



## MSAMANZI FINANCIAL SERVICES

REG. NO: 1998/035666/23 \* VAT REG. NO 4710193220

23 Loveday Street, Howard House, 1<sup>st</sup> Floor  
Marshalltown, Johannesburg 2001  
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  
Website: http://www.msamanzi.co.za

# APPLICATION FOR TAX EXEMPTION for **NPO'S**

## CHECK LIST

- EI 1 Application Form.
- EI 2 Written Undertaking (signed)
- NPO Certificate
- NPO Constitution – with all pages. (must be signed)
- Latest Annual Financial Statements.
- Original Latest Bank Statements (not older than 3 months)
- Certified ID Copies of the 3-committee members that sign the application form.

## SERVICE FEE – R125

We will assist in verification of the application for to ensure that all required documents are in place.

When satisfied that the application will meet the requirements of the Tax Exemption Unit. We will either submit the application:

- SARS Tax Exemption by Post.
- Drop and SARS Johannesburg branch.
- Return to the client for self submitting to TEU.

Please complete the attached FORMS, and attaché all the documents stated above.

Drop the documents for verification at:

**23 Loveday Street, Howard House, 1<sup>st</sup> Floor Marshalltown, Johannesburg 2001**

Or Post to: **Msamanzi P.O. Box 90291, Bertsham 2013, South Africa.**

It takes us about 3 to 5 days to verify documents and prepare application form for submission to TEU. TEU may take up to 3 months to check and approve your application. Please note that **SARS TEU** will communicate direct with the organisation (not us) on the progress of the application.

### Payment Details:

BANK : <b>FIRST NATIONAL BANK</b> , * ACCOUNT NAME: <b>MSAMANZI FINANCIAL SERVICES</b> ACCOUNT NO. : <b>62599607292</b> , * BRANCH CODE: 250655, ACC TYPE: CURRENT : <b>DEPOSIT REF: NAME OF APPLICANT</b>
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Queries:

Email: dumie@msamanzi.co.za.

Cell: 082-743-1067

**INCOME TAX APPLICATION FORM - EXEMPT INSTITUTIONS**

Application for exemption from income tax in terms of section 10(1) and/or approval in terms of section 18A of the Income Tax Act, No. 58 of 1962

**Particulars of organisation:**

NPO Registered name:.....  
Type of organisation (eg: pre-school, church).....  
Postal address:..... Postal code  
Registered address:..... Postal code  
(NPO) registration number:..... Income Tax reference number:.....  
E-mail address:.....

**Bank particulars:**

Name of bank:..... Name of account holder:.....  
Type of account: [ ]Current Savings [ ]Transmission  
Branch number: ..... Account number:.....

**Particulars of three unconnected directors/ trustees/ office bearers accepting fiduciary responsibility for the organisation:**

Full names:.....Surname:.....  
Title:..... Position held:..... Cellular phone number:.....  
Telephone number – Work:..... Telephone number – Home:.....  
Identity number:..... Date of birth:..... Income Tax reference no:.....  
Postal address:..... Postal code  
Residential address:..... Postal code  
E-mail address:..... Signature:.....

Full names:.....Surname:.....  
Title:..... Position held:..... Cellular phone number:.....  
Telephone number – Work:..... Telephone number – Home:.....  
Identity number:..... Date of birth:..... Income Tax reference no:.....  
Postal address:..... Postal code  
Residential address:..... Postal code  
E-mail address:..... Signature:.....

Full names:.....Surname:.....  
Title:..... Position held:..... Cellular phone number:.....  
Telephone number – Work:..... Telephone number – Home:.....  
Identity number:..... Date of birth:..... Income Tax reference no:.....  
Postal address:..... Postal code  
Residential address:..... Postal code  
E-mail address:..... Signature:.....

Organisation's activities :.....  
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If all the requested information and relevant documents are not submitted together with this form, your application will be returned.  
Members whose names appear above must complete and sign the attached forms (14 of 14) and (1 of 1)



