



**P R O F E S S I O N A L
F I N A N C I A L
C O N S U L T A N T S**

(Z INTERNATIONAL C.C. Reg. No. CK 1990/006996/23 TRADING A6)

Dear Sir/Madam

Requirements for VAT, PAYE, UIF, WCC, Income Tax &
Import & Export applications.

- Certified copies of every members/directors ID - 4 copies
- 3 original canceled cheques or bank letter confirming banking details of business (or CC/PTY in the case where a CC/PTY will be operating the business).
- The latest 3 months bank statements indicating operational activity in excess of R50000.
- Invoices issued for the amount of R50 000 or more; For VAT registration
- Original CK documents or Company documents or 4 certified copies
- Details of letting agents of the property where the business is situated OR a letter stating where the business is operating from (in the case where the business is operating from home).
- Utility document-Water & Electricity or Telkom statement, less than three months old. This should be in the name of the business or in the name of the member/director where the CC/PTY is operating from home.
- Employee's details: ID numbers, date of employment & salary amounts.
- Date from which the required registrations are to commence.

Please note that where original documents are submitted, we can perform the certification process on your behalf.

Where we have completed the registration of the Close Corporation or Company Register, kindly ignore that requirement.

Where administrative changes have arisen since the completion of this letter, we reserve the right to request additional information.

Kind Regards

64 7TH AVENUE, EDENVALE 1610 PO BOX 4186 EDENVALE 1610
☎(011) 609 9000 (011) 609 9007 (011) 609 3368 FAX: (011) 609 6891 E-MAIL: zintern@icon.co.za

MEMBER: JOHN ZOUMBOULIS B.COM, B. COMPT. ADV. DIP (INTL TAX), MASTERS DIP (INTL TAX) DIP, F.C.W., CFA (SA), FA (SA)
REGISTERED PROFESSIONAL ACCOUNTANTS (SA) AND TAX PRACTITIONERS SAIPA PRACTICE No 2702 SARS No. PRO2973B8

VAT APPLICATION

PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE ATTACHED TO YOUR VAT101 APPLICATION:

1. Proof of turnover exceeding R50 000 in a 12 month period, **must** be provided:
 - Invoices issued or
 - Signed contracts or
 - Tenders awarded
 - Suppliers' invoice/receipt (i.e. stock purchases)If compulsory registration, proof of turnover exceeding R1m
2. Financial information:
 - Past 3 months bank statement – 'business must be up and running'
3. All tax numbers registered for. (Registration for Income Tax is compulsory)
4. Identification:
 - Copy of ID of individual (sole proprietor)
 - Copies of ID of 2 most senior partners of a partnership
 - Copies of ID of 2 most senior members/directors/ shareholders/ trustees **AND**
 - Copy of ID of appointed representative vendor.
5. Incorporation documents (Full set) i.e:
 - Public/Private Company: CoR14.3 (notice of registration) and CoR15.1(certificate of incorporation)
 - Close corporation: CK1/CK2
 - Trust: Trust deed/founding statement
 - Partnership: Partnership Agreement
6. Bank details:
 - Bank statement (not older than 3 months) with original bank stamp or
 - ABSA eStamped statement not more than three (3) months old or
 - Original letter from bank on original letterhead with original bank stamp
7. Physical Addresses: (Business **and** representative)
 - Recent municipal account of the business – physical address - not older than 3 months or
 - Current lease agreement or completed CRA01 form if trading from home or from third party's address.

 - Municipal (residential) account of representative vendor/ individual/partner - not older than 3 months or completed CRA01 form if not owner
8. Power of Attorney by vendor if represented by third party (VAT interview)
9. Letter of appointment of representative vendor if applicable. (On letterhead of Vendor)

THANK YOU

(SARS' website: www.sars.gov.za)



PROFESSIONAL
FINANCIAL
CONSULTANTS

(Z INTERNATIONAL G.C. REG. NO. CK 1990/006996/23 TRADING AS)

To: The South African Revenue Service

Dear Sir/Madam

APPLICATIONS FOR VAT REGISTRATION ON BEHALF OF CLIENTS

I hereby confirm that _____ is a PFC representative and is employed by us. Identity Number of representative _____.
His/her principle duties involve applying for the registration of VAT, PAYE, UIF, IT, WCC and SDL etc. on behalf of clients, prospective clients and at their request. He/she is authorized by _____ (client name) to complete and submit the VAT, PAYE, UIF, IT, WCC and SDL application for: (insert name of entity)

This application has been duly completed with the relevant information given to us and supplied to us by the client and we act only in our capacity as an agent. We have not audited this information and do not provide assurance thereon. We will not take responsibility for inaccurate estimates or information supplied by the client.

This letter also serves to confirm that the client is responsible to comply with the VAT, PAYE, UIF, IT, WCC and SDL compliance regulations and the relative VAT, PAYE, UIF, IT, WCC and SDL act, and we will not be held responsible for any default or non-compliance thereof (including interest and penalties incurred) or accept any liability thereof.

We have proceeded with this application with the consent of the client. Please refer below.

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Client consent:

I (client name/Entity name) _____,
hereby consent to the submission of applications. I also acknowledge and agree,
notwithstanding the appointment of PFC as an agent therefore, that as the taxpayer/
vendor I shall be and remain liable to The South African Revenue Service for all the
compliance and regulation requirements in respect of my obligations.

Client Signature: _____

Client Name: _____

Date: _____

Trusting this meets with your approval.

Yours Faithfully

John Zoumboulis