

Application for Branch Registration



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EMP102e

FOR OFFICE USE

Main Branch: PAYE Reference number	r 7		Office date stamp
Branch: PAYE Reference number	7	•	
Main Branch: SDL Reference number	L	•	
Branch: SDL Reference number	L	•	
Main Branch: UIF Reference number	U	•	
Branch: UIF Reference number	U	•	
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. Liability Particulars of Branch						
Preferred language English Afrikaans						
Date on which the employer became/will become liable for registration for PAYE/UIF (DDMMCCYY)						
Date on which the employer became/will become liable for registration for SDL / UIF (DDMMCCYY)						
Does the business maintain an independent accounting system? (Mark with an "X")		Y	′es]	No	
Can the business be separately identified by:						
a) the nature of its activities? (Mark with an "X")		`	Yes		No	
a) the nature of its activities? (Mark with an "X")		,	Yes	7	No	
Existing PAYE,SDL, UIF reference numbers						
PAYE 7 • UIF 0. • SDL L • • UIF 0.						
If the PAYE,SDL, UIF reference numbers are not available, kindly supply the following information.						
Date on which the application to register was done (EMP101e) (DDMMCCYY)						
Name of the SARS branch office where the application was submitted						
Income tax reference number VAT registration no. 4						
2. Branch/Division Business Information						
A. Individual G. Club M. Unincorp B. Partnership H. Welfare Organisation N. Retireme C. Company/CC/Co-operative(CIPRO reg. entity) H. Welfare Organisation N. Retireme D. Government/Public or Local authority K. Foreigner Individual 95 of 1980 E. Association not for gain L. Foreign Governmental (foreign embassies) 95 of 1980	nt Fund itle Ent	ls ity (Se	ctional	Titles /		
Trading or other name						_
Residential address if individual and Registered address for other entity types)						
Unit no.						
Street Street/Name of Farm						
Suburb/ District						_
City/ Town						

Postal code			•	Cel	l no.														Bus no.	tel												•
Home tel no (for Individua												•	Magi Distri	steria ict	al				Fax	k no.												•
ID no.																	D	ate	of bir	th (C	DM	мсс	YY)									•
Registration CO/CC /Tru		f												•																		
Contact Email																																•
Postal addre	ess	Sam	e as	pre	vious	s pa	ge:]																							
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Trade class	ification c	odes	(Re	fer t	o br	och	ure -	VAT	/ PA	YE 4	103 a	vail	able	on tł	ne S/	ARS	web	site:	ww	w.sa	rs.g	ov.za	a)									
State main activity																																
Major divisio	n			•		Acti	ivity v	vithin	ı maj	or div	visio	n					•															
SETA class	ification c	odes	(Re	fer t	o Gi	uide	for	SDL))																							
Chamber/SI	C code			•		Stat	te ma	iin se	ector	and	activ	/ity					•															
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5. Particulars of external auditor/bookkeeper/accountant/tax practitioner (Where applicable)

Initials																															
Surname name	e/Cor	npany																													•
Unit No.							ex (i able)																								
Street No.					Stre Far		Nam	ie of																							
Suburb/ District																															
City/ Town																															•
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8. Notes

1. Please read "Guide for Employers iro Employees' Tax for more information regarding Employees' Tax. 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.

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