

## VAT REGISTRATION

- Please complete parts A, B, C, D, E, Letter of Authority and Power of Attorney.
- If the company has more than one Director, make a copies of PART E
- Provide your latest original bank statement/cancelled cheque/original letter from the bank confirming banking details
- Provide recent (not older than 3 months)
  - municipal statement of business; or
  - lease to confirm physical address; or
  - confirmation of physical address by way of a letter from Representative Employer (CRA01 form from SARS)
  - If the residential address is not in the Public Officer's name complete CRA01 form with relevant copy of ID of the person in which name the residential address is.
  - If the business is part of a sublease agreement complete CRA01 form and supply letter from landlord to give permission of subletting, make sure in the lease agreement it is stated to sublease part of its office. (See Note below)
  - If the business address is not in the business name but an individual complete a CRA01 with a copy of their ID
- Provide a copy of ID of Representative Employer
- Provide certified copies of Directors/Members/Partner ID's
- Provide a copy of Registration Documents: Close Corporations (CK1 or CK2), Companies (CM1 and CM29 / CoR Forms)
- Provide a letter from your accountant / auditors confirming that their appointment
- Provide the last three months bank statements; and
- a copy of financial information listed to determine the value of supplies (you will need to supply valid tax invoices to prove expected sales figures)
- Intellectual Property Rights Letter
- Production Service agreement
- Final Budget
- Co-Production agreement
- Any other signed contracts

NOTES:

The bank letter must be signed by the branch manager, no "P.P can signed on behalf of the manager

If the business is part of a sublease agreement stated in the lease agreement, please state as follows in a letter to give permission by the landlord to sublet part of its office. Otherwise they need a agreement between the 2 companies that is renting out part of its office.

" We hereby give consent that \_\_\_\_\_ can use the premises to operate their business from"

We need ALL the information in order to be able to proceed with the registration. The application for a VAT number requires information that varies from person to person at SARS.

**PART A**

Company Information:

Registered Name	
Trading Name	
Postal Address	
Registered Address	
Physical Address	
Co/CC Registration Number	
Income Tax Number	
PAYE Registration Number	
Language	
Date of Year End	
Main Activity/Business	

**PART B**

Particulars of Public Officer Name/Representative Vendor:

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

**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:

Standard Rated Supplies	
Zero Rated Supplies	
Exempt Supplies	
State the source of where the above information was obtained (valid invoices or signed contracts only)	

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	
Country of Residence	

Surname	
Full Name	
Identity Number	
Income Tax Number	
Tax Number	
Country of Residence	

Surname	
Full Name	
Identity Number	
Income Tax Number	
Tax Number	
Country of Residence	

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

