

ACKNOWLEDGEMENT OF RECEIPT

CHECKLIST: REGISTRATION OF INDEPENDENT SCHOOLS

Name of School: Buckingham Academy

Type of School: Combined School

No.	Compliance Document	Submitted		Comments
		Yes(√)	No(X)	
ANNEXURE A				
	Certified Copy Of owner's ID Document	√		Submitted- 17/09/2020
	Certified Copy of Passport & Business Permit (Dept. of Home Affairs)			(NA)
	Details of facilities for curriculum/co- curricular/extra-curricular	√		
	Details of facilities for LSEN	√		
	Municipal Approved Floor and site plan(s)	√		
	Documents of incorporation (Trust instrument/memorandum of incorporation etc.)	√		
	School's banking details & surety that the school will be financially viable for a minimum 12 months	√		
ANNEXURE B				
	School's Constitution which includes the language and admission policies	√		
	Language Policy	√		
	Admission Policy	√		
	Registration with SARS	√		Submitted- 17/09/2020
	Tax Clearance Certificate (where applicable)	√		Submitted- 17/09/2020
	Certified copy of a valid certificate of occupancy		x	
	Certified copy of Municipal Issued Health Certificate		x	Submitted one from a private company not the municipality
	Certified copy of Municipal Issued Fire/Safety Certificate	√		
	Certified copy of compliance with municipality by laws (Zoning Certificate)		x	Letter from towns planner attached

Certified copy of constitutive instruments for schools owned by a juristic person	√		
Registration under Companies Act 71 of 2008 (for companies)	√		
Proof of operating as profit/non-profit organisation (Business Plan)	√		
Security of tenure/ Lease Agreement	√		
Proof of registration with Dept. of Social Development (if also catering for learners below Gr R)			
Educators' qualifications & SACE numbers		x	Post reg requirement
Skills Development Levy		x	Post reg requirement
UIF		x	Post reg requirement
COIDA		x	Post reg requirement
NPO			N/A
Trust			A/A
Company	√		
Annexure A Form	√		
Annexure B Form	√		

Received by (GDE OFFICIAL):

Name: Refiloe Nthabiseng Msimango **Date: July 2020**

Certified Id's

SARS Documents submitted on 17 September 2020 by Elizabeth Ntuli

Submitted by (School): **Buckingham Academy**

Date: July 2020

INDEPENDENT SCHOOLS DIRECTORATE

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