

Application for registration



www.sars.gov.za

## EMP101e

## FOR OFFICE USE PAYE Reference number 7 SDL Reference number L UIF Reference number V Area code Magisterial district

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. Business Information		
Nature of person (select applicable nature of person)	•	
<ul> <li>A. Individual</li> <li>B. Partnership</li> <li>C. Company/CC/Co-operative(CIPRO reg. entity)</li> <li>D. Government/Public or Local authority</li> <li>E. Association not for gain</li> </ul>	G. Club H. Welfare Organisation I. Trust K. Foreign Individual L. Foreign Governmental (foreign embassies	M. Unincorporated Body of Persons N. Retirement Funds O. Section Title Entity (Sectional Titles Act no. 95 of 1986 - non CIPRO Body Corporate) s)
Initials (only if nature of person is individual)		
Surname or registered name (in the case of an individual,	only the surname, and in the case of a partnersl	nip, company, etc. name of partnership, company, etc.)
		•
Income tax no.	Date of bir	th (DDMMCCYY)
ID no.	Registration number of	
	CO/CC /Trust/Fund	<b>− </b>
Registration number of co-operative		VAT no. 4
If not South African resident state country of residence		
		FOR OFFICE USE: Reason code
Country of issue (e.g. South Africa = ZAF)		Purpose of PAYE/ SDL/ PAYE/ SDL/ SDL/ UIF UIF UIF UIF
2. Residential/Registered Address		
Residential address if individual and Registered address	ss for other entity types	
Complex /if		
Unit no.		/ / / _ / _ / _ / _ / _ /
Street   Street/Name     no.   of farm		
Suburb/ District		
City/ Town		
Postal code Cell no.	Bus no.	tel
Fax no.	Home tel no. (for individu	als)
Contact email		

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The representative employer is a natural person residing in South Africa who is, according to paragraph 16 of the Fourth Schedule to the Income Tax Act 58 of 1962, responsible for performing the duties of the employer as required by the said schedule. Not applicable to individuals except if the individual is not a SA resident.

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## 8. Particulars of external auditor/bookkeeper/accountant/tax practitioner (where applicable)

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- 1. Please read Guide for Employers iro Employees' Tax for more information regarding Employees' Tax. The guide is available on the SARS website: www.sars.gov.za
- 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. Please refer to the Supporting Document list available on the SARS website (www.sars.gov.za)

3. An EMP 103 Registration Certificate confirming the registration number(s) will only be issued upon successful verification and validation.