New Business Client Details Form

BUSINESS DETAILS

BUSINESS NAME
TYPE OF BUSINESS: SOLE PROPRIETOR/CC/CO./TRUST
BUSINESS REGISTRATION NO.
VAT REGISTRATION NO.
BUSINESS TAX REFERENCE NO.
CONTACT PERSON - FULL NAME
CONTACT PERSON - ID NUMBER
BUSINESS PHYSICAL ADDRESS

BUSINESS PO BOX ADDRESS

BUSINESS EMAIL ADDRESS
TELEPHONE NUMBER (W)
FAX NUMBER (W)
CONTACT PERSON: CELLPHONE NUMBER
BUSINESS BANK ACCOUNT DETAILS:
- NAME OF BANK
- ACCOUNT NAME
- TYPE OF ACCOUNT
- BRANCH NUMBER
- ACCOUNT NUMBER

PREVIOUS ACCOUNTING OFFICER/AUDITOR:
- NAME
- POSTAL ADDRESS
- CONTACT NUMBER

DIRECTOR/MEMBER DETAILS

FULL NAME
INDIVIDUAL TAX REFERENCE NO.
ID NUMBER
DATE OF BIRTH
TELEPHONE NUMBER (H)
FAX NUMBER (H)
CELLPHONE NUMBER
HOME EMAIL ADDRESS
HOME ADDRESS

PERSONAL BANK ACCOUNT DETAILS:
- NAME OF BANK
- ACCOUNT NAME
- TYPE OF ACCOUNT
- BRANCH NUMBER
- ACCOUNT NUMBER

HOW DID YOU HEAR ABOUT LIEDON? WHO REFERRED YOU?

* PLEASE PROVIDE COPY OF FOUNDING STATEMENT (CK1 OR CK2) OR COMPANY DOCUMENTS

**NOTE IF MORE THAN ONE MEMBER OR DIRECTOR - PLEASE FILL IN ADDITIONAL FORMS

DO YOU NEED TO REGISTER FOR ANY OF THE FOLLOWING?

- ☐ INCOME TAX
- ☐ VAT
- ☐ PAYE
- ☐ UIF

BRING THE FOLLOWING WITH YOU TO REGISTER EACH MEMBER/DIRECTOR FOR TAX

ONLY IF NOT ALREADY REGISTERED WITH SARS

1) Certified copy of identity document for each member/director
2) Cancelled cheque or original bank statement for each member/director's personal bank account

BRING THE FOLLOWING WITH YOU TO REGISTER FOR VAT

1) Certified copy of CK1 document (CC) / certificate of incorporation CM1 & register of directors CM29 (Co.)
2) Cancelled cheque or original letter from bank for business bank account (reflecting branch and account number)
3) Certified copy of identity document for each member/director
4) Copy of latest Buffalo City Municipality account / Telkom account / lease agreement to prove business operating address
5) Copy of signed contract / business plan / Financial Statements to prove annual turnover has / will exceed R300 000

BRING THE FOLLOWING WITH YOU TO REGISTER FOR PAYE & UIF

1) Certified copy of each member/director's identity document
2) Copy of each employee's identity document for which you want to register for UIF
3) Estimated monthly gross salary for each employee
4) Certified copy of CK1 document (CC) / certificate of incorporation CM1 & register of directors CM29 (Co.)
5) Cancelled cheque or original letter from bank for business bank account (reflecting branch and account number)

LIEDON
CHARTERED ACCOUNTANTS

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