

Name of Client

BUSINESS INFORMATION

Trading name of business

Describe nature of business

Select type of business

- Company
- Close corporation
- Partnership
- Association
- Incorporation
- Trust
- Sole Proprietor
- If other, please specify

Website address

Contact person

Telephone number

Mobile / Cell number

Fax number

Email address

Physical address

Postal address

SARS EFILING USERNAME & PASSWORD

Username

Password

Business registration number

Income tax reference number

VAT reference number

Employees tax reference number

BUSINESS BANK ACCOUNT DETAILS

Bank

Branch

Branch code

Account holder name

Account number

Account type

DIRECTOR/MEMBER/PARTNER 1

Full Name

Identity / passport number

Income tax reference number

Telephone number

Mobile / Cell number

Email address

Physical address

DIRECTOR/MEMBER/PARTNER 2

Full Name

Identity / passport number

Income tax reference number

Telephone number

Mobile / Cell number

Email address

Physical address

DIRECTOR/MEMBER/PARTNER 3

Full Name

Identity / passport number

Income tax reference number

Telephone number

Mobile / Cell number

Email address

Physical address

BANK ACCOUNT DETAILS

Bank Branch Branch code

Account holder name

Account number Account type

BANK ACCOUNT DETAILS

Bank Branch Branch code

Account holder name

Account number Account type

BANK ACCOUNT DETAILS

Bank Branch Branch code

Account holder name

Account number Account type

What we require.

In terms of the Financial Intelligence Centre Act (FICA) we require the following supporting documents:

BUSINESS INFORMATION

Notice of incorporation (CoR 14.1/CM 22/CM 4)
Memorandum of incorporation (CoR15.1/CM29)
Bank statement
Recent business utility bill

DIRECTORS/MEMBERS/PARTNERS INFORMATION

Certified copy of ID / passport document
Bank statement
Recent utility bill

Please note.

Scan and email the completed document with the supporting documents to tax@accountabilityPA.co.za

Kindly submit original or certified copies of the required FICA supporting documents to our office at your earliest convenience.

Alternatively you can deliver the documents to our office at Touchstone House 703, 7 Bree Street, Cape Town, 8001.