



APPLICATION FOR RETAIL SPACE

PROSPECTIVE TENANT

Surname and full names/Registered name of company, corporation or partnership: _____

Registration/Identity/Permit no: _____

VAT registration no: _____

Address (residential address if private person; registered address in all other cases): _____

Postal address: _____

Telephone: (h) _____ (w) _____

Cell phone: _____ Fax: _____

E-mail: _____

DIRECTORS, SHAREHOLDERS OR MEMBERS:

SURNAME, FULL NAMES AND ID NUMBER	RESIDENTIAL ADDRESS	TELEPHONE NO. (HOME & WORK)	% SHARE-HOLDING



Present premises (if any): _____

Address: _____

Name and telephone of landlord/agent: _____

MARITAL STATUS OF APPLICANT:

Married/Single: _____

Date of marriage: _____

Antenuptial contract/In community of property: _____

GUARANTOR:

Full names and surname:

1. _____

2. _____

Residential address: _____

Tel: (h) _____ (w) _____

Name and address of bank: _____

Tel: _____

Account no: _____

ID no: _____

REFERENCES:

Bank: _____

Tel: _____

Account name: _____

Account no: _____

References (trade): _____

THE CONSTANTIA VILLAGE



NAME OF FIRM	TYPE OF BUSINESS	ADDRESS	TELEPHONE NO.

Auditors: _____

Address: _____

Tel no: _____

SPACE REQUIRED

Name of building: New Village / Old Village _____

Type of premises: shop / restaurant / coffee shop _____

Area required: _____ m² Date required: _____

Nature of business: _____

Articles to be sold or services that will be rendered: _____

Projected turnover figures for 1st year: _____

Remarks: _____

I declare that the above particulars are correct.

Date: _____ Signature: _____

Capacity: _____

THE FINEST IN EVERY SENSE



FICA DOCUMENTS

List of documentation and information required from clients of Growthpoint Management Services (Pty) Ltd in terms of the Prevention of Organised Crime Act 1998 and the Financial Intelligence Centre Act 2001.

Growthpoint Management Services (Pty) Ltd, in terms of the above legislation, is required to be in possession of the following documentation/information in respect of all dealings with clients.

A. If the client is a **natural person**, the following documents are required:

1. **Certified copy** of green bar-coded Identity Document.
(In the case where the ID is lost/stolen – A certified copy of temporary ID, passport or driver's license.
All these documents must be accompanied by an affidavit stating that the ID has been lost/stolen.)
2. Any one of the following documents reflecting your initials and surname, to enable us to verify your residential address:
 - A utility bill (e.g. rates & taxes). (Not older than 3 months.)
 - A Telkom account. (Not older than 3 months.)
3. SARS document reflecting your Income Tax number and, if registered for VAT, a SARS document reflecting your VAT number.

B. If the client is a **company, close corporation or trust**:

1. Certified copies of company/close corporation/trust documentation.
2. In the case of companies and close corporations, proof of business address (only if different from registered address) on any one of the following documents:
 - Utility bill in the name of the entity
 - Telkom account in the name of the entity
 - Letterhead
3. Income Tax and VAT numbers of the entity on a SARS document.
4. Certified Identity Documents of directors of companies/members of close corporations/trustees of a trust.
5. Confirmation of each beneficial controller's contact particulars and residential address.
6. Proof of a person's authority to act (e.g. CM29, CK1&2).
In the case of a company or close corporation, a resolution giving one person authority to act on behalf of the entity for the specific deal is acceptable.

**PLEASE RETURN THE COMPLETED FORM TO: dpaul-diemont@growthpoint.co.za
or fax it to: 021 794 1712**