

4.1 Trading or other name.

Grid for trading or other name

4.2 Business address (not post box number).

Grid for business address

Postal code

4.3 Magisterial district in which business address is situated

Text box for magisterial district

For official use

Small grid for official use

4.4 Business telephone number

Grid for business telephone number

Dailing code

Grid for dailing code

4.5 Facsimile number

Grid for facsimile number

Dailing code

Grid for dailing code

4.6 Cellular telephone number

Grid for cellular telephone number

4.7 Postal address

Grid for postal address

Postal code

4.8 If registered for VAT, the VAT registration number

Grid for VAT registration number

4.9 E-mail address of employer

Text box for e-mail address

5. BUSINESS PARTICULARS (FOR EMPLOYEES TAX PURPOSES)

5.1 State MAIN activity (for example, wholesale, clothing)

Text box for main activity

5.2 Insert applicable codes (refer to Trade Classification Guide - VAT403).

5.2.1 Major division

Grid for major division

5.2.2 Activity within major division

Grid for activity within major division

5.3 Format of tables required

5.3.1 Format in which the PAYE deduction tables are required (mark ONLY ONE BLOCK with an X)

a) EMP 10 Tables (guidelines and tables)

Grid with 'B' for EMP 10 Tables

b) SARSTax 2000 Employees Tax Deduction Program (on CD-Rom)

Grid with 'D1' for SARSTax 2000

c) Internet access to download EMP 10 Tables and SARSTax 2000 updates

Grid with 'I' for internet access

d) No EMP 10 Tables or Tax Deduction Program

Grid with 'G' for no tables

For official use

Small grid for official use

5.3.2 Indicate if a computer program (not SARSTax 2000) is used/will be used to calculate employees tax deductible

Grid for YES

Grid for NO

If yes, state name of program

Text box for program name

6. BUSINESS PARTICULARS (ONLY FOR SKILLS DEVELOPMENT LEVY PURPOSES)

6.1 State MAIN sector and activity(e.g. banking: commercial bank)

Text box for main sector and activity

6.2 Insert applicable codes (refer to SETA Classification Codes - EMP 10).

6.2.1 SETA code

Grid for SETA code

6.2.2 Chamber/Activity code

Grid for chamber/activity code

6.3 Payroll Information

6.3.1 Estimated payroll for the following 12 month period

Grid for estimated payroll with 'R' prefix

6.3.2 Number of employees on which estimated payroll is based

Grid for number of employees

7. PARTICULARS OF ACCOUNTING OFFICER, BOOKKEEPER OR CONTACT PERSON

7.1 Name

Grid for name

7.2 Business address (not post box number).

Grid for business address

Postal code

7.3 Telephone number (office hours)

Grid for telephone number

Dailing code

Grid for dailing code

7.4 Facsimile number

Grid for facsimile number

Dailing code

Grid for dailing code

7.5 Cellular telephone number

Grid for cellular telephone number

8. PARTICULARS OF BANK ACCOUNT

(THE BANK ACCOUNT MUST BE IN THE NAME OF THE EMPLOYER OR THE TRADING NAME)

8.1 Name of Bank

Text box for name of bank

8.2 Type of account (mark with X)

Grid with 'CURRENT 1' for type of account

Grid with 'SAVINGS 2' for type of account

Grid with 'TRANSMISSION 3' for type of account

8.3 Bank branch number

Grid for bank branch number

8.4 Account number

Grid for account number

8.5 Name of account holder

Text box for name of account holder

9. PARTICULARS OF OTHER BUSINESSES / BRANCHES

9.1 State the number of businesses/branches, excluding the business indicated in item 4 above, if separate businesses/branches also exist in South Africa.

Grid for number of businesses/branches

9.2 Do you intend to register any of these businesses/branches separately YES NO

9.3 If separate registration is required for any of these businesses/branches, state the number of businesses/branches for which separate registration is required. Application for separate registration of any businesses/branches must be made on an EMP 102 form (available at your local Receiver of Revenue).

9.4 Fill in the trading or other name and Income Tax number of all the businesses/branches, including those for which application for a separate registration was made on an EMP 102 form.

Name
Income Tax number

Name
Income Tax number

Name
Income Tax number

Name
Income Tax number

10. PARTICULARS OF DIRECTORS (COMPANY) AND MEMBERS (CLOSE CORPORATION)

10.1 Number of members in the case of a close corporation or directors in the case of a public/private company

10.2 Furnish the name (initials and surname), residential address (not post box number), income tax reference number and identity number of three major directors/members.

10.2.1 Initials Name/surname

Address
Postal code
Income Tax number
ID number

For official use Reason code Country of origin

10.2.2 Initials Name/surname

Address
Postal code
Income Tax number
ID number

For official use Reason code Country of origin

10.2.3 Initials Name/surname

Address
Postal code
Income Tax number
ID number

For official use Reason code Country of origin

11. DECLARATION BY THE PERSON COMPLETING THIS FORM

I declare that the information furnished herein is true and correct.

Name: _____ Capacity: _____

Signature: _____ Date: _____

12. FOR OFFICIAL USE

Edited by (initials and surname): _____

Signature: _____ Date: _____