

## Certificate Application Form

This form should be completed as a formal request for any of the certificate listed below. Applicants should ensure that the correct information is featured on the form and that all required field has been completed.

Section A: Applicants Details	
<i>Tax Identification Number (TIN) if applicable</i>	
<i>Name of Business if applicable</i>	
<i>Name of applicant</i>	
<i>National Identity number (NIN)/ passport number</i>	
<i>Contact number</i>	
<i>Email address</i>	
Section B: Certificate details.	
<i>Put a tick in the respective box next to the Certificate you are applying for. The applicable fee (non-refundable) for certificate is stated next to each item.</i>	
<input type="checkbox"/>	Withholding Tax Certificate: 500/-
<input type="checkbox"/>	Tax Residence Certificate for International Business Company: 400/-
<input type="checkbox"/>	Tax Residence Certificate for Company and Partnership: 400/-
<input type="checkbox"/>	Tax Residence Certificate for Sole Traders: 400/-
<input type="checkbox"/>	Tax Exemption Certificate: NIL/-
<input type="checkbox"/>	Income Tax Certificate: 100/-
<input type="checkbox"/>	Tax Confirmation letter: 100/-
<input type="checkbox"/>	Certificate of Domicile: 400/-
<input type="checkbox"/>	Immovable Property Tax Clearance Certificate: 100/-
Section C: Declaration	
<i>Signature of the Applicant</i>	
<i>Date:</i>	

*Important Notes:*

1. *The forms can be sent to [advisory.center@src.gov.sc](mailto:advisory.center@src.gov.sc)*
2. *Please attach the following documents upon submitting the form*
  - ❖ *Copy of the ID card/passport of the applicant*
3. *For the Tax Residency Certificate (IBC) , we request the following documents:*
  - ❖ *Certificate of Incorporation;*
  - ❖ *Memorandum and Articles of Association;*
  - ❖ *Register of Directors;*
  - ❖ *Register of Members;*
  - ❖ *Register of Beneficial Owner;*
  - ❖ *Certificate of Incumbency*