



Address **Somerset West** : 170 Main Road, Somerset West, 7130  
(Cnr of Main & Helderberg Road)  
Branch Manager: Destiny Jacoby  
Tel: 021 852 2983 - Fax: 086 674 0019  
Email: [sw@pty-online.co.za](mailto:sw@pty-online.co.za)

Web <http://www.pty-online.co.za>  
<http://www.ptyonline.co.za>

Bank Account Shelf Company Warehouse Somerset West (Pty) Ltd

Bank First National Bank

Branch Somerset West

Account Number 62355309826

Branch Code 200-512

VAT Reg. No. 4310218948

Reg. No. 2003/001757/07

## Company Registration

1. Please complete parts A, B, C, D and Power of Attorney.
2. If the company has more than one Shareholder, make a copy of Part C.
3. If the company has more than one director, make a copy of Part D.
4. Kindly mark services required:

R1,750.00	Urgent Registration with pre-approved name reservation (generic made up words used as names)
R 350.00	IRBA BBBEE Verification Letter
R 250.00	Company Share Register (COMPULSARY for all companies-by law)
R 150.00	Postage (if required / if required and doing Tender Package X 2 Postage will need to be charged)

\*\*\*Please note that the timeframes on all registrations are dependent on CIPC\*\*\*

Please note, if there are more than 7 directors or shareholders, extra costs will be charged. R57.00 per director/shareholder thereafter.

This amount must be deposited into the following bank account:

**Shelf Company Warehouse Somerset West (Pty) Ltd**  
**First National Bank**  
**Somerset West**  
**Account number. 62355309826**  
**Branch Code. 200 - 512**

**Each application for a new company now includes a free company share register. Please remember to send us the full completed application form, clear ID copies and proof of payment for us to proceed.**

COMPANY REGISTRATION\*

**PART A: INVOICING INFORMATION**

TAX INVOICE TO BE MADE OUT TO			
YOUR REF / CONTACT PERSON			
POSTAL ADDRESS:			
TEL		FAX	
CELL NO		EMAIL	
How did you come to hear of us?:			
If you need your VAT number on the invoice, please state VAT number :			
<b>WE WILL CONFIRM RECEIPT OF YOUR APPLICATION AND WILL GIVE YOU A REFERENCE NUMBER. PLEASE INDICATE BY TICKING THE BOX BELOW, HOW YOU WANT US TO NOTIFY YOU. THIS REFERENCE NUMBER IS TO BE USED WHENEVER YOU MAKE ENQUIRIES.</b>			
	EMAIL TO FOLLOWING EMAIL ADDRESS		
<b>IF YOU POSTED YOUR INSTRUCTION TO US, AND DO NOT RECEIVE CONFIRMATION WITHIN A REASONABLE PERIOD, PLEASE MAKE CONTACT WITH US, AS WE THEN DID NOT RECEIVE YOUR APPLICATION.</b>			
<b>PLEASE INDICATE WHETHER WE SHOULD POST THE COMPANY DOCUMENTS AFTER REGISTRATION OR WHETHER YOU WILL COLLECT THE DOCUMENTS FROM OUR OFFICE. PLEASE TICK APPROPRIATE BOX.</b>			
	PRIORITY MAIL ( 2 X needed for Tender Package)		
	WILL COLLECT		

**PART B: PARTICULARS OF COMPANY:**

<b>Name of Company</b>		
<b>Alternative names in case the above name is rejected (list names in order of preference)</b>		
1		
2		
3		
<p><b>PLEASE NOTE THAT R50 IS NOW PAID TO THE REGISTRAR FOR EACH SET OF NAMES LODGED REGARDLESS OF WHETHER THE NAMES ARE APPROVED. SO, IF NONE OF THE NAMES YOU PROVIDED ARE APPROVED, WE WILL HAVE TO BILL YOU FOR A FURTHER R70.00 WHEN THE NEW SET OF NAMES ARE LODGED.</b></p>		
<p><b>Do you have another registered company/close with a similar name? If so, please state name and registration number. We will also need a similar name letter and extra R30.00.</b></p>		
<i>(please contact us)</i>		<b>NAME:</b>
		<b>REGISTRATION NUMBER:</b>
<b>Address of the NEW company (<u>MUST BE A STREET ADDRESS</u>)</b>		
<b>Street Address of company</b>		
<b>Street Code</b>		ALL STREET AND POSTAL CODES MUST BE FURNISHED
<b>Postal Address of company</b>		
<b>Postal Code</b>		ALL STREET AND POSTAL CODES MUST BE FURNISHED
<b>Email address of company</b>		
<b>Telephone number of company</b>		
<b>Authorised share capital (nominally 1,000 ordinary no par value shares)</b>		
<b>Financial year end (normally February)</b>		
<b>Number of Shareholders to be Appointed</b>		
<b>Number of Directors to be Appointed</b>		
<b>Name of incorporator</b>		
<b>Name of public officer</b>		

## **PART C: SHAREHOLDER INFORMATION**

**MAKE A COPY OF THIS PAGE FOR EACH SHAREHOLDER**

**If Shares needs to be issued to a PERSON please supply the following information:**

Surname												
Full forenames												
Identity number: (13 DIGITS). If not South-African please provide date of birth.												
Residential address												
Street code		ALL STREET CODES MUST BE FURNISHED										
Number of Shares												

**If Shares needs to be issued to a COMPANY please supply the following information:**

Name of Company												
Registration No.												
Registered address												
Street code		ALL STREET CODES MUST BE FURNISHED										
Number of Shares												

**Person representing the Company:**

Surname												
Full forenames												
Identity number: (13 DIGITS). If not South-African please provide date of birth.												

**NB. WE NEED A CLEAR COPY OF EACH SHAREHOLDER'S OR SHAREHOLDER REPRESENTATIVE'S IDENTITY DOCUMENT. ALSO PROVIDE A COPY OF THE COMPANY/TRUST DOCUMENTS. IF USING THE NEW ID CARD, PLEASE MAKE A COPY OF BOTH SIDES**

## PART D: DIRECTORS INFORMATION

MAKE A COPY OF THIS PAGE FOR EACH DIRECTOR

Surname			
Full forenames			
Any previous name			
Identity number: (13 DIGITS). If not South-African please provide date of birth.			
Residential address			
Street code		ALL STREET AND POSTAL CODES MUST BE FURNISHED.	
Business address			
Street code		ALL STREET AND POSTAL CODES MUST BE FURNISHED.	
Postal Address			
Postal code		ALL STREET AND POSTAL CODES MUST BE FURNISHED.	
Nationality		Occupation	
Tel. No		Fax. No	
Cell. No		Email address	

**NB. WE NEED A CLEAR COPY OF EACH DIRECTOR IDENTITY DOCUMENT. THE COPY IS LODGED WITH THE APPLICATION FORMS AT CIPC. IF USING THE NEW ID CARD, PLEASE MAKE A COPY OF BOTH SIDES**

**\* PLEASE NOTE, NO PASSPORT COPIES ARE ACCEPTED FOR SA CITIZENS. ID'S ONLY!**

**NB. NON-RSA CITIZENS, PLEASE NOTE, YOU WILL NEED A BUSINESS PERMIT IN ORDER TO OPEN UP A BUSINESS BANK ACCOUNT**

**NB. EACH AND EVERY DIRECTOR MUST SIGN THE POWER OF ATTORNEY**

