

VAT 102e

Value-Added Tax

Application for separate registration of Enterprise / Branch / Division

- 1. THIS APPLICATION WILL ONLY BE ACCEPTED IF APPLIED FOR IN PERSON BY THE INDIVIDUAL, PARTNER, REPRESENTATIVE VENDOR OR REGISTERED TAX PRACTITIONER**
- 2. VAT REGISTRATION MAY ONLY BE APPLIED FOR IN RESPECT OF A TENDER, ONCE THE TENDER HAS BEEN AWARDED**
- 3. VAT REGISTRATION MAY ONLY BE APPLIED FOR IN RESPECT OF A TENDER, ONCE THE TENDER HAS BEEN AWARDED**
- 4. A LETTER OF AUTHORITY IS REQUIRED WHERE REPRESENTATIVE VENDOR WILL BE PERFORMING THE DUTIES OF A VENDOR.**

FOR OFFICE USE

Main enterprise VAT registration number ●

Branch VAT registration number ●

Area code ●

Magisterial district ●

Office date stamp



At Your Service

www.sars.gov.za

Please use the Quick Reference Guide for the Registration of VAT Vendors to assist you to complete this application. (Your registration may be delayed if you do not complete this application fully)

1. Particulars of person applying / liable for registration

PLEASE USE BLOCK LETTERS

Nature of person (Select applicable nature of person) ●

- | | | |
|----------------------------------|------------------------------------|-------------------------|
| A. Individual | D. Public authority / Municipality | G. Club |
| B. Partnership / Body of persons | E. Association not for gain | H. Welfare organisation |
| C. Company / CC / Shareblock | F. Estate / Liquidation | I. Trust |

Initials (Only if nature of person is individual) ●

Legal name (In the case of an individual, only the surname, and in the case of a partnership, company, etc. name of partnership, company, etc.)

Trading or other name

Date of financial year end ●

Preferred language

English Afrikaans ●

Income tax reference number ●

Employees' tax reference number 7

Date of birth ●

Identity number

Registration number of Company / CC / Trust / Fund

Registration number of Co-operative / / /

If not South African resident state country of residence

Passport number ●

FOR OFFICE USE Reason code ●

2. Particulars of enterprise

Residential address if individual

Postal code

Home telephone number (for Individuals) ●

Physical business address of the enterprise

Postal code

Business telephone number ●

Facsimile number ●

Cellular phone number

E-mail address

Website address

Postal address

Postal code

State main activity

Trade classification codes

(Refer to brochure - VAT / PAYE 403 available on the SARS website: www.sars.gov.za)

Major division

Activity within major division

Initials

Surname / Company / Close Corporation name

Income tax reference number Identity number

Registration number of Company / CC / Trust / Fund

Country of residence

Passport number (non-resident) ●

FOR OFFICE USE Reason code

5. Particulars of representative vendor

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 relevant Tax Acts. (Not applicable to individuals except if the individual is not a SA resident)

Initials

Surname

Capacity 1 Public Officer 2 Trustee / Curator / Liquidator / Executor / Administrator 3 Partner 4 Treasurer 5 Accounting Officer for Municipality / Public authority ●

Physical address in South Africa (not postal box number)

Postal code

Contact telephone number CODE — TEL

Cellular phone number

E-mail address

ID / Passport number

Representative vendors must ensure that they are familiar with the provisions of the relevant Tax Acts.

6. Particulars of external auditor / bookkeeper / accountant / tax practitioner (Where applicable)

Initials

Surname / Company name

Postal address

Postal code

Practice number

Tax Practitioner registration number PR-

Contact telephone number CODE — TEL

Cellular phone number

E-mail address

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

Legal name of account holder (must correspond to part 1)

Type of account Current Savings Transmission

Bank branch number (at least six numbers)

Account number

8. Attachments required of person applying for registration

For office use

Note: Please refer to the Supporting Document list available on the SARS website (www.sars.gov.za)

9. Declaration by representative vendor

I declare that:

- (i) I am the representative vendor and that the information furnished herein is true and correct and that all required documents are attached and,
- (ii) I am fully aware of my duties and responsibilities as per the relevant Tax Acts.
- (iii) I will present myself in person to SARS / authorise my registered tax practitioner to present this application in person for validation of information.

Name Signature Capacity of Representative Vendor* Date

*Can only be one of the following persons of the legal entity - individual owner, partner, public officer, trustee, curator, liquidator, executor, administrator, treasurer and accounting officer for municipality or public authority. No Power of Attorney will be accepted for signature purposes.

10. Notes

1. Please read "Guide for Vendors: (VAT404) for more information regarding VAT and Guide for completion of VAT registration application. Available on website www.sars.gov.za.
2. Registration for VAT is area restricted and therefore you will be required to present yourself in person to the Branch office where the business is situated for validation of information. Only applications which is presented in person by the individual / legal representative vendor / authorised registered tax practitioner will be accepted. All other applications will be rejected.
3. A VAT 103 Registration Certificate confirming the VAT number will only be issued upon successful verification and validation of the application.