

#BE YOUR OWN *BOSS*

OLIVIA



TIMEFRAME

02

WORKING
DAYS

1. NEW COMPANY REGISTRATION

- * Certified ID Copies of all Directors*
- *Proof of Residence*
- * All Directors Email Address & Cell Phone Numbers*

2. NONE PROFIT ORGANIZATION

- Requirements Service turnaround time:*
25 working days from date of tracking
- *Certified ID Copies of all Directors*
 - *Proof of Residence*
 - * All Directors Email Address & Cell Phone Numbers*

3. BUSINESS RESTORATION

- * Copy of your CK or*
- * ID Copy of the company Director*

4. BBB-EE CERTIFICATE

- * CK*

5. BBB-EE AFFIDAVIT

- * CK*

6. AMENDMANT REGISTRATION

- *Call Helpdesk (013) 241 1026*

7. NAME RESERVATION

- *Submit 4 (four) Business Names*

8. ANNUAL REPORT

- * Copy of CK*

9. SHARE CERTIFICATE

- * Copy of CK*
- * ID Copies of Directors*
- * Minutes to of the meeting*

10. Memorandum of Incorporation

- Copy of CK*

11. BUSINESS PROFILE

- *Call Helpdesk (013) 241 1026*

12. BUSINESS PLAN

- *Call Helpdesk (013) 241 1026*

13. CSD Registration Requirements

- *Copy of CK*
- * BBB-EE Certificate*
- * Tax Clearance Certificate*
- * Confirmation Letter from the Bank*

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14. NHBRC CERTIFICATE

- 1. Download the application form.*
- 2. Attach the applicable documents to the application form:*
- 3. An original copy of a valid tax clearance from SARS.*
- 4. Notice of Incorporation (Co 14.1). (PTY ONLY).*
- 5. Certified copy of shareholding certificate. (PTY ONLY).*
- 6. Trust Resolution / Deed of Trust (TRUST ONLY).*
- 7. Certified copy of Partnership agreement letter. (PARTNERSHIP ONLY).*

15. CIDB REGISTRATION

** CSD Vendor Number*

16. COID REGISTRATION

17. LETTER OF GOOD STANDING

18. BUSINESS BANK ACCOUNT

- * CK*
- * Proof of residence*
- * ID Copies of all Directors of the company*

19. NCR CERTIFICATE

- 1. Complete the NCR Application Form*
- 2. Have a company registration or be a sole proprietor*
- 3. Provide a copy of the share certificate/s if the application is a company. Submit the following:*

- 1. Certified copy of ID*
- 2. Part 7 (disqualification of natural person form)*
- 3. Police clearance certificate (no older than 6 months)*
- 4. Provide certified copies of ID/Passports of all members/directors/trustees/partners/sole proprietors*
- 5. Complete & sign resolution document if the applicant is a juristic person*
- 6. Provide a police clearance certificate for all members/directors/trustees/partners/sole proprietors issued by the South Africa Police Services (SAPS).*
- 7. Proof of payment of the registration fee*

- 1. Non-Refundable application fee of R 500*
- 2. Branch fee of R 250 per location or premises where you will be operating from*
- 3. Registration Fee*
- 8. Letter from the bank confirming the applicant's banking details or a copy of a cancelled blank check*
- 9. Proof of registration with the South African Receiver or Revenue Services (SARS)*
- 10. The process can take between 9 and 12 weeks to be completed, pending the provision of accurate information being provided by the natural or juristic person in their application.*

24. TAX NUMBER

** Call Help Desk (013) 241 1026*

25. TAX CLEARANCE CERTIFICATE

** Copy of Ck*

** Letter from the Bank*

26. VAT REGISTRATION

** Call Helpdesk (013) 241 1026*

27. SDL REGISTRATION

** Call Helpdesk (013) 241 1026*

A hand holding a pen over a document, with a teal overlay and a 'THANK YOU' box.

28. PAYE REGISTRATION

** Call Helpdesk (013) 241 1026*

30. UIF REGISTRATION

- * Accept the Terms and Conditions.*
- * Confirm your Banking Details.*
- * Verify / complete your Personal Details and update any changes.*
- * Enter your Occupation and Qualification.*
- * Confirm that you are a Work Seeker*

**THANK
YOU**