

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.

ce date stamp



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)

Particulars of person a	pply																																
PLEASE USE BLOCK LET	ГТЕГ	RS																															
Nature of person (Select app	licabl	le na	atur	re of	fpe	rsor	1)																										
 A. Individual B. Partnership / Body of perso C. Company / CC / Sharebloc 	ons k					E.	As	iblic soci tate	iati	on r	not	for	gai	cipa n	ality						H.	Clul Wel Tru:	lfare	e or	gar	nisa	atio	n					
Initials (Only if nature of persor	ı is ir	ndivi	dua	al)																													
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																													D	[Μ	Μ
Preferred language																							En	glis	sh				Afı	rika	ans	S	
Income tax reference number														•		En nu	nplo mb	oye er	es'	tax	refe	ren	ce	7									
Date of birth	C	c c	Y	Ý	- 1	M	1	D	D	•						lde	enti	ity n	num	ber													
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3. Financial particulars

Furnish the actual /expected total value of taxable supplies for a period of 12 months as follow	/s:									
Standard rated supplies R										
Zero rated supplies (including goods and / or services exported to other countries) + R										
TOTAL VALUE OF TAXABLE SUPPLIES =R										
Total / expected total value of exempt supplies of goods and / or services R										
Is the determination of the value of taxable supplies based on actual or expected (Indicate with a "x")	financia	ıl info	rmatio	on?						
State source of financial information used to determine the value of taxable supplies (This is m	nandator	у)								
								\vdash		
Is this a voluntary registration where the actual or expected turnover has or will exceed	R50 00	0						Y/N	1	
Date on which the enterprise commenced / will commence				С	C Y	Y Y	- M	M	D	D
Date on which the person became / will become liable for registration				С	C Y	′ Y	- M	M	D	D
Tax Periods										
Mark 1 option with an "X":										
The tax periods of two months										
 Monthly tax periods if total value of taxable supplies exceed R30 million 										
• The tax periods of six months (only applicable to farming where taxable supplies for	12 mont	hs do	not e	excee	d R1	l,5 n	nillio	n)		
Individual					(F	EB	Ď	AUG	
 Company / CC financial year end 										
JAN JULY FEB AUG MAR SEPT APR OC	т	MAY	Ď	NOV		JI	UNE	Ď	DEC	
 The tax periods of twelve months ending on financial year-end 										
(Only Trusts and Companies deriving income solely from the activities of letting of fix goods or the administration or management of companies which are connected personal solutions.										
• The tax periods of four months if taxable supplies for any 12 months do not exceed F	R1,5 mil	ion.								
					F	or of	ffice	use		
Accounting basis										
One of the following may be chosen namely:										
Invoice basis Payments basis The Payments basis may only be	chose	n by a	a:							

- Public Authority, Municipality or Association not for gain.

- A natural person with total taxable supplies of less than R2.5 million per annum.

4. Particulars of two partners / members / directors / shareholders / trustees

Initials		
Surname / Company / Close Corporation name		
Income tax reference number		Identity number
Registration number of Compa	any / CC / Trust / Fund	
Country of residence		
Passport number (non-resident)		FOR OFFICE USE Reason code

Initials	
Surname / Company / Close Corporation name	
Income tax reference number	Identity number
Registration number of Compa	y / 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	c Officer	2	Truste Exect	ee / Ci utor / A	uratoi Admir	r / Lie nistra	quida ator	ator /		3 P	artnei	r [4	Tre	asur	er			Acco Muni					nority	/	•
Physical address in South																										•
Africa																										•
(not postal box number)																								Ť		
	<u> </u>													-					F	os	stal	cod	e			
Contact telephone number																	С	ΟD	E	-[Т	Е	L			•
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 practioner (Where applicable)

Initials		
Surname / Company name		
Postal address		
		Postal code
Practice number		
Fractice number		$\square \square $
Tax Practitioner registration nu	umber	PR-
	ımber	
Tax Practitioner registration nu	umber	PR-

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 1	Savings 2	Transmission 3
Bank branch number (at least	six numbers)			
Account number				

8. Attachments required of person applying for registration (Please tick blocks for the relevant documents attached)

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

9. Declaration by representative vendor

J			
I declare that:			
(I) I am the representative vendor and that	at the information furnished herein is tr	ue and correct and that all required documents	s are attached and,
(ii) I am fully aware of my duties and resp	onsibilities as per the relevant Tax Acts		
(iii) I will present myself in person to SARS	/ authorise my registered tax practitio	ner to present this application in person for va	lidation of information.
Name	Signature	Capacity of Representative Vendor*	Date
	0	there public efficient tructer outstar liquidator	

*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.