

VALUE-ADDED TAX

Application for separate registration  
of Diplomatic Missions, Consular Posts  
and offices of International Organisations

**PLEASE READ 'GUIDE FOR VENDORS' (VAT 404 AND VAT 418) BEFORE COMPLETING THIS FORM**

This form must be completed in FULL and returned to Department of Foreign Affairs (Protocol). It may not be submitted by facsimile.

**FOR OFFICE USE**

Nature of person	D	●
Main enterprise VAT registration number	4	●
Branch VAT registration number	4	●
Area code	6 4	●
Magisterial district	6 6 1	●

**A vendor is deemed not to have applied for registration until the application form has been completed in full and all the required information and documentation has been furnished.**

**1. Particulars of person applying/liable for registration**

**PLEASE USE BLOCK LETTERS.**

**Nature of person**

Foreign authorities	<input type="text" value="D"/>	
Name	<input type="text"/>	
Trading or other name	<input type="text"/>	
Date on which business will commence	<input type="text" value="CCYY"/> <input type="text" value="MM"/> <input type="text" value="DD"/>	
Date on which the person became liable for registration	<input type="text" value="CCYY"/> <input type="text" value="MM"/> <input type="text" value="DD"/>	
Registration number of Company/CC/Trust/Fund number	<input type="text"/>	
If not South African resident state country of residence	<input type="text"/>	
Your existing VAT registration number	<input type="text" value="4"/>	
If the VAT registration number is not available, kindly furnish the following information:		
Date on which the application to register the person (on form VAT101) was made	<input type="text" value="CCYY"/> <input type="text" value="MM"/> <input type="text" value="DD"/>	
Does the enterprise maintain an independent accounting system?	<input type="text" value="YES"/>	<input type="text" value="NO"/>
Can the enterprise be separately identified by:		
1. The nature of its activities?	<input type="text" value="YES"/>	<input type="text" value="NO"/>
2. Its separate locations?	<input type="text" value="YES"/>	<input type="text" value="NO"/>

**2. Particulars of enterprise**

Physical business address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	Postal code <input type="text"/>	
Business telephone number	<input type="text" value="CODE"/> <input type="text" value="TEL"/>	
Facsimile number	<input type="text" value="CODE"/> <input type="text" value="FAX"/>	
Cellular phone number	<input type="text"/>	
E-mail address	<input type="text"/>	
Website address	<input type="text"/>	
Postal address	<input type="text"/>	
	<input type="text"/>	
	Postal code <input type="text"/>	
Trade classification codes	Major division <input type="text" value="2"/> <input type="text" value="6"/>	Activity within major division <input type="text" value="2"/> <input type="text" value="6"/> <input type="text" value="0"/> <input type="text" value="5"/>

**3. Financial particulars**

**Furnish the total value/anticipated total value of VAT standard-rated budgeted refunds for a period of 12 months**

VAT standard-rated budgeted refunds	R <input type="text"/>
<b>Tax Period*</b>	
<b>Category C</b> (monthly tax periods)	<input type="text" value="C"/>
Date on which the enterprise commenced/will commence	<input type="text" value="CCYY"/> <input type="text" value="MM"/> <input type="text" value="DD"/>
Date on which the person became/will become liable for registration	<input type="text" value="CCYY"/> <input type="text" value="MM"/> <input type="text" value="DD"/>
<b>Accounting basis</b>	
Payments basis	<input checked="" type="checkbox"/> • Proof of payment must be provided with each claim.

#### 4. Particulars of representative person

The representative vendor is a natural person residing in South Africa who is, in terms of section 46 of the VAT Act 89 of 1991 responsible for performing the duties of the vendor as required by the VAT Act.

Initials

Surname

Capacity Accounting Officer

Physical address (not postal box number - must be a South African address)

Postal code

Contact telephone number  -

Cellular phone number

E-mail address

A representative vendor will, as regards to the money controlled by him/her or transactions concluded by him/her in his representative capacity, be liable for the tax, interest or penalties as though the liabilities have been incurred in his/her personal capacity. However, the liability is deemed in his/her representative capacity only. [Section 48(2)]

In terms of Section 48(8) of the Act, every representative vendor shall remain responsible for performing the duties imposed on him/her by the Act until such time as he/she notifies the Commissioner in writing that he/she no longer acts as representative vendor, or until the Commissioner has been notified of the name and address of another person who shall act as representative vendor. Failing to comply with these requirements, is an offence which can result in imprisonment and/or a fine.

#### Representative vendors must ensure that they know the provisions of the VAT Act.

##### Declaration to be signed by representative vendor:

I  ID / Passport number  the representative vendor for this vendor hereby declare that I am fully aware of my duties, responsibilities and liabilities as per the Value-Added Tax Act, no. 89 of 1991, as amended.

Signed:

Date:  -  -

#### 5. Banking particulars (Must be a registered bank in South Africa)

Name of account holder

Type of account Current  Savings  Transmission

Bank branch number (at least six numbers)  -  -  -

Account number

#### 6. Attachments required of person or representative vendor applying for registration

- Certified copy of latest bank statement or original cancelled cheque, or original letter from your banker.
- Confirmation from Department of Foreign Affairs acknowledgment of accreditation plus *Note verbale*
- Certified copy of passport/id document of the representative person

