renewed after expired date.
- Bank account confirmation letter.
- Proof of business address

Additional Requirement:

- Proof of residential address not older than 4 Months-Renewed Annually. - For directors, and all authorized personnel
- 3 Months Bank Statement.

**New client (High Risk)**

- Original Certified Stamped Identification copy (Certification not older than a year).
- Latest CIPC showing active Directors.

- Organogram and Shareholder Certificate-More than 2 Directors on CIPC.
- Audited Financial Statements (Based on the application amount).
- Valid Tax clearance certificate -Renewed after expired date.
- Bank account confirmation letter.
- Proof of business address

Additional Requirement:

- Proof of residential address not older than 3 months -Renewed Annually. For directors, and all authorized personnel
- 3 Months Bank Statement.
- Travel Schedule for per trip.

Mandatory Requirements:

**Existing client (Low Risk)**

- Proof of residential address older than 6 months, but not older than a year renewed annually. - For directors, and all authorized personnel
- CIPC update only when changes have occurred.
- Audited Financial Statements - (Based on the application amount).
- Valid Tax clearance certificate -Renewed after expired date.

**Existing Client (Medium Risk)**

- Proof of residential address not older than 4 months-renewed annually. - For directors, and all authorized personnel
- CIPC update only when changes have occurred.
- Audited Financial Statements - (Based on the application amount).
- Valid Tax clearance certificate -Renewed after expired date.
- 3 Months Bank Statement.

**Existing Client (High Risk)**

- Proof of residential address not older than 3 months- renewed annually. - For directors, and all authorized personnel
- Latest CIPC showing current active Directors.
- Audited Financial Statements (Based on the application amount).
- Valid Tax clearance certificate -Renewed after expired date.
- Bank account confirmation letter.
- 3 Months Bank Statement.
- Travel Schedule for each trip taken.