

FICA UPLOAD TUTORIAL

At Tirhani Auctioneers, we are always looking to better facilitate your auction experience. Therefore, you are now able to upload your FICA documents digitally on our buyer portal platform.

Important: This is not the same account as your bidding profile.

FOLLOW THESE SIMPLE STEPS:

STEP 1

Go to the FICA Portal

Login or create a FICA profile on the Tirhani Auctioneers FICA Portal

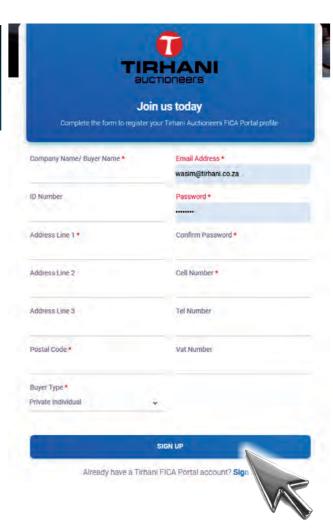
New Users: Complete & Submit Registration

https://buyers.tirhani.com/registration

Please complete all relevant fields and click on the "SIGN UP" tab.







Existing Users: Sign In

https://buyers.tirhani.com/login

If you already have an account set up, click on the "SIGN IN" tab.



STEP 2

Upload FICA Documents

All Users:

"Proof of Residence" should not be older than 3 months. This can be updated under your Default Profile as needed.

New Users:

On the left-hand side, select "Upload Default FICA files". This allows you to easily add & save your FICA documents for future auction registrations and to easily update documents.

Upload clear copies of the necessary FICA documents for your FICA profile. **All Users: Click on the "Upload FICA documents" hyperlink.**

After you have uploaded documents on your Profile, you are required to **Upload FICA Documents** on the **auction** that you want to participate in.

The purpose of uploading documents on your Profile is so that they can be easily accessed when registering for an auction.

Click here to **Upload FICA Documents** on an auction.



Select Auction of Interest

Click on "Submit FICA" on your auction of interest.

Show 10 entries			Search
NAME	TYPE	DATE	- ACTION
ABSA BOKSBURG OCTOBER 2025	Motor Vehicles	2025-10-21	Submit FICA
3 BEDROOM DUPLEX CLUSTER FOR SALE IN FOURWAYS ONLINE AUCTION	Property	2025-10-17	
Name			



Confirm Your Buyer Type

Please select whether you will be submitting your FICA documents as an "Individual / Private Buyer", "SA Company", or "Trust".





STEP 5

Submit FICA Documents

Upload your supporting documents in the relevant fields. This can be done by selecting:

"Use Default File" or "Choose File" to upload a new file.

File Name	Status	Default FICA	Upload File
Download & Complete the Bidder Participation Form. Upload the file below once completed.	DOWNEDAD & COMPLETE FILE		
1. Bidder's Participation Form	(x) Incomplete		Choose File No file chosen
2. Registration Proof of Payment	★ Incomplete		Choose File No file chosen
3. ID Document / Passport	incomplete	VIEW DEPARTURE USED LETTE	Choose No file chosen
4. Valid Visa (required for foreign national). *Required for vehicle auctions only:	★ Incomplete	No file uploaded	Choose FI
5. Proof of Residence (Not older than 3 months)	Incomplete	VIEW DEFAULT FILE USE DEFAULT	Choose File Choose File
6. Bank Confirmation Letter	★ Incomplete	VIEW DISPARAT FILE USE DEFALAT FILE	Choose File No file chosen
7. Traffic Registration Number Certificate (TRNC)	incomplete	No file uploaded	Choose File No file chosen

STEP 6

Complete & Upload Bidder Participation Form

You can download and complete the Bidder Participation Form & Rules of Auction or use the copy that was emailed to you in the auction registration email. Complete, sign and upload your chosen copy.

File Name	Status	Default FICA	Upload File
Download & Complete the Bidder Participation Form. Upload the file below once completed.	DOWNLOAD & COMPLETE FE	9	
1. Bidder's Participation Form	Incomplete		Choose File No file chosen
2. Registration Proof of Payment	incomplete .		Choose File No file chosen
3. ID Document / Passport	Incomplete	VIEW DEFAULT FILE USE DEFAULT FILE	Choose File No file chosen

STEP 7

Update and Verify Banking Details

Verify and/or update your banking details and click "SAVE BANKING DETAILS".

5. Proof of Residence (Not older than 3 months)		 Incomplete 	VIEW DEFAULT FILE USE DEFAULT FILE	Choose File No file chosen
6. Bank Confirmation Letter		(ncomplete	VIEW DEFAULT FILE USE DEFAULT FILE	Choose File No file chosen
7. Traffic Registration Number Certificate (TRNC) * Required for vehicle auctions only. Required for all i	oreign national individual buyers.	(x) Incomplete	No file uploaded	Choose File No file chasen
8. Banking Details - Help us quickly pay back your dep	osit if you don't purchase any stock fro	n the auction.		
Bank Name:	4.5	Account Number	Account Name	

Note: By adding your banking details, this speeds up the process to refund your auction registration fee should you meet the refund criteria.

The FICA process for the auction registration is only finalised when all required FICA files have been uploaded to the relevant auction and have been verified as true and correct by our FICA team.

You will then receive notification of approval to bid on the auction platform.