



The simple admin checklist for opening a business.

1. Download a Tracker App
 2. Register your new company
 3. Sign a Memorandum of Understanding
 4. Open a business bank account
 5. South African Revenue Service (SARS)
 6. Business insurance
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Do you have these documents ?

- Certified Identification Documents
 - Certified copies of the Identity Documents of the Directors and Incorporators
 - The name confirmation certificate (COR9.4)
 - The resolution and certified Identification Document
 - Copy of the duly authorised representative
 - Original, stamped letter from the bank
 - 3 months' bank account statements on a personal account.
 - Proof of physical address of business
 - Proof of address per business member
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