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Sars public officer appointment letter template documents pdf file free

buy a vat registered company Shelf company vat registered Vat registered shelf company Shelf company with vat Shelf company with vat number Vat registration Company registration Vat registered company Vat company Vat registered Find a company with a vat number Vat registered business Apply for a vat number Company vat registration Business with vat registration company with vat number company with vat number for sale Page title A registered representative is a person who is appointed with full rights to act on behalf of another legal entity Every Company/Close Corporation which conducts business or has an office in South Africa must, within one month thereof appoint a representative as the Public Officer of the Company. The relevant particulars of the representative must be furnished to a SARS branch. How to add yourself as the SARS Registered Representative of a company? First, you must acquire the following: Once the above requirements are gathered. You can proceed with the below steps: After the request has been submitted, SARS will email you a reference number for confirmation. The process can take up to 21 working days for the registered representative to be appointed. You will receive a conclusion email from SARS once approved. For more details on Registered Representative visit: The steps below are on how to register or update a Registered Representative on the SARS Online Query System (SOOS) 1. Click on the "Online Services" option on the SARS website. 2. Once on the "Online Services" page, select the option "Register a Representative" 3. Select the Capacity of the Registered Representative in the drop-down list. Treasurer - If you are treasurer for the entity; Curator - If you have been appointed as the Curator for the taxpayer; Liquidator/ Executor/ Administrator (Estates) Main Partner - If you are the Main Partner in a partnership; Main Trustee - If you are the Main Trustee of the trust; Public Officer - If you are a Public Officer of the company; Main Member - If you are the Main Member of the Close Corporation; Parent/Guardian - If you are a Parent / Guardian of a child; or Accounting Officer - If you are an Accounting Officer of the entity. To confirm who may be a Registered Representative, please click here. This will explain what type of Registered Capacity is linked to an Entity. 4. Select the Type of Entity to be linked to the Registered Representative and Complete the required fields. If a Company is selected as the Entity Type, the details of the Company should be captured.

If a Parent/Guardian is selected as the Capacity and the Entity Type is Individual, the details of the Minor should be captured as the "Entity Details". 5. Capture the Representative Contact details (these are the details of the person that must be recorded as the Registered Representative of the taxpayer in the selected Capacity). If the Public Officer is selected, the details of the Public Officer should be captured. In the case of a Minor, the Parent/Guardian details should be completed. 6. Click on the "Add Documents" button to add the supporting documents. It is important to upload all relevant documents to process the request successfully. 7. Click on "Select" to search for the documents to be uploaded. Click on the "Upload Tips" button to view the criteria to upload documents. 8. Click on "Document Requirements" button to view the list of supporting documents required. Documents required for the applicable entity The following documents must be attached to the case: Representative Appointment letter/Power of Attorney(POA) This letter specifies the rights of the Representative to act on behalf of the Represented Entity and is available on the SARS website. No appointment letter is required where founding documents indicates there is only one director of company; Enterprise Notice of Incorporation Copy of Registration Certificate or Notice of Incorporation in the case of a Company, or Trust Deed with minutes of a meeting specifying who is authorised to act on behalf of Trust, or Partnership / Joint Venture Agreement in the case of a Partnership or Joint Venture, or Copy of Identity Document of taxpayer (e.g. minor) in case of an individual. Identity document /Passport document A copy of ID/Passport document of the Representative; An image taken on the day that the request is submitted, clearly showing the individual in question holding up a copy of Identity Document and a note that reads 'Update my details', and 9. View the list of attached documents and the number of items attached. Where an incorrect document has been attached, click on the "Delete" button. 10. Once all documents have been uploaded, select the "Done" tab on the "Documents for Submission" screen. Then click the "Submit" button to send the captured details and attached documents to SARS. SARS will send an email with a message to notify the requestor that the request to be updated as the Registered Representative has been received successfully with the allocated case number. A SARS official will verify the information submitted and complete the case within 21 business days. The outcome of the case will be emailed to the requestor. It is important to make sure all relevant supporting documents are uploaded to process the request successfully Additional links To access the comprehensive guide, click here Need Help? If you need help with adding a company to your existing eFiling profile and to request the transfer of the Company tax types click on the image below to view our helpful tutorial video.