

PAYE, UIF & SDL REGISTRATION

- Please complete parts A, B, C, D and E
- If the company has more than one Director, make a copy of PART E
- Provide certified copy of Registration Documents: Close Corporations (CK1 or CK2), Companies (CM1 and CM29 / CoR Forms)
- Provide certified copies of all members/directors ID's
- Provide an **original** cancelled cheque or **original** letter from the bank confirming banking details
- Provide a recent copy of the Business Municipal Account, or recent copy of the Residential Municipal Account of Individual
- If the property is leased, provide a copy of the lease agreement

We need ALL the information in order to be able to proceed with the registration

PART A

Business Information:

Registered Name	
Trading Name	
Postal Address	
Registered Address	
Co/CC Registration number	
Income Tax number	
VAT number	
Language	
Telephone Number	
Fax Number	
Cell phone Number	
Email Address	
Main Activity/Business	

PART B

Particulars of Public Officer Name/Representative: *(one of the directors)

Name & Surname	
Position held in Co/CC	
Residential Address	
Telephone Number	
Fax Number	
Cell phone Number	
ID Number	
Email Address	

PART C

Particulars of Bookkeeper/ Auditor

Company Name/Individual Name	
Postal Address	
Residential Address	
Practise Number	
Tax Practitioner Number	
Telephone Number	
Fax Number	
Cell phone Number	
Email Address	

PART D

Financial Information:

Estimated payroll for the following 12 months:
Number of estimated employees for the above:

Bank Details:

Name of Account Holder	
Type of Account	
Branch Number	
Account Number	

PART E

Main Director Details:

Complete the following for each Director:

Surname	
Full Name	
Identity Number	
Income Tax Number	
Tax Number	

Surname	
Full Name	
Identity Number	
Income Tax Number	
Tax Number	

Surname	
Full Name	
Identity Number	
Income Tax Number	
Tax Number	

Signed and executed at _____ on this the _____ of _____ 20 _____

Name of director

Signature

Name of director

Signature

Name of director

Signature

After completion of all forms we will contact you to request any further information we may require.

Please return completed document with copies of all directors ID's to:

Mari-Louise Stoltz | Professional Accountant

Email: ml@moifin.co.za | Cell: +2782 347 3748 | Tel: +2711 794 6551 | Fax: 086 695 0443

