

Public Officer Details

PODIF01

Surname

First two names

ID No. Date of Birth (CCYYMMDD) Passport No. Passport Country (e.g. South Africa = ZAF)

Home tel no. Bus tel no. Passport issue date (CCYYMMDD)

Cell no. Fax no. Date of Appointment (CCYYMMDD)

Email Address

Physical Address

Unit No. Complex (if applicable)

Street No. Street / Farm name

Suburb / District

City / Town

Country code (e.g. South Africa = ZA) Postal Code

Tax Practitioner Details (if applicable)

TPDIF01

Surname / Registered name Initials (if applicable)

Registration No. Tel No.

Contact Email

Trading Details

TDINF01

Is the Company trading? Y N Financial year end (MM)

If 'No', provide reason(s):

Three Main Partners Details (Only in case of partnership)

MPDIF01

Number One

Surname	<input type="text"/>	Taxpayer ref no.	<input type="text"/>
Initials	<input type="text"/>	ID No.	<input type="text"/>
		Passport No.	<input type="text"/>
		Passport Country (e.g. South Africa = ZAF)	<input type="text"/>

Number Two

Surname	<input type="text"/>	Taxpayer ref no.	<input type="text"/>
Initials	<input type="text"/>	ID No.	<input type="text"/>
		Passport No.	<input type="text"/>
		Passport Country (e.g. South Africa = ZAF)	<input type="text"/>

Number Three

Surname	<input type="text"/>	Taxpayer ref no.	<input type="text"/>
Initials	<input type="text"/>	ID No.	<input type="text"/>
		Passport No.	<input type="text"/>
		Passport Country (e.g. South Africa = ZAF)	<input type="text"/>

Number One

Surname Initials

Registered Name Taxpayer ref. no

ID No. Date of Birth (CCYYMMDD) Passport No. Passport Country (e.g. South Africa = ZAF)

Registration No. Passport issue date (CCYYMMDD)

Number Two

Surname Initials

Registered Name Taxpayer ref. no

ID No. Date of Birth (CCYYMMDD) Passport No. Passport Country (e.g. South Africa = ZAF)

Registration No. Passport issue date (CCYYMMDD)

Number Three

Surname Initials

Registered Name Taxpayer ref. no

ID No. Date of Birth (CCYYMMDD) Passport No. Passport Country (e.g. South Africa = ZAF)

Registration No. Passport issue date (CCYYMMDD)

Information Required for Registration / Change of Registered Particulars

RQINF01

The following information is required in order for SARS to process your application. Your application may be rejected where the required information has not been submitted.

Documents required for company/cc/co-operatives/welfare organisations/association not for gain/other

Copy of certificate of incorporation with a company/cc/co-operative (CR10 form) registration number

Copy of the signed constitution

Proof of Address

General accounts: Municipal/business residential account/utility account i.e. rates and taxes/ water or electricity account/student fee account/medical aid statement/mortgage statement from mortgage lender/ All telephone network accounts/eToll account/Major retail accounts

Government documents: Motor vehicle licence documentation/court order/subpoena/traffic fine/UIF payout document/pension payout document

Insurance and investment documents: Life assurance document/short-term insurance document/health insurance document/funeral policy document/investment statement from share, portfolio or unit trust

CRA01 form: Where the place of residence is in the name of a third party, a 'Confirmation of Entity Residential / Business Address (CRA01) form must be completed by the third party.

Legal document: Any statutory body, local government or any other legal document that bear the residential address of the taxpayer.

Lease agreement: A valid lease agreement signed by the lessor.

Bank Details

Original letter from bank not older than one month confirming the account holder's legal name; account number, account type; branch code and the date reflecting the date on which the account was opened

Recent bank statement with original bank stamp

ABSA bank eStamped statement

Internet statement with or without an original bank stamp.

A clear bank statement drawn from an ATM machine containing all the information such as the account holder's legal name, account number, account type, branch code and the date on which the bank account was opened.

Representative taxpayer

Copy of identity document/driving licence/passport/temporary identity document/asylum seekers certificate/permit

Power of attorney (POA)/letter of authority authorising the practitioner/representative/public officer to act on behalf of the taxpayer

For Office Use Only

FOINF01

Initial year of liability

Current financial year end (MM)

Taxpayer Sub-Category

Normal Mining

Assurance Exempt

Taxpayer Type

Non-Provisional

Provisional

Suspense Code

Dormant

Suspense Effective Date (CCYYMMDD)