

Instructions for completing the VAT declaration form on page 2.

1. Only complete and sign **section 10** (Declaration by Representative Vendor)
2. Please **DO NOT** fill in anything else on the form.
3. Please use **black ink**.
4. Please write legibly.
5. Attached a **certified copy** of the person signing this form. The Commissioner of Oath Stamp must **be original**.

POST TO:
P.O. Box 11849
Centurion
0046

Faxed or scan and e-mailed copies will NOT be accepted.

DIRECTORS:

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

Initials

Surname / Company name

Postal address

Postal code

Practice number

Tax Practitioner registration number (section 67A of the Income Tax Act No.58 of 1962) PR-

Contact telephone number CODE TEL

Cellular phone number

E-mail address

8. 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

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

		For office use
Individual	<input type="checkbox"/> Copy of the identity document of the individual	<input type="checkbox"/>
Partnership	<input type="checkbox"/> Copy of the identity documents of the 2 most senior partners of the partnership	<input type="checkbox"/>
Close Corporation / Company / Trust / Fund	<input type="checkbox"/> Copy of the identity documents of the 2 most senior members / directors / shareholders / trustees	<input type="checkbox"/>
Close Corporation / Company / Trust	<input type="checkbox"/> Copy of certificate of incorporation	<input type="checkbox"/>
Association not for Gain / Welfare Organisation / Club	<input type="checkbox"/> Copy of constitution	<input type="checkbox"/>
Company / Trust fund	<input type="checkbox"/> VAT 121(Application for category E) if tax period is selected to be category E due to the main activity	<input type="checkbox"/>
Letter of Authority	<input type="checkbox"/> If application is presented by registered Tax Practitioner	<input type="checkbox"/>
Holding / Subsidiary company or non-resident company	<input type="checkbox"/> VAT119i (indemnification for banking details) where 3 rd party's bank account is used	<input type="checkbox"/>

Documents to be submitted with all applications:

<input type="checkbox"/>	Original cancelled cheque or original letter from banker	<input type="checkbox"/>
<input type="checkbox"/>	Copy of the identity document or copy of passport of the representative vendor	<input type="checkbox"/>
<input type="checkbox"/>	Recent copy of the Business Municipal account	<input type="checkbox"/>
<input type="checkbox"/>	Recent copy of the Residential Municipal account of individual, partner or representative vendor	<input type="checkbox"/>
<input type="checkbox"/>	Copies of bank statements for the past three months but not older than one month from application	<input type="checkbox"/>
<input type="checkbox"/>	Copy of financial information listed as source in part four to determine value of taxable supplies (no cashflow projections will be accepted)	<input type="checkbox"/>

10. 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 Value-Added Tax Act, No.89 of 1991, as amended.
- (iii) I will present myself in person to SARS / authorise my registered tax practitioner to present this application in person for validation of information.

			C	C	Y	Y	M	M	D	D
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.

11. Notes

1. Please read "Guide for Vendors: (VAT404) for more information regarding VAT and Guide (AS-VAT-08) for completion of VAT registration application. Available on the SARS 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.