

## TENANT APPLICATION FORM

### A. Potential Premises:

Building: _____	Shop/ Office No: _____	Area: _____
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### B. Prospective Tenant

Surname and Full Names/ Registered Name of Company, Corporation or Partnership: \_\_\_\_\_

Registration/ Identity/ Permit No.: \_\_\_\_\_

Trade Name of Business: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Use of Premises: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone No. Home: \_\_\_\_\_ Business: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Directors, Shareholders or Members**

Surname, Full Names and Identity No.	Residential Address	Telephone No. Home          Work	% Share-holding

Present Premises: \_\_\_\_\_ Area: \_\_\_\_\_ m<sup>2</sup>

Address: \_\_\_\_\_

Tel No. (Landlord/ Agent): \_\_\_\_\_

Marital Status    \* Married/ Unmarried    Date of Marriage: \_\_\_\_\_  
                             \* Ante Nuptial Contract/ In Community of Property

(\*Delete which is not applicable)

**C. Directors/ Members**

Full Names and Surnames:	1. _____	2. _____
ID Number:	1. _____	2. _____
Residential Address:	1. _____ _____	2. _____ _____
Tel. No: Home	1. _____	2. _____
Work	1. _____	2. _____
Name of Bank and Address:	1. _____	2. _____
Tel. No:	1. _____	2. _____
Account No:	1. _____	2. _____
Email Address:	1. _____	2. _____

**D. Accounts Department details**

Name and Surname:	_____
Telephone Number:	_____
Telephone Number 2:	_____
E-mail Address:	_____

**E. References**

<b>Bankers Details</b>		
Bank: _____	Branch: _____	Tel. No: _____
Account No: _____		
Account Name: _____		
Trade References:		
Name of Firm	Contact Person	Tel. Number

Auditors: _____		
Address: _____		Tel. No: _____

**NB:** The Financial Intelligence Centre Act (FICA) requires accountable institutions to establish and verify the identities & residential & business addresses of their clients

- Utility bills must not be more than THREE months' old
- Original certified copies of ID/Passport must not be more than THREE months' old
- Copies may be supplied unless otherwise indicated

Please attach the following documentation required as per FICA:

**Individual [Natural Persons] (Note – Consumer Protection Act)**

Original <b>certified</b> copy of ID (SA Citizens)/ Passport (Foreign Nationals)	
Utility bill (showing name & residential address)	
Latest SARS document (income tax number)	
Bank statements in the name of the individual for the last three months	

**Closed Corporation [CC]**

Founding Statement and Certificate of Incorporation (CK1)	
Amended Founding Statement (CK2) (if applicable)	
Utility bill of CC (showing name & physical business address of CC)	
Verification of trade (i.e. account showing that account is trading in the entity name)	
Original <b>certified</b> copies of ID's/ Passports of ALL members of CC	
Resolution on the CC letterhead signed by all members nominating one authorized person to give instructions (to act on behalf of the CC)	
Original <b>certified</b> copy of ID/ Passports of authorized person	
Utility bill of the authorized person (showing name & residential address)	
Bank details of the CC (letter from the bank confirming details)	
Bank statements in the name of the CC for the last three months	
Latest SARS document (Income tax &/ VAT) of CC	

**Company [(Pty) Ltd]**

Certificate of Incorporation (CM1)	
Certificate of Change of Name of company (CM9) (if applicable)	
Notice of Registered Office & Postal Address (CM22)	
Contents of Register of Directors, Auditors & Officers (CM29)	
Utility bill of company (showing name & physical business address of company)	
Verification of trade (i.e. account showing that account is trading in the entity name)	
Business name if different from registered name	
Original <b>certified</b> copies of ID's/ Passports of ALL person(s) MANAGING the company	
Resolution on company letterhead signed by all directors nominating one authorized person to give instructions (to act on behalf of the company)	
Original <b>certified</b> copy of ID/ Passports of authorized person	
Utility bill of the authorized person (showing name & residential address)	
Utility bill (showing name & residential address) of each natural person(s) holding 25% or more of the voting rights	

in the company	
Original <b>certified</b> copy of ID of each natural person(s) holding 25% or more of the voting rights in the company	
Certificate of Incorporation/ Trust Deed/ Partnership Agreement of the legal person(s) holding 25% or more of the voting rights in the company	
Utility bill of the legal person(s) (showing name(s) & physical business address(es) of legal person(s))	
Bank details of the Company (letter from the bank confirming details)	
Bank statements in the name of the company for the last three months	
Latest SARS document (Income tax&/ VAT) of company	

### **Trust**

Trust Deed or other founding document	
Utility bill of the Trust (showing name & physical business address of Trust)	
Letter of Authority signed by the Master of the High Court	
Resolution signed by all trustees nominating one authorized person to give instructions (to act on behalf of the Trust)	
Original <b>certified</b> copy of ID/ Passport of authorized person	
Utility bill of the authorized person (showing name & residential address)	
Original <b>certified</b> copy of ID/ Passport of all the trustees and beneficiaries	
Utility bill(s) of all the trustees and beneficiaries (showing name(s) & residential address(es))	
Original <b>certified</b> copy of ID/ Passport of founder of the Trust	
Utility bill of founder of the Trust (showing name & residential address) (if not deceased)	
Bank details of the Trust (letter from the bank confirming details)	
Bank statement in the name of the Trust for the last three months	
Latest SARS document (Income tax&/ VAT) of trust	

I declare that the abovementioned particulars are correct, and consent to Abreal obtaining a credit check and that the above information may be utilized by TransUnion Credit Bureau as part of its database in the ordinary course of its business as a registered credit bureau.

I hereby consent to Abreal providing the following information Valgro Solutions (Pty) Ltd for the purposes of making contact with me to possibly arrange a fibre connection for the Potential Premises referred to in clause A above:

- a) Full names/registered name of company, corporation or partnership
- b) Contact person
- c) Contact number

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Capacity: \_\_\_\_\_

***Please return to: Abreal (Pty) Ltd***