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Private Company (Pty) LTD 2023 **ALL OVER SOUTH AFRICA**

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: (2023/123456/07)

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

Private Company (Pty) LTD

TODAY'S PRICE AUGUST

Profit Company = Fee for Private Company Registration ONLY: **R275.00**

Name of Applicant/Contact Person	Cell No:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address/Postal Address:

Application to Reserve a Name

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

1.	CIPC RESERVATION NO.
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	Signature	Share
Name & Surname				%
Address			Postal code	
Email address		Cell Number		

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

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

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

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:

<p>Msamanzi Financial Services - REG. NO: 1998/035666/23 * VAT REG. NO 4710193220 23 Loveday Street, Howard House, 1st 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 * www.msamanzi.co.za</p>	<p>SENDING DOCUMENTS SCAN AND EMAIL</p> <ul style="list-style-type: none"> • COMPLETED - PAGE A, • COMPLETED - PAGE B, • COPIES OF ID'S OF DIRECTORS <p>MAIL@MSAMANZI.CO.ZA</p>
<p>BANK : FIRST NATIONAL BANK, * ACCOUNT NAME: MSAMANZI FINANCIAL SERVICES ACCOUNT NO. : 62599607292, * BRANCH CODE: 250655, ACC TYPE: CURRENT : DEPOSIT REF: NAME OF COMPANY</p>	

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)