

NPO TAX NUMBER APPLICATION - SARS 2026

Application Steps

- **Register Entity:** Ensure your NPO is registered with the Department of Social Development then obtain an income tax reference number through SARS
- **Appoint Representative:** Register a official Registered Representative with SARS to manage the entity's profile.

Requirements for NPOs

- **Book an appointment** or log a query via the SARS Online Query System or visit a local branch.
- **Complete the application forms** including the **IT77** or relevant administrative forms.
- **Submit supporting document**

Required Supporting Documents

- NPO CERTIFICATE (from the Department of Social Development,
- NPO CONSTITUTION Official founding document (e.g., Memorandum of Incorporation or Constitution).
- Stamped bank confirmation letter or a recent bank statement (not older than three months).
- Certified copy of the registered representative's ID.
- Proof of address for both the organization and the representative.
- Signed director's resolution appointing the registered representative.

LETTER OF APPOINTMENT AND PARTICULARS OF THE PUBLIC OFFICER

Company/ Trust/ Npo: _____
Registration Number: _____
Tax Number: _____
Date Of Appointment: _____

Appointment of the Public Officer

The Directors/ Members/ Trustees/ Partners of the above Entity:

<u>Name and Surname</u>	<u>Capacity</u>	<u>ID Number</u>	<u>Signature</u>

I/ We hereby confirm in writing the appointment of _____

ID Number _____ as the Public Officer (Representative) of the

entity and hereby confirm and agree to be bound by all acts he/ she performs on behalf of the entity.

Acceptance of the Appointment

I, _____ ID Nr: _____

hereby accept my appointment as the Public Officer (Representative) of _____

I further confirm that I am fully aware of my responsibilities and the provisions of the Income Tax and all other Acts administered by the Commissioner of SARS. I accept all my responsibilities as the representative taxpayer and commit to act in good faith to the benefit of the company.

Signature: _____ Date: _____

ANNEXTURE: PARTICULARS OF THE PUBLIC OFFICER

Personal Details:

Full Names	
Surname	
Identity Number	
Income Tax Number	
Residential Address	

Contact Details:

Home Tel:	
Bus Tel:	
Cell Number:	
Email:	
Fax Number:	