Please refer to the Guide for completion of Employer Registration application. Your registration may be delayed if you do not complete this application fully.

PLEASE USE BLOCK LETTERS

1. Liability Particulars of Branch

Preferred language English □ Afrikaans □

Date on which the employer became/will become liable for registration for PAYE/UIF (DDMMCCYY)

Date on which the employer became/will become liable for registration for SDL / UIF (DDMMCCYY)

Does the business maintain an independent accounting system? (Mark with an “X”)

Can the business be separately identified by:

a) the nature of its activities? (Mark with an “X”)

b) the nature of its activities? (Mark with an “X”)

Existing PAYE,SDL, UIF reference numbers

PAYE no. 7 □ SDL no. L □ UIF no. U □

If the PAYE,SDL, UIF reference numbers are not available, kindly supply the following information.

Date on which the application to register was done (EMP101e) (DDMMCCYY)

Income tax reference number

2. Branch/Division Business Information

Nature of person (select applicable nature of person)


Trading or other name

Residential address if individual and Registered address for other entity types

Unit no.

Street no.

Suburb/District

City/Town

Complex (if applicable)

Street/Name of Farm

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<table>
<thead>
<tr>
<th>Name</th>
<th>PAYE no.</th>
<th>Home tel no.</th>
<th>ID no.</th>
<th>Registration number of COI/CC /Trust/Fund</th>
<th>Country of issue (e.g. South Africa = ZAF)</th>
<th>Country of issue (e.g. South Africa = ZAF)</th>
<th>Postal address</th>
<th>Same as previous page:</th>
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</tr>
</tbody>
</table>

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

- **State main activity**
- **Major division**
- **SETA classification codes (Refer to Guide for SDL)**
  - **Chamber/SIC code**
  - **State main sector and activity**

### 3. Particulars of other branches/divisions

- State the number of branches/divisions if separate branches/divisions that also exist in the RSA
- State the number of branches/divisions for which separate registration is required.

Furnish the trading or other name and/or PAYE number(s) of ALL branches/divisions including those for which an application for separate registration will be made on a EMP102 form:

<table>
<thead>
<tr>
<th>Name</th>
<th>PAYE no.</th>
<th>Home tel no.</th>
<th>ID no.</th>
<th>Registration number of COI/CC /Trust/Fund</th>
<th>Country of issue (e.g. South Africa = ZAF)</th>
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<td>Postal address</td>
<td>Same as previous page:</td>
<td>Contact Email</td>
</tr>
</tbody>
</table>

### 4. Particulars of Exemptions (where applicable)

Employers who fall within the categories mentioned below are not liable for the payment of the levy in terms of section 1 of the Skills Development Levies Act, but must however still register in terms of section 5(6) of the aforementioned Act.

Kindly mark a block with an “X” if applicable.

- Any National/Provincial public service employer
- National/Provincial public entity, if more than 80% of your expenditure is defrayed from funds voted by Parliament
- Public Benefit Organisations
- Municipalities to whom a certificate of exemption has been granted
5. Particulars of external auditor/bookkeeper/accountant/tax practitioner (Where applicable)

<table>
<thead>
<tr>
<th>Initials</th>
<th>Surname/Company name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Complex (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Street No.</th>
<th>Street/Name of Farm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Suburb/ District</th>
<th></th>
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</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/ Town</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal code</th>
<th>Tel no.</th>
<th>Fax no.</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Cell no.</th>
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<table>
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<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of account:</th>
<th>Current</th>
<th>Savings/Transmission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Account No.</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Account holder name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Holder Relationship:</th>
<th>In name of Business</th>
<th>Third Party</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Declaration by representative taxpayer

I declare that:
(i) I am the representative taxpayer 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Capacity of Representative taxpayer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Notes

2. An employer 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.
3. A EMP 103 Registration Certificate confirming the taxpayer reference number(s) will only be issued upon successful verification and validation.