

Company registration intake

Complete, sign and email this form to office@lawvero.co.za, or complete it online at lawvero.co.za/company-registration-intake. Fields marked * are required. Nothing is filed until you have accepted our quote, paid the fixed fee and FICA verification is complete. Fixed fees include VAT and filing fees: Essentials from R1,950 · Founders from R5,950.

A Your details

CONTACT PERSON — FULL NAMES *

YOUR ROLE (FOUNDER / SHAREHOLDER / ADVISER) *

EMAIL *

CELL / WHATSAPP *

DEADLINE OR URGENCY *

HOW DID YOU HEAR ABOUT LAWVERO?

B Package & add-ons

tick one package

PACKAGE * (ALL PRICES INCLUDE VAT)

☐ Essentials — from R1,950 · register (1-2 founders)☐ Not sure — advise me☐ Founders — from R5,950 · + shareholders' agreement

ADD-ONS (OPTIONAL)

☐ Shareholders' Agreement & MOI — from R4,250
(agreement included in Founders)☐ Tax compliance status (TCS) PIN — R450☐ Public officer appointment (not the first director) — R650☐ Trade mark application — price on request☐ Trust / holding-company shareholder set-up — R1,950☐ CSD supplier registration — R450☐ Inter vivos trust to hold the shares — from R9,450

C The company

COMPANY NAME *

☐ Reserve a name (give up to 4, in order of preference)

PROPOSED NAME 1 *

PROPOSED NAME 3

☐ Register by enterprise number now, name it later

PROPOSED NAME 2

PROPOSED NAME 4

MEANING OR ORIGIN OF THE NAME (HELPS IF THE REGISTRAR QUERIES IT)

COMPANY TYPE (PTY LTD / NPC / INC.) *

FINANCIAL YEAR END (DEFAULT: END FEB) *

MAIN INDUSTRY *

NATURE OF BUSINESS — WHAT THE COMPANY WILL ACTUALLY DO *

EXPECTED TURNOVER, FIRST 12 MONTHS (< R1M / R1M-R10M / > R10M) *

COMPANY EMAIL (OFFICIAL & SARS NOTICES) *

REGISTERED OFFICE ADDRESS (PHYSICAL, IN SOUTH AFRICA) *

POSTAL ADDRESS (IF DIFFERENT)

D Directors

at least one; natural persons, 18+

A (Pty) Ltd needs at least one director. Directors may not be unrehabilitated insolvents or persons removed from office for dishonesty. ID numbers are required for registration; see the POPIA consent in section H. Use a separate sheet for more than four directors.

DIRECTOR 1

FULL NAMES AND SURNAME (AS ON ID) *

SA ID NO. (OR PASSPORT NO. + COUNTRY) *

RESIDENTIAL ADDRESS *

OCCUPATION

EMAIL *

CELL *

RESIDENCY (CITIZEN / PR / NON-RES)

☐ Director 1 is also a shareholder (list under E as well)**DIRECTOR 2**

FULL NAMES AND SURNAME (AS ON ID) *

SA ID NO. (OR PASSPORT NO. + COUNTRY) *

RESIDENTIAL ADDRESS *

OCCUPATION

EMAIL *

CELL *

RESIDENCY (CITIZEN / PR / NON-RES)

☐ Director 2 is also a shareholder (list under E as well)**DIRECTOR 3**

FULL NAMES AND SURNAME (AS ON ID) *

SA ID NO. (OR PASSPORT NO. + COUNTRY) *

RESIDENTIAL ADDRESS *

OCCUPATION

EMAIL *

CELL *

RESIDENCY (CITIZEN / PR / NON-RES)

☐ Director 3 is also a shareholder (list under E as well)**DIRECTOR 4**

FULL NAMES AND SURNAME (AS ON ID) *

SA ID NO. (OR PASSPORT NO. + COUNTRY) *

RESIDENTIAL ADDRESS *

OCCUPATION

EMAIL *

CELL *

RESIDENCY (CITIZEN / PR / NON-RES)

☐ Director 4 is also a shareholder (list under E as well)

E Shareholders & shareholding

at least one

AUTHORISED SHARES (DEFAULT: 1 000 ORDINARY NO-PAR-VALUE SHARES)

SHARES TO BE ISSUED ON REGISTRATION (DEFAULT: 100)

SHAREHOLDER 1

FULL NAME OF PERSON, COMPANY OR TRUST *

TYPE (PERSON/COMPANY/TRUST) *

SHAREHOLDING (% OR SHARES) *

ID / REG. / IT NUMBER *

EMAIL *

ADDRESS (RESIDENTIAL OR REGISTERED) *

IF A COMPANY OR TRUST: NATURAL PERSONS WHO ULTIMATELY OWN OR CONTROL IT (NAMES AND ID NUMBERS)

SHAREHOLDER 2

FULL NAME OF PERSON, COMPANY OR TRUST *

TYPE (PERSON/COMPANY/TRUST) *

SHAREHOLDING (% OR SHARES) *

ID / REG. / IT NUMBER *

EMAIL *

ADDRESS (RESIDENTIAL OR REGISTERED) *

IF A COMPANY OR TRUST: NATURAL PERSONS WHO ULTIMATELY OWN OR CONTROL IT (NAMES AND ID NUMBERS)

SHAREHOLDER 3

FULL NAME OF PERSON, COMPANY OR TRUST *

TYPE (PERSON/COMPANY/TRUST) *

SHAREHOLDING (% OR SHARES) *

ID / REG. / IT NUMBER *

EMAIL *

ADDRESS (RESIDENTIAL OR REGISTERED) *

IF A COMPANY OR TRUST: NATURAL PERSONS WHO ULTIMATELY OWN OR CONTROL IT (NAMES AND ID NUMBERS)

SHAREHOLDER 4

FULL NAME OF PERSON, COMPANY OR TRUST *

TYPE (PERSON/COMPANY/TRUST) *

SHAREHOLDING (% OR SHARES) *

ID / REG. / IT NUMBER *

EMAIL *

ADDRESS (RESIDENTIAL OR REGISTERED) *

IF A COMPANY OR TRUST: NATURAL PERSONS WHO ULTIMATELY OWN OR CONTROL IT (NAMES AND ID NUMBERS)

Shareholding should total 100%. A shareholder that is a company or trust must also supply its registration documents, a resolution authorising the subscription, and FICA documents for its directors/trustees and beneficial owners.

F Tax, bank & B-BBEE

PUBLIC OFFICER (DEFAULT: FIRST DIRECTOR) *

PREFERRED BANK (OPTIONAL)

STAFF IN YEAR 1? (NO / 1-5 / 5+) *

BLACK OWNERSHIP % (FOR B-BBEE AFFIDAVIT)

G FICA documents

tick what you have ready

The Financial Intelligence Centre Act requires us to verify every director and shareholder before we act. After we receive this form you will get a secure upload link — do not email ID copies unencrypted.

- ☐ Certified copy of SA ID (or passport for non-residents) for each director and shareholder — certified within the last 3 months
- ☐ Proof of residential address for each director and shareholder, not older than 3 months (utility bill, bank statement, lease)
- ☐ Company shareholder: registration certificate, MOI, directors' resolution, and ID/address documents for its directors and beneficial owners
- ☐ Trust shareholder: trust deed, Letters of Authority, trustees' resolution, and ID/address documents for all trustees and beneficiaries
- ☐ Proof of the registered office address (lease, utility bill or landlord's letter)

H Notes & declarations

ANYTHING ELSE WE SHOULD KNOW?

- ☐ I confirm the information in this form is true and complete, and that I am authorised to give it on behalf of every director and shareholder named. *
- ☐ I consent to Lawvero (Pty) Ltd processing the personal information in this form (including ID numbers, which company registration and FICA require) for the purpose of registering the company, FICA verification and related compliance filings, in line with its privacy policy (POPIA). I have the consent of the other persons named to share their details. *
- ☐ I have read Lawvero's terms and conditions (lawvero.co.za/terms) and understand that Lawvero is a document preparation and compliance platform, not a law firm, and that work starts once the quote is accepted, the fixed fee is paid and FICA is complete. *

NAME *

SIGNATURE *

DATE *

FOR LAWVERO USE

File no. LV-____-____

Received: ____ / ____ / ____

FICA complete: ☐ Date: _____Quote accepted: ☐ Paid: ☐

Name reserved: _____

Reg. no.: ____ / ____ / ____