

REGISTRATION OF CUSTOMS CODE

PLEASE BE ADVISED THAT PROOF OF THE FOLLOWING (where applicable), ARE COMPULSORY FOR NEW REGISTRATION OR AMENDMENTS

| | YES | NO |
|---|-----|----|
| <p>1. <u>Clear and dark copies required</u></p> <p>2. <u>Application and all documents to be completed in BLACK ink only.</u></p> <p>PLEASE BE INFORMED THAT NO PAPERWORK IS ALLOWED TO BE OLDER THEN 3 MONTHS IT HAS TO BE ORIGINAL OR ORIGINAL CERTIFIED</p> | | |
| <p>Representatives handing in applications on behalf of the Public Officer must provide a letter of authority authorising representative – Original Certified copy of the Public Officer ID also has to be submitted with the application AND ORIGINAL CERTIFIED ID COPY OF REPRESENTATIVE</p> | | |
| <p>NO E-MAIL ADDRESS OF TAX CONSULTANT WILL BE ACCEPTED ON BUSINESS ADDRESS E-MAIL, (SECTION 6 OR PUBLIC OFFICER E-MAIL ADDRESS SECTION 11)</p> | | |
| LETTER OF AUTHORITY | | |
| DA185 | | |
| ANNEXURE DA 185.4A1 – IMPORTERS CODE | | |
| ANNEXURE DA185.4A2 – EXPORTERS CODE | | |
| CERTIFIED REGISTRATION CERTIFICATE OF BUSINESS – (PTY) LTD | | |
| CLOSE CORPORATION – CERTIFIED CK DOCUMENT | | |
| <p>RESOLUTION / CONSENT LETTER – MUST BE ORIGINAL (Full names, capacities and specimen signatories required.) (ALL DIRECTORS/MEMBERS HAS TO SIGN IN FULL).</p> | | |
| <p>INCOME TAX CLEARANCE CERTIFICATE (for CLOSE CORPORATION / (PTY) LTD & INDIVIDUALS)</p> | | |
| <p>CERTIFIED IDENTITY or PASSPORT DOCUMENTS for members in form DA 185</p> | | |
| <p>PROOF OF PHYSICAL ADDRESS in a form of a UTILITY BILL, LEASE AGREEMENT OR AFFIDAVIT (To Be Accompanied by Utility Bill of the mentioned address.) <u>LEASE HAS TO BE ORIGINAL CERTIFIED</u></p> | | |
| <p>3 MONTHS COMPANY BANK STATEMENT FOR NON SOUTH AFRICAN</p> | | |
| <p>TELKOM OR CELL PHONE ACCOUNT NOT OLDER THAN 3 MONTHS TO CONFIRM THE CONTACT DETAILS</p> | | |

ONE OF THE FOLLOWING DOCUMENTS TO PROVE BANK DETAILS – (FOR BUSINESS):

| | YES | NO |
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| <p>A LEGIBLE CERTIFIED COPY OR ORIGINAL BANK STATEMENT WHICH THE ACCOUNT HOLDER'S NAME, ACCOUNT NUMBER AND BRANCH CODE</p> | | |
| <p>AN ORIGINAL LETTER FROM THE BANK ON A LETTERHEAD OR AN ORIGINAL AUTO BANK STATEMENT <u>(AND REQUIRES A BANK STAMP)</u></p> | | |
| <p>PLEASE BE INFORMED THAT SHOULD YOU WISH TO TRACK YOUR APPLICATION PLEASE DO SO AFTER 10 DAYS OF SUBMISSION</p> | | |
| <p>APPLICATIONS WHICH DO NOT ACCOMPANY THE SUPPORTING DOCUMENTS AS PER DA 185 STIPULATIONS WILL BE REJECTED AND POSTED BACK TO CLIENT UNLESS OTHERWISE INDICATED</p> | | |