

## TENANCY APPLICATION FORM

Individual / Full Names : \_\_\_\_\_  
 Identity Document Type : \_\_\_\_\_  
 Identity Number : \_\_\_\_\_  
 Telephone Numbers : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Registration Number : \_\_\_\_\_  
 Vat Number : \_\_\_\_\_  
 Line of Business/Use of Premises : \_\_\_\_\_  
 Current Physical Business Address : \_\_\_\_\_  
 Postal Address : \_\_\_\_\_  
 Telephone Number : \_\_\_\_\_  
 Facsimile Number : \_\_\_\_\_  
 Email : \_\_\_\_\_  
 Cell : \_\_\_\_\_

### ***Company Representative***

Full Names : \_\_\_\_\_  
 Identity Number : \_\_\_\_\_

### ***Bank Details***

Account Holder Name : \_\_\_\_\_  
 Bank Name : \_\_\_\_\_  
 Branch Name and Number : \_\_\_\_\_  
 Account Number : \_\_\_\_\_  
 Contact Person at Bank : \_\_\_\_\_  
 Telephone Number : \_\_\_\_\_

### ***Trade References***

1. Name of Company : \_\_\_\_\_  
 Trade Relationship : \_\_\_\_\_  
 Telephone Number : \_\_\_\_\_

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2. Name of Company : \_\_\_\_\_  
Trade Relationship : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_

***Present Landlord***

Company Name : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Premises Address : \_\_\_\_\_  
Reason for leaving : \_\_\_\_\_

Additional Information in support of application:

I, \_\_\_\_\_, in my capacity as  
\_\_\_\_\_ declare that the above information is both true  
and correct.

Signature : \_\_\_\_\_

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

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### KYC REQUIREMENTS

In terms Know Your Customer (KYC) procedures, Landlords require to verify certain information prior to the conclusion of a lease agreement with a Tenant.

Please provide copies of the following documentation where applicable :

| TENANT                   | DOCUMENTS REQUIRED                                   | DESCRIPTION OF DOCUMENTS TO BE PROVIDED   |
|--------------------------|--|---|
| <b>Companies</b>         | Certificate of Incorporation                         |   |
|                          | Notice of registered address                         |   |
|                          | Change of Directors                                  |   |
|                          | Proof of Business address                            | Trade account (see below)   |
|                          | ID of person authorised to sign                      | Clearly visible   |
|                          | Resolution/ NGO Certificate/<br>Copy of Constitution | Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will suffice. |
| <b>Partnerships</b>      | Proof of Business Address                            | Trade account (see below)   |
|                          | ID copy all partners                                 | Clearly visible   |
|                          | ID copy of signatory                                 | Only if not a partner in the partnership  |
|                          | Resolution   | Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will suffice. |
| <b>Trusts</b>            | Letter of authority                                  | Must bear official stamp  |
|                          | * Copy of Trust Details                              | To determine if authorised to enter into lease.   |
|                          | Proof of Business Address                            | Trade account (see below)   |
|                          | ID copy of signatory                                 | Clearly visible   |
|                          | Resolution   | Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will suffice. |
| <b>Individuals</b>       | ID copy of Individual                                | Clearly visible   |
|                          | Residential address                                  | Trade Account (see below)   |
| <b>Foreign Nationals</b> | Copy of Passport                                     | not expired / expiring during the duration of the proposed lease agreement.   |
|                          | Copy of work permit                                  | not expired / expiring during the duration of the proposed lease agreement.   |
|                          | Residential address                                  | Trade account (see below)   |

Residential address / Trade account can be verified by utility bills, retail accounts, bank statements etc. as long as name and address is clearly visible and not older than 3 months (from signature date of lease / proposal, whichever is earliest).

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