

LANDLORD'S CONSENT

Regulation 6(2) under the business Act (Act 71 of 1991) provides that an application for a business license shall be accompanied by the written consent of the landlord, if any:

In accordance therewith:-

I/ we _____

(indicate whether registered owner or agent)

consent to _____

(full names of the individuals company or close corporation)

To occupy premises _____

(give full address and title deed description)

With effect from: _____ and to apply for the relevant license/s to conduct the following business.

.....
Signature Capacity Date Telephone no.

Contact no.:.....



**UMHLABUYALINGANA
MUNICIPALITY**

Postal: Private Bag X901, Kwa-Ngwanase, 3973
Tel: +27 35 592 0665 • +27 35 592 0680
Fax: + 27 35 592 0672

Enquiries: LED/ Business Licensing

DATE:

NOTIFICATION OF CARRYING ON A BUSINESS

The Manager: _____

Sir/Madam

You are hereby required in terms of section 15(1) of the Business Act (Act 71 of 1991) to provide the following information:

Is the business a registered company or close corporation?

YES	NO
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If **YES** please supply:

Full name of registered company:.....

Registered address:.....

(please attach certified copy the registration certificate)

If **NO** please supply the details of **ALL persons** with proprietary interest in the business as follows:

Name.....

Postal address.....

Street address.....

Residential address.....

Name.....

Postal address.....

Street address.....

Residential address.....

Name.....
Postal address.....
Street address.....
Residential address.....

Name.....
Postal address.....
Street address.....
Residential address.....

In the case of a business referred to in item 2 of schedule 1 of the act (provision of certain type of health facilities or entertainment) please supply the name of a person in actual and active control of the business:

Name.....
Address.....

Is the business for which a license was issued to be continued on the premises?

YES	NO
-----	----

If no please provide details:.....
.....

Is any other businesses for which a license is required being conducted on the premises.

YES	NO
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If YES please give details.....
.....

Signature of license Holder.....

Date.....

Your co-operation in completing and returning the above by the 31 January 2012 will be appreciated.

NB (1). Failure to comply carries a penalty of a fine not exceeding R1 000, 00, or to imprisonment for a period not exceeding three months.

(2). There are no costs or charges involved with this notification.

Siboniso S. Thwala
Business Licensing Officer.



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ANNUAL NOTIFICATION OF CARRYING ON OF A BUSINESS: BUSINESSES ACT, 1991(Act No.71 of 1991):

The Manager:

Dear Sir/ Madam

You are hereby advised that Regulation 15 under the business Act (Act No. 71 of 1991) states as follows:

15(1). not later than the last working day in December of each year the licensing authority shall post to every license holder a form on which such license holder is required to provide the following information=

- a) Confirmation that the business for which the license was issued is continuing to be conducted from the premises specified in the license and that no other business for which a license is required in terms of the Act is being conducted from the same licensed premises.
- b)
 - i. in the case of a registered company or close corporation, the full name and registered address of that company or close corporation.
 - ii. in every other case, the full name, postal address, street address and residential address of every person having propriety interest in that business
 - iii. in the case of the business referred to in item 2 of schedule 1 of the Act, the name of the person in actual and effective control of the business.

15(2) The complete and signed form contemplated in sub-regulation (1), shall be lodged with the relevant licensing authority by every license holder not later than 15:00 on the last working day of January in each year.

To enable you to comply with the foregoing requirement, kindly complete the form on the reverse side of this letter and return to this office.

Kindly note that failure to comply with the foregoing constitutes an offence and could render you liable for prosecution.

Your co-operation in this regard is appreciated.

Yours faithfully

Siboniso S. Thwala
Business Licensing Officer



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ANNUAL NOTIFICATION OF CARRYING ON ABUSINESS

TRADING NAME: _____

LICENSE NUMBER: _____

PREMISES ADDRESS: _____

POSTAL ADDRESS: _____

1. I hereby confirm that the business for which the license was issued is continuing to be conducted from the premises specified in the license, and that no other business for which a license is required in terms of the Act is being conducted from the same licensed premises without the required license.
2. Please fill applicable field below with the license Holder's name:

Close corporation: _____

Company (Pty) Ltd: _____

Sole Proprietary: _____

Trust: _____

Please finish this department with the following:

The name and ID number of the person in actual and effective control of the business:

Name and Surname

ID Number

Signature.....

Print name.....

Capacity.....

Company stamp:



Telephone.....
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DATE:

PER HAND DELIVERY

MR/S

.....
.....
.....

Dear Sir/ Madam

BUSINESS ACT, 1991 (ACT no.71 of 1991):

You are hereby advised that the business license Act No 71 of 1991 states as follows:

“(3). No person shall, with effect from the date specified in the notice under subsection(1) in respect of a specific licensing authority, carry on any business in the area of that licensing authority-

- a) Unless, in the case of a business referred to in item 1(1) or 2 of schedule 1, he/she is the holder of an apposite license issued to him/her by the licensing authority in respect of the business premises concerned.”

In order to ensure compliance with the above, you are requested to return the attached form fully completed together with a receipt for the payment thereof, to Business Licensing Officer, LED section at Umhlabuyalingana local Municipality at your earliest convenience please. Payment of R228, 00 (vat incl.) for a business license application must be made to the cashier at the Municipality.

Thank you

Yours faithfully



S. Thwala **UMHLABUYALINGANA**

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Enquiries: LED/Business Licensing

DATE:

Name

Address.....

Dear Sir/ Madam

BUSINESS ACT(ACT NO.71 OF 1991): NEED FOR A BUSINESS/ TRADING LICENSE

According to my records you have not responded to my letter dated..... in which you were informed of the need to be in a possession of a license issued in this office in respect of the above business premises.

Please note that unless a response is received from you by no longer than 16:00 on, the council will have no option but to consider prosecuting you in terms of section 5 of the above Act which states as follows:-

“5. (1) any person who contravenes a provision of section 2 (3) shall be guilty of an offence and liable on conviction:-

- (a) to a fine not exceeding R1 000 or imprisonment for a period not exceeding Three months, or both such fine or such imprisonment; and
- (b) to an additional fine of R 10 for every day on which the offence continues”

Your urgent attention hereto will be appreciated.

Yours faithfully

Siboniso S. Thwala
Business Licensing Officer.