

PROPERTIES
Application Form (New / Renewal)



PLEASE NOTE THAT THE INFORMATION AND DOUMENTATION REQUESTED, IN THIS APPLICATION FORM, IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE ACT NO. 38 OF 2001.

ALL RELEVANT SECTIONS ARE TO BE COMPLETED. FAILURE TO DO SO, OR TO SUBMIT THE REQUIRED DOCUMENTS CALLED FOR, MAY RESULT IN A DELAY IN OBTAINING THE REQUIRED PREMISES.

Type of Property Required:		
Industrial – Micro & Small	Industrial – Medium & Large	Commerce, Residential & Office

1. PARTICULARS OF APPLICANT				
1.1	Full Name / Registered Name		Trading Name	
1.2	I.D. Number / Registration number			
1.3	SA Income Tax No.		VAT No	
1.4	Residential / Registered Address			
1.5	Postal / Business Address			
1.6	Head Office Address			
1.7	Type of Business			
1.8	Designation			
1.8	Telephone Numbers	Cell:	Bus: ()	Home: ()
1.9	E-mail Address		Fax No:	
1.10	Next of Kin		Cell/Telephone No.	

2. DETAILS OF INDIVIDUAL/DIRECTORS/MEMBERS/PARTNERS/TRUSTEE/OTHER LEGAL REPRESENTATIVE EMPOWERED TO ACT ON BEHALF OF THE ENTITY							
2.1	Surname					Title:	
	First Names						
	Designation ie. Director, Member etc.		Race		Nationality		
	Identity Number / Passport No.		Marital Status		Marriage Type		
	Date of Birth			Gender	Male	Female	
	Residential Address						
	Telephone Numbers	Cell:	Bus. ()	Home ()			
	E-mail Address		Fax No:				
	Next of Kin		Cell/Telephone No.				

2.2	Surname						Title:	
	First Names							
	Designation ie. Director, Member etc.		Race		Nationality			
	Identity Number / Passport No.			Marital Status		Marriage Type		
	Date of Birth				Gender	Male	Female	
	Residential Address							
	Telephone Numbers	Cell:	Bus. ()		Home ()			
	E-mail Address			Fax No:				
2.3	Surname						Title:	
	First Names							
	Designation ie. Director, Member etc.		Race		Nationality			
	Identity Number / Passport No.			Marital Status		Marriage Type		
	Date of Birth				Gender	Male	Female	
	Residential Address							
	Telephone Numbers	Cell:	Bus. ()		Home ()			
	E-mail Address			Fax No:				
2.4	Surname						Title:	
	First Names							
	Designation ie. Director, Member etc.		Race		Nationality			
	Identity Number / Passport No.			Marital Status		Marriage Type		
	Date of Birth				Gender	Male	Female	
	Residential Address							
	Telephone Numbers	Cell:	Bus. ()		Home ()			
	E-mail Address			Fax No:				
2.5	Surname						Title:	
	First Names							
	Designation ie. Director, Member etc.		Race		Nationality			
	Identity Number / Passport No.			Marital Status		Marriage Type		
	Date of Birth				Gender	Male	Female	
	Residential Address							
	Telephone Numbers	Cell:	Bus. ()		Home ()			
	E-mail Address			Fax No:				

3. DETAILS OF OWNERS OF COMPANY WITH MORE THAN 25% VOTING RIGHTS

3.1	Surname						Title:	
	First Names							
	Designation		Race		Nationality			
	Identity Number / Passport No:			Marital Status		Marriage Type		
	Date of Birth				Gender	Male	Female	
	Residential Address							
	Telephone Numbers	Cell:	Bus: ()		Home: ()			
	E-mail Address				Fax No:			
	Registered Name of Entity				Trading Name			
	Register Number		Registered Address					
	Business Address							
3.2	Surname						Title:	
	First Names							
	Designation		Race		Nationality			
	Identity Number / Passport No:			Marital Status		Marriage Type		
	Date of Birth				Gender	Male	Female	
	Residential Address							
	Telephone Numbers	Cell:	Bus: ()		Home: ()			
	E-mail Address				Fax No:			
	Registered Name of Entity				Trading Name			
	Register Number		Registered Address					
	Business Address							

4. PUBLIC OFFICIAL IN A POSITION OF AUTHORITY

4.1	Is any director / member of the entity a public official in a position of Authority?	YES	NO
4.2	If YES, please specify the position occupied and period (refer to the list of positions in Annexure A)		
4.3	Currently or within the last 12 months, do you have a close family member or close association with a person holding a senior public office	YES	NO
4.4	If YES, please specify the position occupied and period (refer Annexure A list of position)		

5. INFORMATION CONCERNING CURRENT LEASED PREMISES

5.1	Nature of business conducted from the premises					
5.2	Address of present premises					
5.3	Area of present premises					
5.3.1	Factory/Shop (m ²)	Offices (m ²)	Storage (m ²)	Ablutions (m ²)	Other (m ²)	Total (m ²)
5.4.1	Current rental payable (R/month) (Excl.VAT)					
5.4.2	Current rental payable – Annual escalation percentage (%)					
5.5	Since when have you occupied the current premises?					
5.6	How long has the business been in operation?					
5.7.1	Details of current landlord					
5.7.2	Details of current landlord – Contact name & telephone no.					

6. INFORMATION CONCERNING PREMISES REQUIRED

6.1	Nature of business to be conducted from the premises																			
6.2.1	Details of required premises – Centre/Complex/Estate																			
6.2.2	Details of required premises – Shop/Unit/Site number																			
6.3	Area required and applied for																			
6.3.1	Factory/Shop (m ²)	Offices (m ²)	Storage (m ²)	Ablutions (m ²)	Other (m ²)	Total (m ²)														
6.4	From which date do you wish to lease the premises																			
6.5	Lease period required																			
6.6	Do you require any additional facilities not catered for on the premises? (IF APPLICABLE)																			
6.7	Electricity usage – state maximum demand in KVA				Single or Three phase															
6.8	Water: Anticipated consumption – Normal (K/month)				Peak (kl/month)															
6.9	Current employment figures (...../...../20.....) – Total:					Projected in Ithala Premises as at (...../...../20.....) – Total:														
	Black		Coloured		Indian		White		Foreign		Black		Coloured		Indian		White		Foreign	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
6.10	Any other business/account with Ithala																			
6.11	Referring Agent																			

7. OTHER SERVICES						
7.1	Finance – Ithala is also in a position to finance your new or expanded business venture through its various financial products. Please indicate your preference.					
	Building	Plant and Machinery		Working Capital		
7.2	Government programmes and incentives – Ithala is also in a position to provide your new or expanding business venture with information regarding government programmes and/or incentives. Do you require assistance in this respect?				YES	NO
7.3	Business proposal/Efficiency assistance – Do you require assistance in respect of any of the following?:					
	Business Plan Preparation	Feasibility Studies	Evaluations	Company, Staff or System Structures	Efficiency Improvements	Other

8. DEVELOPMENT INDICATORS						
8.1	H D I Status ¹		P P G Status ²		Gender Status ³	
	YES	NO	YES	NO	YES	NO
	1. Historically Disadvantaged Individuals – Make-up of institution: greater than 50% being African, Coloured, Indian and White females? 2. Preferred Population Group – Make-up of institution: greater than 50% being African? 3. Make-up of institution: greater than 50% being female?					
8.2	Investment in setting up of business (Rands)					

9. DOCUMENTS REQUIRED	
Individuals: Certified copy of ID Book/Passport (Foreign Nationals) SARS Tax Clearance Certificate (reflecting Tax & VAT no:) Original document/s submitted as proof of residential address (utility bills) not more than 3 months old Personal Balance Sheet and Spouse (if married in COP) 3 months bank statement Certified copy of Marriage Certificate	Companies: Certificate of Incorporation (CoR 14.1) Registration Certificate (CoR 14.3) Memorandum of Incorporation (CoR 15.1) Directors information (CoR 39) Proof of Authority to act on behalf of the Company (i.e .Directors Resolution) Certified copy of ID Book/Passport of all current directors SARS Tax Clearance Certificate (reflecting Tax & VAT no:) Original document/s submitted as proof of residential address (utility bills) not more than 3 months old, of all current Directors Audited Annual Financial Statements A surety is applicable please provide: Personal balance sheet of Members and spouse (if married in COP) Certified copy of Marriage Certificate
Close Corporations: Founding Statement and Certificate of Incorporation (CK1) Amended Founding Statement (CK2) if applicable Certified copy of ID Book/Passport of all current members SARS Tax Clearance Certificate (reflecting Tax & VAT no:) Original document/s submitted as proof of residential address (utility bills) not more than 3 months old, of all current members Audited Annual Financial Statements Proof of Authority to act on behalf of the CC A surety is applicable please provide: Personal balance sheet of Members and spouse (if married in COP) Certified copy of Marriage Certificate	Trusts: Trust Deed Master of the High Court Authorization in respect of each Trustee Certified copy of ID Book/Passport of all current trustees SARS Tax Clearance Certificate (reflecting Tax & VAT no:) Original document/s submitted as proof of residential address Audited Annual Financial Statements A surety is applicable please provide: Personal balance sheet of Trustees and spouse (if married in COP) Certified copy of Marriage Certificate

Partnerships: Partnership Agreement Certified copy of ID Book/Passport of all partners SARS Tax Clearance Certificate (reflecting Tax & VAT no:) Original document/s submitted as proof of residential address (e.g. utility bills/tax) not more than 3 months old, of all current Partners Proof of Authority to act on behalf of the Partnership A surety is applicable please provide: Personal balance sheet of Members and spouse (if married in COP) Certified copy of Marriage certificate	Other Legal Entities: Constitution or other Founding documents Certified copy of ID Book/Passport SARS Tax Clearance Certificate (reflecting Tax & VAT no:) Original document/s submitted as proof of residential address (utility bills/ tax) not more than 3 months old, of all current Members Proof of Authority to act on behalf of the Legal Entity A surety is applicable please provide: Personal balance sheet of Members and spouse (if married in COP) Certified copy of Marriage certificate
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All documents should either be original or be certified as a true copy. Company, CC and Trust documents should bear the stamp of the relevant registering authority.

10. DECLARATION

I, _____, duly authorized and on behalf of _____
 _____, hereby apply to lease the premises situated at _____
 _____ as from _____ or such later date as Ithala may indicate to me in writing. I confirm the accuracy of the particulars herein given and agree that they form the basis upon which this application is to be considered and that any discrepancy subsequently discovered may result in the withdrawal of any facilities that may be offered. Furthermore, I hereby warrant to and in favour of Ithala that the applicant has not be introduced to the property referred to in point 8.2.1 and 8.2.2 of this application by an Estate Agent or any agent other than the agent referred to in point 8.12. The applicant hereby indemnifies and hold harmless Ithala against any and all claims for commission which may be forthcoming against Ithala in respect of any rental transaction between the applicant and Ithala emanating from this application. Also, I hereby confirm that the applicant has complied with all requirements of the Financial Intelligence Centre Act (FICA) No. 38 of 2001. Consent is also hereby granted for Ithala to obtain an information Trust Credit Bureau report and that it is entitled to make whatever enquiries it deems necessary in assessing this application for the applicant to enter into a rental agreement with Ithala. After the rental agreement is concluded, Ithala is further entitled to register details regarding the conduct of the applicant's account with it at the Information Trust Credit Bureau.

Name: _____ Signed: _____ Date: _____
(Please Print)

Capacity: _____

11. OTHER NOTES

Annexure A: List of Positions

IDFC consider the following as a Domestic Prominent Influential Persons (DPIP) includes the following positions:

- President or deputy president of South Africa
- Cabinet minister or deputy minister
- Premier of a province
- MEC of a province
- Mayor / deputy mayor of a municipality
- Leader of a political party
- Member of a royal family
- Senior traditional leader
- Head, accounting officer or CFO of a national or provincial department
- Municipal Manager or CFO of a municipality
- Chairperson, CEO, accounting authority, CFO, or chief investment officer of a public entity
- Magistrate, Constitutional Court Judge, or any judge as defined in section 1 of judges' remuneration and condition of employment act 2011
- Ambassador, high commissioner, or other senior representative of a foreign country based in South Africa
- Officer of the SANDF include General and Lieutenant
- Chairperson of the board of directors
- Chairperson of the Audit Committee
- All board members
- Executive office
- Position of head, or other executive directly accountable to that head of local government
- Councillors

In terms of Schedule 3B the definition of a FPPO includes a person who holds the relevant position or has held the position in a foreign country for a period of at least 12 months after the date on which that person ceased to hold that position. It includes the following:

- Head of state or head of a country or government.
- Member of a foreign royal family.
- Government minister or equivalent senior position or leader of a political party.
- Senior judicial official.
- Senior executive of a state-owned corporation.
- High-ranking member of the military (Commander in Chief, Commissioned officers of the army, etc.).

Personal Balance Sheet

[Enter Name(s)]

[Enter Date]

Assets	
Cash & Cash Equivalents	
Bank Accounts	
Savings accounts	
Other	
Total Cash & Cash Equivalents	R
Brokerage Accounts	
Stocks / Share Investment	
Unit Trusts	
Other 1	
Other 2	
Total Brokerage Accounts	R
Property	
Primary residence	
Secondary residence	
Rental property	
Investment property	
Vehicle 1	
Vehicle 2	
Other	
Total Property	R
Other Assets	
Life insurance cash surrender value	
Furnishings	
Other 1	
Other 2	
Total Other Assets	R
Total Assets	R

Liabilities	
Short-Term Credit	
Credit card 1	
Credit card 2	
Credit card 3	
Other	
Total Short-Term Credit	R
Loans & Mortgages	
Primary residence	
Secondary residence	
Rental property	
Investment property	
Vehicle 1	
Vehicle 2	
Student loans	
Business loans	
Other	
Total Loans & Mortgages	R
Other Liabilities	
Other 1	
Other 2	
Other 3	
Total Other Liabilities	R
Total Liabilities	R
Current Net Worth	R

Debit Order Authority

New ...
 Change ...
 Delete ...



Client Details													c	c	y	y	m	m	d	d			
Name/Surname													Initials										
Company Name																							
Postal Address													Code										
Telephone	(W)													(H)									
ID Number/ Registration No:																							
Source Of Funds	Bank																						
	Branch Number		Branch Name:																				
	Account Number																						
	Account Type		1-Current/Cheque (attach proof of banking details i.e. a cancelled cheque/confirmation letter from the bank, for identification purposes) 2- Savings 3-Transmission																				
<p>I/We hereby request, "instruct" and authorise you to draw against my/our account with the abovementioned bank (or any other bank or branch in which I/we may transfer my/our account) the sum of</p> <p>R..... (and amount in words) the amount necessary for payment of the monthly rental/operating costs/services due in respect of the lease agreement/s signed by me/us on the 1st day of each month.</p> <p>Every month commencing on and continuing (as the case may be). All such withdrawals from my/our bank account by you shall be treated as though they had been signed by me/us personally.</p> <p>I/We understand that the withdrawals hereby authorised will be processed by computer through a system known as the ACB Magnet Tape Service and I/we also understand that details of each withdrawals will be printed on my/our bank statement/in my bank account book or on an accompanying voucher. I/We further accept that should the ACB system reject the debit transaction, the credit to the account detailed below may be reversed thereafter.</p> <p>I/We understand that the rental/operating costs/services amount as indicated may from time to time fluctuate in terms of my/our signed lease agreement/s.</p> <p>I/We agree to pay any bank charges relating to this debit order instruction.</p> <p>This authority may be cancelled by me/us by giving you thirty days' notice in writing, sent by prepaid registered post, but I/we shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this authority by you shall be regarded as receipt thereof by my/our bank (whichever it will be).</p>																							
Destination Of Funds	Bank		Ithala																				
	Branch Number		7	5	7	8	2	6	Branch Name: Corporate Branch														
	Account Number		7	8	2	4	7	5	9	3	Account Type												
	Account Name		Properties HUB Receiving Account																				
Signed at on this day of 20..... (Signature as on record at Source Bank) Assisted by (where legally necessary) Capacity																							
FOR OFFICE USE ONLY										JDE Account Number													
Start Date:										End Date:				Frequency:									
Source (Department) : ITHALA PROPERTIES										E F T Section – Processed Details.													
Checked By Date																							
Approved By Date																							