

Business Start-Up Document Checklist

How to Use This Template

Replace all prompts with your own details.

This checklist is designed to guide entrepreneurs through the essential legal, financial, and operational steps when starting a business in South Africa. Complete each section by filling in your personal and business details and tick each item as it is verified or completed. Use it to track registrations, permits, finance setup, and operational readiness. Keep the completed checklist with your business records for reference and to ensure compliance with applicable laws.

DISCLAIMER:

This checklist is provided by Bilnor Staffing Solutions as a general resource to guide entrepreneurs in starting a business in South Africa. It is not legal, financial, or professional advice. Users should verify all requirements independently and seek qualified professional guidance where necessary. Bilnor Staffing Solutions accepts no liability for any errors, omissions, or outcomes arising from the use of this template.

1. Entrepreneur / Owner Details

Full Name:	
ID:	
Address:	
Cell:	
Email:	

2. Proposed Business Details

Business Name:	
Business Type (CC, Pty Ltd, Sole Proprietor, Partnership):	
Nature of Business / Industry:	
Proposed Start Date:	

3. Legal & Registration Documents

Tick each item once confirmed:

- ☐ **Business Name Registration** with CIPC
- ☐ **Company registration documents** (CK1/Founding Statement)
- ☐ **Memorandum of Incorporation (MOI)** drafted (for Pty Ltd)
- ☐ **Partnership Agreement** (if applicable)
- ☐ **Sole Proprietor registration** (if applicable)
- ☐ **Tax Registration** (SARS VAT, Income Tax, Employees Tax, as required)
- ☐ **B-BBEE Certification / Affidavit** (if applicable)
- ☐ **Sector-specific licenses or permits** (e.g., liquor license, health, import/export)
- ☐ **Intellectual property registrations** (trademarks, patents, domain names, logos)

Notes:

4. Financial & Banking Documents

- ☐ Open business bank account
- ☐ Initial capital documented / shareholder contributions
- ☐ Business plan prepared and approved
- ☐ Funding or investor agreements signed
- ☐ Loan or credit agreements reviewed (if applicable)
- ☐ Accounting system set up (software / bookkeeping)
- ☐ Cash flow projections completed
- ☐ Invoices & payment processes documented

5. Employment & Compliance Documents *(if hiring staff)*

- ☐ UIF registration
- ☐ COIDA registration (Workers' Compensation)
- ☐ Employment contracts prepared
- ☐ Policies & Procedures handbook drafted
- ☐ Payroll system set up
- ☐ Tax deductions & reporting processes established

6. Operational Documents

- ☐ Lease / property agreements (office, retail, warehouse)
- ☐ Supplier agreements signed
- ☐ Customer contracts/templates prepared
- ☐ Insurance policies obtained (business, liability, assets)
- ☐ Health & safety compliance checked (if applicable)
- ☐ IT / website / e-commerce setup completed
- ☐ Marketing / branding materials prepared