



TIRHANI
AUCTIONEERS

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.

The registration form is titled "TIRHANI AUCTIONEERS" and "Join us today". It instructs users to "Complete the form to register your Tirhani Auctioneers FICA Portal profile". The form fields are as follows:

Field	Field
Company Name/ Buyer Name *	Email Address *
ID Number	Password *
Address Line 1 *	Confirm Password *
Address Line 2	Cell Number *
Address Line 3	Tel Number
Postal Code *	Vat Number
Buyer Type *	
Private Individual	

At the bottom, there is a blue "SIGN UP" button and a link: "Already have a Tirhani FICA Portal account? [Sign](#)". A mouse cursor is pointing at the "SIGN UP" button.

Existing Users: Sign In

<https://buyers.tirhani.com/login>

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



The sign-in page is titled "TIRHANI AUCTIONEERS" and "Sign In". It welcomes users to the "Tirhani Auctioneers FICA Portal" and asks them to "Enter your FICA Portal username and password to sign in (This is different from your auction platform username and password)". The form fields are as follows:

Field
Username
Password

At the bottom, there is a blue "SIGN IN" button. Below the button, there are two links: "Forgot your password? [Reset it](#)" and "Don't have a FICA Portal account? [Sign up](#)". A mouse cursor is pointing at the "SIGN IN" button.



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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.



STEP 3

Select Auction of Interest

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

Sales
List of Auction Sales

Show 10 entries

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

Showing 1 to 2 of 2 entries

Search

1



STEP 4

Confirm Your Buyer Type

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

Upload FICA Documents

NAME	SALE DATE	VAT PERCENTAGE (%)	BUYER COMM %	ADMINISTRATION FEE	DEFAULT DEPOSIT	BUYER COMM VAT	VAT	APPLY VAT TO ADMIN FEE
ABSA BOKSBURG OCTOBER 2025	2025-10-21	15	0	2608.70	7000.00		☒	☒

Do you want to submit FICA Documents for an Individual, SA Company or Trust?

Select an option

- Select an option
- Individual / Private Buyer
- SA Company
- Trust





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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.			
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
4. Valid Visa (required for foreign national) * Required for vehicle auctions only.	Incomplete	☐ No file uploaded	Choose File No file chosen
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	Incomplete	☒ 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 foreign national individual buyers.	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.			
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	Incomplete	☒ 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 foreign national individual buyers.	Incomplete	☐ No file uploaded	Choose File No file chosen

8. Banking Details - Help us quickly pay back your deposit if you don't purchase any stock from the auction.

Bank Name: ABSA BANK	Account Number 123456789101	Account Name John Smith
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Note: By adding your banking details, this speeds up the process to refund your auction registration fee should you meet the refund criteria.

SAVE BANKING DETAILS

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.

YOU HAVE SUCCESSFULLY SUBMITTED YOUR FICA DOCUMENTS