

FICA REQUIREMENTS FOR A SHARE SCHEME

To FICA verify a Custody and Settlement Account for Share Scheme, you will need to provide us with specific supporting documentation.

Required Documentation:

- 1 A certified copy of the trust deed or scheme document for the administration of the share incentive scheme
- 2 A certified copy of the scheme resolution detailing the authorised trustees or persons of the share incentive scheme including specimen signatures. A principal trustee should be appointed for share dealing purposes
- 3 Certified copies of identity documents of the authorised persons
- 4 Written confirmation or a service bill e.g., rates account, electricity bill or telephone bill to verify the residential address of the authorised trustees
- 5 A certified copy of bank statement or stamped and signed letter from the bank on a letterhead reflecting the bank account in the name of the scheme or trust.
- 6 If you have not already provided us with a signed Custody and Settlement Agreement, please include this with the documentation

