

23 August 2023

Dear Valued Client

PPH Auasblick along with the City of Windhoek (COW) would like to congratulate you on securing your Erf!

We are pleased to advise that the attached Deed of Sale has been approved by COW. Kindly peruse same, to enable us to address any queries you may have in advance. Additionally, it is important that prospective purchasers take note of the Erf conditions attached to their erven which may influence building plans.

In order to draft your Deed of sale we require certain information and documentation by Tuesday 29 August 2023, as set out below.

1. Should you be buying the property in your personal name (and you are unmarried or married out of community of property), please complete:

The attached FIA form A

2. Should you be buying the property with your spouse in a half share each (i.e. you are married out of community of property) each spouse must please complete:

The attached FIA form A

3. Should you be buying the property with your spouse because you are married in community of property) each spouse must please complete:

The attached FIA form A

4. Should you be buying the property in a close corporation, the following forms must be completed:

The attached FIA form C; and

Each member of the close corporation must complete the attached FIA form A.

5. Should you be buying the property in a company, the following forms must be completed:

The attached FIA form B; and
Each director and each shareholder of the company must complete the attached FIA form A.

6. Should you be buying the property in a Trust, the following forms must be completed:
The attached FIA form G; and
Each trustee and major beneficiary of the trust must complete the attached FIA form A.

Please note that purchasing the property in a juristic entity will have higher transfer and stamp duty payable.

Kindly also furnish the following documentation/information, where applicable:

1. Identity documents (for all those who completed FIA form A);
2. Marriage certificates (for all those who completed FIA form A);
3. Proof of residence (for all those who completed FIA form A);
4. Income Tax number (for all those who completed FIA form A, B, C and G);
5. Official close corporation documents (for all those who completed FIA form C);
6. Official company documents documents (for all those who completed FIA form B);
7. The Trust Deed and Trust certificate (for all those who completed FIA form G).

Upon receipt of the above your Deed of Sale will be signed and you will be advised as to the arrangements for signature thereof.

Once the Deed of sale has been signed by you same will be sent to the COW for signature, the original kept at the offices of Fisher, Quarmby and Pfeifer, copies scanned and emailed to the developer and the owner.

Should you intend to apply for a loan the signed Deed of Sale will be required by the financial institution.

Kindly advise FQP and the developer once the loan is approved to enable to furnish you with the necessary transfer documents for signature and statement of account.

The PPH Auasblick team along with the COW would like to thank you once more on purchasing of your ERF!



Dr Leake Hangala

For Sinco Investment Sixty One (Pty) Ltd

FIA FORMS

**FINANCIAL INTELLIGENCE ACT (13 of 2012)
STANDARD DUE DILIGENCE (K.Y.C.) CLIENT INFORMATION – NATURAL PERSON**

Fisher, Quarmby and Pfeifer Legal Practitioners is an Accountable Institution in terms of the Financial Intelligence Act № 13 of 2012 and as such, liable to verify the identity of all clients with whom we establish a business relationship or conclude a transaction. By law we are obliged to verify their authority to act as well as the origin of any money that we receive, to refrain from engaging in any money laundering transaction and to prevent the receipt of any proceeds of unlawful activities.

Fisher, Quarmby and Pfeifer is legally obliged under criminal sanction, to report cash deposits above determined thresholds, as well as any transaction of a suspicious nature, to the Bank of Namibia. Any cash sum of N\$100 000.00 or more, received or paid, must be reported by law. In addition, any cash sum received into our bank accounts may be reportable unless documentary proof of the origin and/or declaration at import thereof is provided to our satisfaction.

Page 1

FORM A

FILE REFERENCE NUMBER _____ Email: _____@fqp.com.na

1. **Full Names** _____

2. **Date of Birth** _____ 3. **Nationality** _____

4. **Identity Number or Passport Number** _____

5. **Please supply a copy of one of the following documents for VERIFICATION:**

<input type="checkbox"/>	Identity document, or	<input type="checkbox"/>	Full Birth Certificate (for minor), or
<input type="checkbox"/>	Valid Passport (of a foreign national), or	<input type="checkbox"/>	Namibian Permanent Residence Permit

6. **Residential Address** _____

Town / City _____ Country _____

7. **Business / Work Address** _____

Town / City _____ Country _____

8. **Please supply proof with a copy of any one utility or other account for VERIFICATION**

9. **Postal Address** _____

10. **Occupation** _____

11. **Nature of Business or Name of Employer or General Source of Income** _____

12. **Contact Details** Work Code _____ Number _____

Home Code _____ Number _____

Mobile Code _____ Number _____

E-mail address _____

13. **Nature of this transaction / instruction** _____

I hereby confirm that the above information and attachments are true and accurate.

Signature _____ Date _____

Name _____

FILE REFERENCE NUMBER _____

FOR CONVEYANCING PURPOSES (PROPERTY TRANSACTIONS)

- 14. **Source of Funds for Transaction** _____
- 15. **Please attach proof if cash purchase**
- 16. **Marital Status** _____ If married: **in / out** of Community of Property
with Antenuptial Contract No. _____ / Proc 15/1928
- 17. **Full Names of Spouse** _____
- 18. **Identity No. or Passport No. or date of birth of Spouse** _____
- 19. **Please supply a copy of Marriage Certificate and Contract**
- 20. **Please supply a copy of spouse's identifying document if spouse has to sign (see 6. above)**
- 21. **Income Tax Number (Own)** _____ (Spouse) _____
- 22. **Copy of Certificate or other proof of Tax Identification Number/s**

FOR PAYMENT OF PROCEEDS OF SALE or REFUNDS or INTEREST:

- 23. **Bank Details** Bank _____
Account Name _____ Account Number _____
Branch Name _____ Branch Code _____
- 24. **Please attach proof of bank account details for VERIFICATION**
- 25. **Telephone number for confirmation prior to deposit:** _____

REPRESENTATION / AGENCY:

26. If you are authorised to represent or have authorised any natural person, company, close corporation, foreign company, other legal person, partnership or trust to represent you, please disclose the relationship:

27. **Please attach the original or certified copy of the Authorisation for VERIFICATION** (power of attorney, resolution, agreement, mandate, court order, letters of executorship, etc.)
and

Please complete the following additional form(s) and provide the relevant attachments:

- | | | | |
|---|--------------------------|---|--------------------------|
| 27.1 Natural Person - Form A | <input type="checkbox"/> | 27.2 Namibian Company - Form B | <input type="checkbox"/> |
| 27.3 Close Corporation - Form C | <input type="checkbox"/> | 27.4 Foreign Company - Form D | <input type="checkbox"/> |
| 27.5 Other Legal Person - Form E | <input type="checkbox"/> | 27.6 Partnerships - Form F | <input type="checkbox"/> |
| 27.7 Trust - Form G | <input type="checkbox"/> | 27.8 Agent / Assistant - Form AA | <input type="checkbox"/> |

I hereby confirm that the above information and attachments are true and accurate.

I/we, the undersigned, hereby indemnify Fisher, Quarmby and Pfeifer from any damages and/or monetary losses I/we may suffer as a result of the hacking and/or Business or Private Email Compromise of or originating from any devices or servers other than those belonging to Fisher, Quarmby & Pfeifer.

Signature _____ Date _____

Name _____

FOR OFFICE USE ONLY:

- A) **UNSS printout attached** Date _____
- B) **FIA done by** _____ **Date** _____
(FILE BELONGS TO)
- C) **Attorney/Conveyancer verification** Date _____

**FINANCIAL INTELLIGENCE ACT (13 of 2012)
STANDARD DUE DILIGENCE (K.Y.C.) - CLIENT INFORMATION
NAMIBIAN COMPANY**

Fisher, Quarmby and Pfeifer Legal Practitioners is an Accountable Institution in terms of the Financial Intelligence Act No 13 of 2012 and as such, liable to verify the identity of all clients with whom we establish a business relationship or conclude a transaction. By law we are obliged to verify their authority to act as well as the origin of any money that we receive, to refrain from engaging in any money laundering transaction and to prevent the receipt of any proceeds of unlawful activities.

Fisher, Quarmby and Pfeifer is legally obliged under criminal sanction, to report cash deposits above determined thresholds, as well as any transaction of a suspicious nature, to the Bank of Namibia. Any cash sum of N\$100 000.00 or more, received or paid, must be reported by law. In addition, any cash sum received into our bank accounts may be reportable unless documentary proof of the origin and/or declaration at import thereof is provided to our satisfaction.

Page 1

FORM B

FILE REFERENCE NUMBER: _____ Email: _____@fqp.com.na

1. **Company Name** _____

2. **Company Registration Number** _____

3. **Company Income Tax Number** _____
Please supply a copy of a document reflecting T.I.N.

4. **Beneficial Owners / Number of Shareholders** _____
(*Form A to be completed in respect of each shareholder*)
Please supply one of the following:
Letter by auditor Extract of Company Register
Share Certificates

5. **Full names of authorised representative(s) / directors** _____

(*Form A to be completed in respect of each representativ acting herein*)

Please supply a copy of **CURRENT COMPANY STATUS REPORT**
Please supply a copy of **CM29 for verification (Directors/Auditors/Officer)**
Please supply a copy of one of the following documents:
Resolution Extract of Minutes
Letter of authorisation from company

6. **Postal Address** P O Box _____ Town / City _____ Country _____

7. **Physical Operating Address** _____
Town / City _____ Country _____

Please supply a copy of one of the following documents:
Utility Bill Tax Return
Lease Agreement CM 22
Other document reflecting address

FILE REFERENCE NUMBER: _____

8. **Registered Company Address (normally Auditors)** _____

Town / City _____

9. **Name of Auditor** _____ **Tel.:** _____

10. **Company Secretarial records** e-mail: _____ **Tel.:** _____

11. **Nature of Company Activities** _____

FOR CONVEYANCING PURPOSES & COMMERCIAL TRANSACTIONS

12. **Source of Funds for Transaction** _____

For cash transactions, please attach proof of origin, e.g. copy of latest financial statements or bank / investment statement / confirmation of sale

13. **Contact Details** Office Code _____ Number _____

Mobile Code _____ Number _____

E-mail address _____

FOR PAYMENT OF PROCEEDS OF SALE OR REFUNDS OR INTEREST:

14. **Bank Details** Bank _____

Account Name _____ Account Number _____

Branch Name _____ Branch Code _____

15. **Please attach proof of bank account details for verification**

16. Telephone number for confirmation prior to deposit: _____

I hereby confirm that the above information and attachments are true and accurate.

I/we, the undersigned, hereby indemnify Fisher, Quarmby and Pfeifer from any damages and/or monetary losses I/we may suffer as a result of the hacking and/or Business or Private Email Compromise of or originating from any devices or servers other than those belonging to Fisher, Quarmby & Pfeifer.

Signature _____ Date _____

Name _____ Capacity _____

who warrants that he/she is authorised

FOR OFFICE USE ONLY:

A) **UNSS printout attached** Date _____

B) **FIA done by** _____ **Date** _____
(FILE BELONGS TO)

C) **Attorney/Conveyancer verification** Date _____

**FINANCIAL INTELLIGENCE ACT (13 of 2012)
STANDARD DUE DILIGENCE (K.Y.C.) – CLOSE CORPORATION**

Fisher, Quarmbly and Pfeifer Legal Practitioners is an Accountable Institution in terms of the Financial Intelligence Act № 13 of 2012 and as such, liable to verify the identity of all clients with whom we establish a business relationship or conclude a transaction. By law we are obliged to verify their authority to act as well as the origin of any money that we receive, to refrain from engaging in any money laundering transaction and to prevent the receipt of any proceeds of unlawful activities.

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Page 1

FORM C

FILE REFERENCE NUMBER _____ Email: _____@fqp.com.na

1. **Close Corporation Name** _____

2. **Founding Date** _____

3. **Close Corporation Registration Number** _____

4. **Close Corporation Income Tax Number** _____

5. **Number of Members** _____
(*Form A to be completed in respect of each member*)

6. **Full names of duly authorised representative(s)** _____

(*Form A to be completed in respect of each representative*)

7. **Postal Address** P O Box _____ Town / City _____ Country _____

8. **Physical Address** _____
Town / City _____ Country _____

9. **Registered CC Address (Accounting Officer)** _____
Town / City _____ Country _____

10. **Name of Accounting Officer** _____

11. **Practice Number of Accounting Officer** _____

12. **Nature of CC Activities** _____

13. **Source of Funds for Transaction** _____

FILE REFERENCE NUMBER _____

14. **Contact Details**

Work Code _____ Number _____

Home Code _____ Number _____

Mobile Code _____ Number _____

E-mail address _____

15. **Bank Details**

Bank _____

Account Name _____ Account Number _____

Branch Name _____ Branch Code _____

Please supply original title deed

Please supply a copy of the following documents together with this form:

Proof of authorisation (power of attorney, resolution, agreement, mandate, court order, letters of executorship, certified extract of minutes providing authority, etc.)

Founding Statement (CC1)

Latest Amended Founding Statement (CC2)

Proof of Income Tax Registration No.

Proof of payment of Annual Duties

Source of Funds

Lease or rental agreement

Confirmation of Registrar of Companies ito Regulation 2 to the FIA

BIPA check

Proof of bank account details

Recent Municipal statement

Latest Annual Financial Statements

Insurance policy document

I hereby confirm that the above information and attachments are true and accurate.

I/we, the undersigned, hereby indemnify Fisher, Quarmby and Pfeifer from any damages and/or monetary losses I/we may suffer as a result of the hacking and/or Business or Private Email Compromise of or originating from any devices or servers other than those belonging to Fisher, Quarmby & Pfeifer.

Signature _____ Date _____

Name _____ Capacity _____
who warrants that he/she is authorised

FOR OFFICE USE ONLY:

A) **UNSS printout attached** **Date** _____

B) **FIA done by** _____ **Date** _____
(FILE BELONGS TO)

C) **Attorney/Conveyancer verification** **Date** _____

**FINANCIAL INTELLIGENCE ACT (13 of 2012)
STANDARD DUE DILIGENCE (K.Y.C.) - NAMIBIAN TRUST**

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Page 1

FORM G

FILE REFERENCE NUMBER _____ Email: _____ @fqp.com.na

1. **Trust Name** _____

2. **Founding Date** _____

3. **Trust Registration Number (Master's Reference Number)** _____

4. **Trust Income Tax Number** _____

5. **Number of Trustees** _____

6. **Names of Trustees** _____

(Form A to be completed in respect of each trustee)

7. **Names of Founders of the Trust** _____

8. **Number of Beneficiaries** _____

9. **Name(s) of Beneficiaries** _____

(Form A to be completed in respect of each beneficiary)

10. **Full names of duly authorised representative(s)** _____

(Form A to be completed in respect of each representative)

11. **Postal Address** P O Box _____ Town / City _____ Country _____

12. **Physical Address** _____

Town / City _____ Country _____

13. **Registered Trust Address (Auditor)** _____

Town / City _____ Country _____

FILE REFERENCE NUMBER _____

14. **Name of Auditor** _____ **Practice No.** _____

15. **Nature of Trust Activities** _____

16. **Source of Funds for Transaction** _____

17. **Contact Details** Work Code _____ Number _____

Home Code _____ Number _____

Mobile Code _____ Number _____

E-mail address _____

18. **Bank Details** Bank _____

Account Name _____ Account Number _____

Branch Name _____ Branch Code _____

Please supply original title deed

Please supply a copy of the following documents together with this form:

Proof of authorisation (power of attorney, resolution, agreement, mandate, court order, letters of executorship, certified extract of minutes providing authority, etc.)

Certificate of Registration of Trust
Trust Deed

Proof of Name and Number of Trust
Proof of bank account details

Proof of appointment of Trustees & Auditors

Proof of Income Tax Registration No.

Recent Municipal statement
Lease or rental agreement

Authorisation by Master of the High Court

I hereby confirm that the above information and attachments are true and accurate.

I/we, the undersigned, hereby indemnify Fisher, Quarmby and Pfeifer from any damages and/or monetary losses I/we may suffer as a result of the hacking and/or Business or Private Email Compromise of or originating from any devices or servers other than those belonging to Fisher, Quarmby & Pfeifer.

Signature _____ Date _____

Name _____ Capacity _____

who warrants that he/she is authorised

FOR OFFICE USE ONLY:

A) **UNSS printout attached** **Date** _____

B) **FIA done by** _____ **Date** _____
(FILE BELONGS TO)

C) **Attorney/Conveyancer verification** **Date** _____