

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 or cancelled cheque  
Recent utility bill

## Please note.

Scan and email the completed document with the supporting documents to [tax@accountabilityPA.co.za](mailto: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.