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## MSAMANZI FINANCIAL SERVICES

REG. NO: 1998/035666/23 \* VAT REG. NO 4710193220

23 Loveday Street, Howard House, 1<sup>st</sup> Floor  
Marshalltown, Johannesburg 2001  
P.O. Box 90291, Bertsham 2013, South Africa  
Tel: 011-838-4155  
Fax: 086-682-2238

**Office Cell: 083-900-6963**

Email: mail@msamanzi.co.za \* Website: http://www.msamanzi.co.za

# **Private Company (Pty) LTD 2020** **ALL OVER SOUTH AFRICA**

PTY REGISTRATION

**R390.00**

## **PROCEDURE TO REGISTER A PRIVATE (PTY) COMPANY**

Minimum Number of Directors required is ONE (1)

Here are the routes to follow when register a company

### **A. NEW REGISTRATION**

1. Register the company as PRIVATE COMPANY (PTY) LTD. (5 to 21 days)  
Complete forms attached – PAGE A and PAGE B  
Receive Approved name and Company Registration number eg: (2015/123456/07)

### **B. NEW INCOME TAX REFERENCE NUMBER**

2. Company (SARS) Income Tax Reference Number.  
Issued automatically by CIPC.

### **B. NEW BANK ACCOUNT**

3. Open the Business Bank Account in the name of the New Company.  
Copy of Founding Statement.  
Proof of Residence of Directors of the company.  
Letter from accounting officer confirming proof of share percentage.

### **D. NEW TAX CLEARANCE CERTIFICATE**

4. Tax Clearance Certificate (New Company)  
Register the company on e-filing  
Submit to SARS outstanding IRP6 Returns.  
Apply for TCC.

### **E. NEW BEE AFFIDAVIT**

5. BEE Affidavit  
Required for Tending, Procurement, (database) purposes.  
Affidavit and or Letter from accounting officer.

These steps need to be followed in the above A, B, C, D, E, sequence with E as an optional requirement.

CIPC PROCESSING TIME FRAME

**THE PROCESS TO REGISTER THE COMPANY MAY TAKE 5 TO 14 DAYS.**  
**WE ARE UNABLE TO HANDLE INSTANT APPLICATIONS.**

### **IMPORTANT INFORMATION**

1. Company Applications are processed by CIPC (CIPRO) and may take up to 21 days, and we shall not be held liable by delay caused by CIPRO.
2. We forward applications to CIPRO within 24 hours of receipt of application. Msamanzi can **NOT** request CIPC to speed up an application nor facilitate speedy applications. We shall not accept urgent company applications.  
Client shall be informed as soon as the company has been registered.

REGISTERED  
MEMBER OF:  
\* SAIPA  
\* SAIBA  
\* SAIT

**DOWNLOAD FREE BUSINESS DOCUMENTS TEMPLATES**

AT:

[WWW.MSAMANZI.CO.ZA](http://WWW.MSAMANZI.CO.ZA)

# Private Company (Pty) LTD

# PRICE 2020

Profit Company = Fee for Private Company Registration ONLY: **R390.00**

Name of Applicant/Contact Person

Cell No:

Email:

Address/Postal Address:

## Application to Reserve a Name

(Insert the proposed name or names to be considered in order for reservation)

1.
2.
3.
4.

3. The company's first financial year will end on **28 February**. Or .....

Business Registered Address:	Postal Code:
Postal Address:	Postal Code:

Business Activities:

## PLEASE COMPLETE SHARES % SECTION

### Adoption of Memorandum of Incorporation

This Memorandum of Incorporation was adopted by the incorporators of the Company, in accordance with section 13 (1), as evidenced by the following signatures made by each of them, or on their behalf.

Name and address of Directors / Owners / incorporator	Identity NO: or Passport	Cell Number	Signature	Share Percentage
Name & Surname:..... Address:..... .....Code: .....				%
Email Address:.....				
Name & Surname:..... Address:..... .....Code: .....				%
Email Address:.....				
Name & Surname:..... Address:..... .....Code: .....				%
Email Address:.....				
Name & Surname:..... Address:..... .....Code: .....				%
Email Address:.....				

Signature:.....

Date:.....

Please attach the following documents:

☐ **Certified** Copies of **ID's** of all owners mentioned above. NB: **FAXED ID COPIES SHALL NOT BE ACCEPTED.**

**COPY BOTH SIDES OF SMART ID TO ONE PAGE**

☐ All Directors / owners to complete and sign attached power of attorney.

☐ Copy of Bank deposit Slip if paid at the Bank. – Submit application to:

**Msamanzi Financial Services** – REG. NO: 1998/035666/23 \* VAT REG. NO 4710193220  
23 Loveday Street, Howard House, 1<sup>st</sup> Floor, Marshalltown, Johannesburg 2001 \* (Next to Ghandi Square)  
P.O. Box 90291, Bertsham 2013, South Africa  
Tel: **011-838-4155**\*Fax: **086-682-2238** \*Office Cell: **083-900-6963** \*  
Email: [mail@msamanzi.co.za](mailto:mail@msamanzi.co.za) \* [www.msamanzi.co.za](http://www.msamanzi.co.za)

BANK : **FIRST NATIONAL BANK**, \* ACCOUNT NAME: **MSAMANZI FINANCIAL SERVICES**  
ACCOUNT NO. : **62599607292**, \* BRANCH CODE: **250655**, ACC TYPE: **CURRENT** :  
DEPOSIT REF: **NAME OF COMPANY**

### SENDING DOCUMENTS SCAN AND EMAIL

- COMPLETED - PAGE A,
- COMPLETED - PAGE B,
- COPIES OF ID'S OF DIRECTORS

**MAIL@MSAMANZI.CO.ZA**

CARD PAYMENT FACILITIES AVAILABLE AT OUR OFFICES



**POWER OF ATTORNEY**

The Registrar  
Companies CICP  
P.O. Box 429  
Pretoria  
0001

TO WHOM IT MAY CONCERN

I, we the undersigned in my / our capacity as Director(s)/Incorporator(s) of the Profit Company \_\_\_\_\_ or which ever name is approved hereby nominate and appoint Mr. Dumisani Ndlela in his/her capacity as Accounting / Tax Practitioner to be my/ our representative with full power and authority to act on my / our behalf in respect of registration of the company, and in my/our name(s) and on my/our behalf to make any enquiries or to complete or sign the necessary forms/ returns or other documents regarding registration of my / our company.

Approved Name:.....

THIS DONE and EXECUTED at \_\_\_\_\_ on this the \_\_\_\_\_.

**AS DIRECTORS:**

(Full name).....ID No:..... Signature:.....  
(Full name).....ID No:..... Signature:.....  
(Full name).....ID No:..... Signature:.....  
(Full name).....ID No:..... Signature:.....  
(Full name).....ID No:..... Signature:.....  
(Full name).....ID No:..... Signature:.....

Signature of Representative:..... Date:.....

D.I. Ndlela (MSAMA1)