

Syndicate Business Developer Pty Ltd  
 Email Address: [info@sbd-group.co.za](mailto:info@sbd-group.co.za)  
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 Website: [www.sbd-group.co.za](http://www.sbd-group.co.za)



<b>New Company Registrations</b>	<b>Price</b>	<b>Requirements</b>
New Company Registration(Pty)	R495	<a href="#">Click Here</a>
Personal Liability(INC)	R895	<a href="#">Click Here</a>
Non Profit Company(NPC)	R895	<a href="#">Click Here</a>
Co-operative Registration	R850	<a href="#">Click Here</a>
Non Profit Organizations(NGO)	R1195	<a href="#">Click Here</a>
Urgent Company Registration + Income Tax Registration	R950	<a href="#">Click Here</a>

### **SARS Registrations**

Income Tax Registrations	R220	<a href="#">Click Here</a>
Tax Clearance Certificate	R270	<a href="#">Click Here</a>
PAYE/UIF/ SDL Registration	R240	<a href="#">Click Here</a>
VAT Registrations	R1100	<a href="#">Click Here</a>
Import and Export license	R850	<a href="#">Click Here</a>

### **Amendments**

CC Amendment(Comprehensive)	R500	<a href="#">Click Here</a>
CC Basic Amendment(Description, Address, Members)	R350	<a href="#">Click Here</a>
Pty Amendment(Name Change)	R500	<a href="#">Click Here</a>
Pty Amendment(Resignation or Appointment) Per Director	R140	<a href="#">Click Here</a>
Change of Year End	R220	<a href="#">Click Here</a>
Appointment of Auditor	R200	<a href="#">Click Here</a>
Change of Company Address	R140	<a href="#">Click Here</a>

### **Other Registrations**

Conversion From CC to PTY	R700	<a href="#">Click Here</a>
BEE Certificates(Turnover less than 5 Million)	R495	<a href="#">Click Here</a>
Company Restoration(cc)	R450	<a href="#">Click Here</a>
Submission of Annual Returns(Per Annual Return)	R120	<a href="#">Click Here</a>
Submission of Annual Returns with Penalties	R150	<a href="#">Click Here</a>
CIDB Registration Grade 1	R900	<a href="#">Click Here</a>
CIDB Registration Grade 2-9	R1220	<a href="#">Click Here</a>
UIF Registration with Department of Labour	R300	<a href="#">Click Here</a>
Workman's Compensation	R350	<a href="#">Click Here</a>

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Auditors Letter	R350	<a href="#">Click Here</a>
Share Certificate(If issued by SBD Business Registration)	R100	
<b>Company Deregistration</b>	R450	<a href="#">Click Here</a>
<b>Package Deals</b>		
<b>Start Up Business Package</b>		
Company Registration Pty + Income Tax Registration +Tax Clearance + Free Share Certificate	R835	
<b>Primary Business Package</b>		
Company Registration Pty + Income Tax Registration +Tax Clearance + Paye /UIF /SDL Registration + Free Share Certificate	R1025	
<b>Tender Package</b>		
Company Registration Pty + Income Tax Registration +Tax Clearance + Paye /UIF /SDL Registration + BEE Certificate + Free Share Certificate	R1520	
<b>Add-On Business Package</b>		
Tax clearance + VAT Registration + BEE Certificate	R1990	

## Supporting Document required

### New Company Registrations Documents

#### Personal Liability (INC)

1. Certified ID copies of all members or directors
2. Power of attorney
3. Application form
4. Proof of payment
5. If client is not a South African citizen: affidavit & certified passport & permit

#### Non Profit Company (NPC)

1. Minimum of 3 members
2. Certified ID copies of all members
3. Power of attorney
4. Application form

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5. Proof of payment
6. If client is not a South African citizen: affidavit & certified passport & permit

### **Non Profit Organizations (NGO)**

1. Minimum of 7 directors
2. Certified ID copies of all directors
3. Power of attorney – we provide
4. Signed declaration
5. Constitution (2 copies)
6. If it is a trust: trust deed (2 copies)
7. If it is a NPC ,Section 21 company : certificate of incorporation (2 copies)
8. Proof of payment
9. If client is not a South African citizen: affidavit & certified passport & permit

### **Co-operative Registration**

1. Certified ID copies of all members/directors
2. Power of attorney
3. Application form
4. Proof of payment
5. 5 members minimum
6. Must appoint 2 directors from the members
7. Must appoint a chairperson from the members or an auditor/accountant
8. Constitution signed by all the members
9. If client is not a South African citizen: affidavit & certified passport & permit

### **SARS Registrations**

#### **Income Tax Registrations**

1. Certified copy of company certificate
2. Certified copy of each members Identity Document
3. An original letter from the bank confirming the business banking details
4. An original SARS power of attorney (we will provide you with the form)

#### **Tax Clearance Certificate**

1. The company needs to be registered for Income Tax
2. Confirmation of income tax copy of IT150 or income tax number
3. Certified copy of company certificate

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4. Certified copy of each members Identity Document
5. An original letter from the bank confirming the business banking details
6. An original SARS power of attorney (we will provide the form)

#### **PAYE/UIF/ SDL Registration**

1. An original letter from the bank on a letterhead which confirms the account holder's name, account number and branch code
2. Certified copy of a municipal account not older 3 months to confirm the address details
3. The company needs to be registered for Income Tax
4. Confirmation of income tax: copy of IT150 or income tax number
5. Certified copy of company certificate
6. Certified copy of each members Identity Document
7. An original letter from the bank confirming the business bank account
8. SARS power of attorney
9. Signed employee declaration form
10. Certified copy of Identity Document
11. Signed CRA01

#### **VAT Registrations**

1. The company needs to be registered for Income Tax
2. Confirmation of income tax: copy of IT150 or income tax number
3. Certified copy of company certificate
4. Certified copy of each members Identity Document
5. An original letter from the bank confirming the business bank account
6. A original letter from one of the members that states the physical business address of the CC (This must be signed by the member)
7. An original letter from your accounting officer stating that they are your accounting officer (This must be on an official letterhead). Please note that we can appoint an Accounting Officer for you if you do not have one.
8. Bank statements for the last 3 months or since inception. (It is important that the bank statements show income of at least R50 000 as this is the minimum registration threshold. The bank statement will be scrutinized to verify that income of at least R50 000 has been earned by the CC.
9. Invoices made out to the client (amounts on invoices should appear on bank statement)
10. A recent copy of the business municipal account.
11. Business lease agreement.
12. A recent copy of the residential municipal account for the SARS representative
13. An original SARS power of attorney (we will provide you with the form)
14. Signed VAT declaration form
15. Signed CRA01

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## **Import and Export license**

1. Company certificate
2. An original letter from the bank on a letterhead which confirms the business banking details, account number and branch code
3. Certified copy of a municipal account not older 3 months to confirm the address details
4. Vat, IT, PAYE, SDL or UIF Letters from SARS to confirm revenue registration details
5. Certified copy of Identity Document
6. Telkom or cell phone account not older than 3 months to confirm contact details
7. Signed SARS power of attorney
8. Signed declaration forms
9. Signed CRA01

## **Amendments**

### **CC Basic Amendment (Description, Address, Members)**

1. Certified ID copies of all members or directors
2. Power of attorney
3. If client is not a South African citizen affidavit & certified passport & permit

### **CC Amendment (Comprehensive)**

1. Certified ID copies of all members or directors
2. Power of attorney
3. If client is not a South African citizen: affidavit & certified passport & permit

### **Pty Amendment (Name Change)**

1. Certified ID copies of all members or directors
2. Power of attorney
3. If client is not a South African citizen affidavit & certified passport & permit
4. Original resolution signed by all the directors stating that they want to change the name.

### **Pty Amendment (Resignation or Appointment)**

1. Certified ID copies of all members or directors
2. Power of attorney
3. If client is not a South African citizen affidavit & certified passport & permit

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4. Original resolution signed by all the directors stating that they want to appoint or resign a director.

### **Change of Year End**

1. Certified ID copies of all members or directors
2. Power of attorney
3. If client is not a South African citizen affidavit & certified passport & permit
4. Original resolution signed by all the directors stating that they want to change the registered financial year end of the company.

### **Appointment of Auditor**

1. Certified ID copies of all members or directors
2. Power of attorney
3. If client is not a South African citizen affidavit & certified passport & permit
4. Original resolution signed by all the directors stating that they want to appoint or resign an auditor.

### **Change of Company Address**

1. Certified ID copies of all members or directors
2. Power of attorney
3. If client is not a South African citizen or affidavit & certified passport & permit
4. Original resolution signed by all the directors stating that they want to change the Address.

### **Other Registrations**

#### **Conversion from CC to PTY**

1. Certified ID copies of all members or directors
2. Power of attorney
3. If client is not a South African citizen or affidavit & certified passport & permit
4. Original resolution signed by all the directors stating that they want to change company from a CC to PTY. The letter also needs to state that the CC has not credit and the CC's annual returns are up to date

#### **BEE Certificates (Turnover less than 5 Million)**

1. Certified ID copies of all members or directors
2. If client is not a South African citizen or affidavit & certified passport & permit

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3. 12 months bank statement or bank statement from the time the account was open or a letter from the accountant stating that the company does make a turnover of less than 5 Million

### **Company Restoration (cc)**

1. Copy of CK1 or 14.3
2. Date of deregistration
3. Certified id copies
4. Deed search (reflecting if there is immovable property or not)
5. Letters from treasury if immovable property; indicating that such department have no objection to the re-instatement.
6. Copy of notice in local newspaper giving 21 days clear notice of attention to restore (full page reflecting the date and the name of the newspaper)
7. Affidavit indicating the reasons for the non-filing of annual returns if deregistration was due to non-compliance of annual returns
8. Affidavit indicating the reason for the original request for deregistration, if the PTY or CC itself applied for deregistration or any other party
9. Sufficient documentary proof indicating that the PTY or CC was in business or had any outstanding assets or liabilities; e.g. property, intellectual property rights; selling and buying of goods and services; leasing or renting property or equipment; marketing of goods and services, and/or an active bank account.
10. Timeframe?

### **Submission of Annual Returns**

1. Company name
2. Registration number

### **CIDB Registrations**

1. Company certificate
2. Tax Clearance certificate
3. Signed declaration
4. BEE certificate (if applicable)
5. Certified id copies
6. Letter from bank confirming business bank details
7. If it is Pty: share certificates
8. If it is Trust: deed for trust
9. If Electrical contractors: electrical contractors certificate

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### **UIF Registration with Department of Labour**

1. Application form
2. Company certificate
3. Signed employee declaration form
4. Certified copy of Identity copies
5. An original letter from the bank on a letterhead which confirms the account holder's name, account number and branch code
6. Certified copy of a municipal account not older than 3 months to confirm the address details

### **Workman's Compensation**

1. Certified ID copies
2. Application form
3. Company certificate

### **Auditors Letter**

1. Certified ID copies of all members or directors
2. If client is not a South African citizen or affidavit & certified passport & permit
3. Copy of business documents

### **Company Deregistration**

1. Statement on company letterhead confirming that the PTY or CC is not carrying on in business or is dormant, and has no assets
2. Sufficient documentary proof of the above
3. Tax clearance certificate or sufficient documentation from SARS showing no tax liability
4. Income tax number
5. Letter signed by all active directors/members
6. Certified id copies