**Get Registered!**

There are many legal and statutory registration requirements facing small businesses. Use this checklist to ensure that your business is compliant.

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| **Type of registration** | **Why?** | **Applies to?** | **Where do I register?** | **Check** |
| Register your business name & type of entity | In terms of the Companies Act, 2008, a company may be registered with or without a company name. When a company is registered without a reserved name, its registration number automatically becomes the company name. The business has to be registered in order to exist as a separate legal entity and to be able to transact. There may be tax benefits to registration. | Does not apply to Sole Proprietorships but does apply to all other businesses. | Companies and Intellectual Property Commission (CIPC) [www.CIPC.co.za](http://www.CIPC.co.za) |  |
| SARS as a tax payer | Statutory compliance required. Businesses require an income tax reference number and must be registered within 60 days of starting the business. | Applies to all businesses whether a sole proprietorship, a partnership or a private company.  (Registration with CIPC means an automatic registration with SARS) | South African Revenue Services (SARS)  <http://www.sars.gov.za/ClientSegments/Businesses/Pages/default.aspx>  Complete an IT177 form. |  |
| (Value Added Tax) VAT Vendor | Statutory compliance required.  It is beneficial to the business cash flow because input tax can be offset. | Applies to all businesses. If your turnover is - or is likely to be - R1 million a year or more, you must register as a VAT vendor. | Complete a VAT101 form  <http://www.sars.gov.za/TaxTypes/VAT/Pages/default.aspx> |  |
| Employee Tax and Skills Development Levy | Statutory compliance required. | If the business employs one or more staff members who earn over R40,000 per year, the company must register for PAYE (Pay As You Earn) tax.  If the total payroll is more than R500,000 a month, then it is also necessary to register for the Skills Development Levy (SDL). | Complete the Monthly Employer Declaration (EMP201). The EMP201 is a payment declaration in which the employer declares the total payment together with the allocations for PAYE, SDL, UIF  <http://www.sars.gov.za/TaxTypes/PAYE/Pages/default.aspx> |  |
| Department of Labour | Statutory compliance required, however, it not only provides for employees who may be killed or injured at work, it also protects the employer from personal liability. | Applies to all companies and farms in terms of the Compensation for Occupational Injuries and Diseases Act (COIDA). | Complete the Was2 form  <http://www.labour.gov.za/DOL/documents/forms/compensation-for-occupational-injuries-and-diseases> |  |
| Unemployment Insurance Fund (UIF) | Statutory compliance required. | Applies to all employers. | Complete UF8 form  <http://www.sars.gov.za/TaxTypes/UIF/Pages/default.aspx> |  |
| Trade marks & Patents | When a trade mark or patent is registered with CIPC then this is protected and no other person may use it without permission. | Voluntary but highly recommended to protect your business brand or ideas. | <http://www.cipc.co.za/index.php/trade-marks-patents-designs-copyright/trade-marks/>  <http://www.cipc.co.za/index.php/trade-marks-patents-designs-copyright/patents/> |  |