

Fica yourself – Verify your business

Documents that you should always have on hand.

When you go out and buy your kids stationery purchase a 50 page flip folder. I have used this for years, everything in one place.

Individuals

- 1 First – you need a copy of your ID and Passport – have it certified by your accountant or at the Post Office or Police Station.them.
I make about 10 copies to keep in the file. You always need them.
- 2 A copy of your spouse's id and passport - have it certified.
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- 3 A copy of your childrens birth certificates (unabridged or Id's and Passport
- 4 A copy of your marriage certificate
- 5 A copy of your divorce decree
- 6 A copy of the Deed of sale of your home
- 7 Lease agreement
- 8 Matric Certificate (I had a client at +60 years old that wanted to do the Estate Agent Course and he couldn't find his Matric Certificate and the college/school he went to couldn't find it either.) He was told to re-write it.
Other Diplomas, certificates or degrees
- 9 City of Cape Town Invoice or Telkom or Vodacom - Make sure it is in your name
- 10 Last 3 months bank statements
- 11 Income Tax Registration Document

For Companies

- 1 Company Registration Documents
- 2 BEE Certificates
- 3 Last 3 months bank statements
- 4 All the directors ID's and Passports certified
- 5 Lease agreement
- 6 Deed of sale
- 7 Income Tax Registration Document - Both Company and Directors
- 8 PAYE, VAT, UIF, Workmens Compensation, Bargaining Council Registration documents
- 9 Municipal Invoice, Telkom, Vodacom etc - Make sure it is in the companies name

***** Best to be prepared than waste time going back and forth to Banks, CIPC, SARS (oh! The queues!)

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