



South African Reserve Bank

## Notice to prospective Exchange Control Special Voluntary Disclosure Programme applicants regarding the supporting documents required when submitting applications

1. Exchange Control Special Voluntary Disclosure Programme (Exchange Control SVDP) applications and the relevant supporting documents must be submitted electronically to the SVDP Unit via the South African Revenue Service (SARS) eFiling system or at any of the SARS branches countrywide.
2. Copies of the following documentation must be submitted with the Exchange Control SVDP application:
  - 2.1 A duly signed and completed sworn statement or solemn declaration. See copy of the prescribed declaration attached.
  - 2.2 An identity document (ID) or passport of the applicant (i.e. natural persons and/or the authorised directors/members of legal entities).
  - 2.3 Proof of authority to act by representatives.
  - 2.4 Letter of executorship, death certificate and ID or passport of the executor applying on behalf of a deceased estate.
  - 2.5 A trust deed, including any amendments, and the latest audited financial statements in respect of any foreign trust.
  - 2.6 An organisational diagram/family tree containing full details of the structure and the funding thereof (including any cash flows into and out of the Republic of South Africa) in respect of loop structures.
  - 2.7 Supporting documentation of the foreign assets declared as at 29 February 2016.

Type of foreign asset	Examples of supporting documentation required
Cash	Declaration giving a description and the value of the money as at 29 February 2016
Bank accounts, call deposits or time (term) deposits, or any other short-term foreign asset	Original or a certified copy of a statement of account from the foreign institution concerned as at 29 February 2016
Financial instruments listed on a recognised exchange (e.g. shares, stock, bonds or debentures)	Original or a certified copy of a statement of account and price as quoted on the exchange as at 29 February 2016
Other financial instruments not listed on a recognised exchange or unlisted shares	Valuation certificate from a foreign valuator as at 29 February 2016
Fixed property	A valuation certificate issued by a valuator, or by a sphere of government of the country where that foreign asset is located, as at 29 February 2016
Foreign insurance policies	A valuation certificate from your insurer as at 29 February 2016
An investment in a collective scheme (e.g. a unit trust)	A statement by the management company of the scheme
Intangible assets (e.g. a patent or copyright)	A valuation certificate by a valuator of the country where that foreign asset is located or registered, as at 29 February 2016
Other foreign assets	A written declaration

### Note:

- i. The aforementioned documentation must be clearly marked, scanned and attached to the Exchange Control SVDP application.
- ii. The Exchange Control SVDP application will not be accepted without the signed sworn statement or solemn declaration.
- iii. If there is insufficient space to complete a specific section on the application form, the additional information must be provided as a separate attachment.
- iv. All documentation relating to the Exchange Control SVDP application must be retained by the applicant for a period of at least five years.
- v. An Exchange Control SVDP applicant who is the subject of an investigation into contraventions of the provisions of the Exchange Control Regulations by the Financial Surveillance Department of the South African Reserve Bank will not qualify for relief under the Exchange Control SVDP.

Any enquiries regarding an Exchange Control SVDP application may be directed to [SARB-SVDP@resbank.co.za](mailto:SARB-SVDP@resbank.co.za)

Date: 2016-09-01



South African Reserve Bank

## Sworn statement or solemn declaration in respect of the Exchange Control Special Voluntary Disclosure Programme

Applicant/Authorised Representative\*

I, (full name(s) and surname) \_\_\_\_\_

Identity no.: \_\_\_\_\_

1. Wish to make a voluntary disclosure in respect of all the material facts disclosed in the application and supporting documentation in terms of the Special Voluntary Disclosure Programme (SVDP), and confirm that I have read and understand the information contained therein. I hereby swear/solemnly declare\* that the information provided, as well as the supporting documents and statements made therein, are both true and correct in every respect and that none of the foreign assets (of whatever nature, excluding bearer instruments) that I hold or am deemed to hold were derived from proceeds of any unlawful activities;

2. Confirm that I am duly authorised to submit this application; and

3. Specifically confirm the following in respect of the unauthorised assets as declared in the SVDP application:

3.1 The total market value of all unauthorised foreign assets as at 29 February 2016:

\_\_\_\_\_  
\_\_\_\_\_

3.2 Short description of how the unauthorised foreign assets were accumulated abroad:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.3 Annexures to the SVDP application:

Document description	Mark with an 'X' if applicable	Annexure number(s)
Duly signed and completed sworn affidavit or solemn declaration		
Identity document (ID) or passport of applicant		
Proof of authority to act on behalf of the applicant		
Letters of executorship, death certificate and ID or passport of the executor		
Trust deed, including any amendments, and the latest audited financial statements		
An organisational diagram/family tree, containing full details of the structure and the funding thereof (including any cash flows into and out of the Republic of South Africa) in respect of loop structures		
Supporting documentation of foreign asset(s) declared. (Refer to point 2.7 of the 'Notice to prospective Exchange Control Special Voluntary Disclosure Programme applicants regarding the supporting documents required when submitting applications')		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

I certify that, prior to my administering the prescribed oath/affirmation\*, I put the following questions to the deponent and wrote down his/her\* answers thereto in his/her\* presence:

1. Do you know and understand the contents of the above statement? Answer: \_\_\_\_\_
2. Do you have any objection to taking the prescribed oath/affirmation\*? Answer: \_\_\_\_\_
3. Do you regard the prescribed oath/affirmation\* as binding on your conscience? Answer: \_\_\_\_\_

I certify that the deponent acknowledges that he/she\* knows and understands the contents of the statement which was sworn to/affirmed\* and signed by the deponent in my presence.

\_\_\_\_\_  
Justice of the Peace/Magistrate/Commissioner of Oaths\*

Designation: \_\_\_\_\_

Ex officio Republic of South Africa

Full name(s) and surname: \_\_\_\_\_

Address: \_\_\_\_\_

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

Place: \_\_\_\_\_

\*Delete whichever is not applicable and initial next to deleted section(s)