

## T-Number Application Form

### Guidelines:

This T-Number application form is only to be used when:

- An organisation is unable to obtain an SDL number from SARS
- The organisation's primary focus is within the Health or Social Development Sector as per the standard industrial code
- The organisation is exempted from paying the Skills Development Levy
- ONLY NPO'S,CBO'S,NGO'S and FBO's that do not have an SDL number are eligible to apply for funding

Please note that the HWSETA will not accept the T-number application form if:

- the application form is incomplete
- the organisation applying for the T-number is not an NPO'S,CBO'S,NGO'S or FBO's
- the organisation's primary focus is not within the Health or Social Development Sector
- the organisation's primary focus is "Training"
- the supporting documents required are not attached
- the application is not accompanied by an SDF Registration form
- the application form is faxed or emailed
- the application is not stamped with the organisation's stamp

The HWSETA will after receiving the application form:

- Evaluate the application
- Conduct a visit to the organisation's premises (The organisation will be notified prior to the visit)
- Provide a written response to the organisation.

## **SECTION A**

<b>Organisation Information</b>	
Name:	
Physical Address:	
	Code:
Postal Address:	
	Code:
Province:	
Municipality:	
SIC code	
Tel:	
Fax:	
Email:	
NPO Number:	
No of Employees:	
Describe the core business of the organisation	

## **SECTION B**

<b>Organisation Contact:</b>	
Title:	
Surname:	
First Name:	
Initials:	
Occupation/ Designation within the organisation:	
OFO Code:	
Tel:	
Fax:	
Email:	
Cell:	

## **SECTION C**

<b>Please attach the following documents to this application:</b>	
Levy Exempt certificate	
Tax Clearance Certificate	
Cancelled cheque (original) OR proof of banking details(Bank Stamped letter):	
3 months Bank statement	
Proof of Business Address: Utility Bill	
Proof of NPO / NGO Registration:	
Proof that Organisation is Registered with Department of Social Development:	
SDF Registration Form:	

### **Authorisation:**

The application with all supporting documentation must be hand delivered or posted to the HWSETA Offices and addressed for the attention of Christo Lebatte. Please note that no faxed or e-mailed applications will be accepted.

For any enquiries please contact Christo at [christol@hwseta.org.za](mailto:christol@hwseta.org.za) or Samuel Teffo on [samuelt@hwseta.org.za](mailto:samuelt@hwseta.org.za) or on 011 607 6900.

Name of <b>Authorised Signatory:</b>	
Position in Organisation:	
Signature:	
Date:	
Name of the <b>SDF:</b>	
Signature:	
Date:	
<b>Please use Company Stamp:</b>	