

**FORM A  
DECLARATION OF SELLER**

I, A.B., do solemnly and sincerely declare that the sum of P..... is the full entire purchase money for which I have sold to C.D. the following property that is to say: (*Here describe the property*). And I declare that I sold the same to the said C.D. on the ..... Day of ....., 20....., and not before and that there is not any agreement, condition, or understanding between me and the said C.D., whereby he has paid or is to pay to me or to any other person whomsoever, for, or in respect of, or in connection with the purchase by him of the said property, any sum of money over and above the said sum of P....., except certain charges or payments which fall under or come within one or more of the heads or items of charges or payments following –

1. The costs of any survey of the said property which has been made prior to, and for the purposes of, the said sale, and of any survey of such property which may be made after the sale, and the cost of all diagrams and subdivisions, and of the plan of the property exhibited at the time of sale;
2. The charge made by the auctioneer for the conditions of the said sale;
3. The commission, if any, paid by the purchaser to any auctioneer, broker, or agent, by or through whom the sale of the property may have been effected, not exceeding P5 *per centum* upon the amount of the purchase money;
4. The auction duty paid upon the said sale;
5. The transfer duty payable thereon;
6. The costs of all deeds necessary for effecting transfer of such property and of the mortgage deed, if any, and of all necessary stamps;
7. The charges of conveyance and agents, incurred in effecting the transfer of the said property;
8. The quitrent, if any, payable to the Government upon the property sold;
9. The quitrent, if any which shall be payable upon the property sold to any committee, consistory, or any other body, for religious, educational, or charitable purposes, not being rent already due and in arrear at the time of such sale.

And I further declare that I have not received, and that I am not to receive, nor has any other person received, nor is any other person to receive, for my use or benefit, or at my instance or request, any valuable consideration besides the said sum of P ....., except in so far as any of the charges above specified, and to be paid by the said C.D., might be held or taken to be payable for me or on my behalf.

And I further declare that the said C.D. is the only person who has ever purchased the said property from me, and that I never sold the same to any other person.

And I make this solemn declaration conscientiously believing the same to be true.

.....  
(Signed) A. B.

Declared before me at ..... this ..... day of .../..... 20.....

.....  
Commissioner of Oaths

**FORM B  
DECLARATION OF PURCHASER**

I, C.D., do solemnly and sincerely declare that the sum of P.....is the full and entire purchase money given, or to be given, by me to A.B. for the property following, bought by me from him, that is to say:  
*(Here describe the property).*

And I declare that I bought the same from the said A.B. on the ..... day of ..... 20 ....., and not before, and that I have not, nor has any person to my knowledge, on my account, given, nor is there by me or on my behalf, to be given, any other valuable consideration for, or in respect of, or in connection with the alienation to me of the said property, except certain charges or payments which fall under, or come within, some one or more of the heads or items of charges or payments following: *(Here set forth in order from No. 1 to 9, both inclusive, the heads or items of charges or payments as in Form A).*

And I make this solemn declaration conscientiously believing the same to be true.

.....  
(Signed) C.D.

Declared before me at ....., this ..... day of ..... ,  
20.....

.....  
Commissioner of Oaths

**DECLARATION FORM FOR TRANSFER OF IMMOVABLE PROPERTY-TD01**



TRANSACTION NO:

(Write in capital letters within boxes)

**Section A - DETAILS OF BENEFICIARY (IF MORE THAN ONE BENEFICIARY, PLEASE FILL ANNEXURE 6)**

**A1 Individual**

Firstname   
 Surname   
 ID/Passport Number  TIN   
 Country of Citizenship   
 Phone Number  Cell Number   
 E-Mail Address

**Postal Address**

P O Box/Private Bag   
 City/Town/Village   
 Country

**Physical Address**

Plot No   
 Location/Ward   
 City/Town/Village   
 Country

**Marital Status**

Single  Married  Divorced  Widowed

If married, is it in or out of community of property

In community of property  Out of community of property

**Non-Individual**

Registered Name   
 Incorporation/Registration Number   
 VAT registered Yes  No   
 If yes please provide VAT Number   
 Country of Citizenship   
 Phone Number  Cell Number   
 E-Mail Address

**Postal Address**

P O Box/Private Bag   
 City/Town/Village   
 Country

**Physical Address**

Plot No   
 Location/Ward   
 City/Town/Village   
 Country

Are you related to the seller/Transferor Yes  No

If yes tick the relevant box

Trustee  Subsidiary  Branch

Others

**Authorized Representative**

Name   
 Surname   
 ID NO/PASSPORT NO:   
 Phone Number  Cell Number   
 Email

**SECTION B (Details of the Seller/Transferor) (IF MORE THAN ONE SELLER/TRANSFEROR PLEASE FILL ANNEXURE 7)**

Nature of Person  Company  Individual  Trust  
 Other (Specify) \_\_\_\_\_

**B1 Individual**

Firstname \_\_\_\_\_  
Surname \_\_\_\_\_

ID/Passport Number \_\_\_\_\_

TIN \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

**Postal Address**

P O Box/Private Bag \_\_\_\_\_

City/Town/Village \_\_\_\_\_

Country \_\_\_\_\_

**Physical Address**

Plot No \_\_\_\_\_

Location/Ward \_\_\_\_\_

City/Town/Village \_\_\_\_\_

Country \_\_\_\_\_

**B2 Non-Individual**

Registered Name \_\_\_\_\_

Incorporation/Registration Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

**Postal Address**

P O Box/Private Bag \_\_\_\_\_

City/Town/Village \_\_\_\_\_

Country \_\_\_\_\_

**Physical Address**

Plot No \_\_\_\_\_

Location/Ward \_\_\_\_\_

City/Town/Village \_\_\_\_\_

Country \_\_\_\_\_

VAT registered Yes  No

If yes please provide VAT Number \_\_\_\_\_

**SECTION C (Details of Conveyancer/Attorney)**

Conveyancing Firm \_\_\_\_\_

TIN of Conveyancing Firm \_\_\_\_\_

**Conveyancer**

Name \_\_\_\_\_

Surname \_\_\_\_\_

ID Number/Passport Number \_\_\_\_\_

TIN \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_

**Details of Estate Agent (If applicable)**

Registered Name \_\_\_\_\_

Name \_\_\_\_\_

Surname \_\_\_\_\_

ID NO/Passport NO \_\_\_\_\_

TIN \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_

Commission payable on the transaction P \_\_\_\_\_

**Section D (Description of Property)**

Plot No/ Section no/Unit No/Portions/Lease Area

Plot/Unit Size (In meter squares/Hectares)

Location/Ward/Street

City/Town/Village

Type of Ownership/tenure

Leasehold  Freehold  Tribal  Stateland  Other (Specify)

Authorized use of land

Commercial  Residential  Agricultural  Other (Specify)

**Section E (Transfer Information)**

E.1 Type of Transfer

Sale  Inheritance  Donation  Exchange  Other (Specify)

E.2 Transaction Status

Purchase Consideration P

Valuation Amount (As per the Valuation Certificate) P

E.3 Is an exemption/waiver of Transfer Duty in terms of Section 20 applicable?  Yes  No

If yes, fill in the applicable subsection of section 20 ----- (Attach the applicable supporting documents)

E.4 Transfer information

Number of Sellers/Transferors

Number of Beneficiaries

E.4 Date of transaction (Date of sale, exchange, share transfer or donation/Date of Commencement of Lease/Offer Date for Government)

**Section F (Calculation of Duty payable)**

F.1 Transfer duty payable on P

Transfer Duty Amount

1 Citizen @ 5% ((F.1 LESS P1M)\*5%)

2 Non Citizen @30% (LESS 12% VAT IF ANY)

**Section G: Declaration**

**i). BENEFICIARY/BUYER/TRANSFeree**

I \_\_\_\_\_ declare that to the best of my knowledge and belief the information in this return and the accompanying documents is true and correct.

Date:  Signature

Commissioner of Oaths'/Conveyancer's Stamp and Signature

**ii). SELLER/TRANSFEROR**

I \_\_\_\_\_ declare that to the best of my knowledge and belief the information in this return and the accompanying documents is true and correct.

Date: \_\_\_\_\_ Signature

Commissioner of Oaths'/Conveyancer's Stamp and Signature

BURS Stamp

**ANNEXURE 6: DETAILS OF BENEFICIARIES**

**A1 Individual**

Firstname   
Surname   
ID/Passport Number  TIN   
Country of Citizenship   
Phone Number  Cell Number   
E-Mail Address

**Postal Address**

P O Box/Private Bag   
City/Town/Village   
Country

**Physical Address**

Plot No   
Location/Ward   
City/Town/Village   
Country

**Marital Status**

Single  Married  Divorced  Widowed

If married, is it in or out of community of property

In community of property  Out of community of property

**Non-Individual**

Registered Name   
Incorporation/Registration Number   
VAT registered Yes  No   
If yes please provide VAT Number   
Country of Citizenship   
Phone Number  Cell Number   
E-Mail Address

**Postal Address**

P O Box/Private Bag   
City/Town/Village   
Country

**Physical Address**

Plot No   
Location/Ward   
City/Town/Village   
Country

Are you related to the seller/Transferor Yes  No

If yes tick the relevant box

Trustee  Subsidiary  Branch

Others

**ANNEXURE 7: DETAILS OF SELLER/TRANSFEROR**

Nature of Person  Company  Individual  Trust  
 Other (Specify) \_\_\_\_\_

**B1 Individual**

Firstname \_\_\_\_\_  
Surname \_\_\_\_\_  
ID/Passport Number \_\_\_\_\_  
TIN \_\_\_\_\_  
Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_  
Email \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_

**Postal Address**

P O Box/Private Bag \_\_\_\_\_  
City/Town/Village \_\_\_\_\_  
Country \_\_\_\_\_

**Physical Address**

Plot No \_\_\_\_\_  
Location/Ward \_\_\_\_\_  
City/Town/Village \_\_\_\_\_  
Country \_\_\_\_\_

**B2 Non-Individual**

Registered Name \_\_\_\_\_  
Incorporation/Registration Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_  
Email \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_

**Postal Address**

P O Box/Private Bag \_\_\_\_\_  
City/Town/Village \_\_\_\_\_  
Country \_\_\_\_\_

**Physical Address**

Plot No \_\_\_\_\_  
Location/Ward \_\_\_\_\_  
City/Town/Village \_\_\_\_\_  
Country \_\_\_\_\_

VAT registered Yes  No

If yes please provide VAT Number \_\_\_\_\_

**Declaration of the Seller/Transferor**

**i). BENEFICIARY/BUYER/TRANSFEREE**

I \_\_\_\_\_ declare that to the best of my knowledge and belief the information in this return and the accompanying documents is true and correct.

Date:         Signature

Commissioner of  
Oaths'/Conveyancer's  
Stamp and Signature

**ii). SELLER/TRANSFEROR**

I \_\_\_\_\_ declare that to the best of my knowledge and belief the information in this return and the accompanying documents is true and correct.

Date: \_\_\_\_\_ Signature

BURS Stamp

Commissioner of  
Oaths'/Conveyancer's  
Stamp and Signature

**Declaration of the Beneficiary**

**i). BENEFICIARY/BUYER/TRANSFEE**

I \_\_\_\_\_ declare that to the best of my knowledge and belief the information in this return and the accompanying documents is true and correct.

Date:

Signature

Commissioner of  
Oaths'/Conveyancer's  
Stamp and Signature

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**ii). SELLER/TRANSFEROR**

I \_\_\_\_\_ declare that to the best of my knowledge and belief the information in this return and the accompanying documents is true and correct.

Date:

Signature

BURS Stamp

Commissioner of  
Oaths'/Conveyancer's  
Stamp and Signature

TD01/VER002/2020

**KINDLY NOTE THAT THIS FORM SHALL BE SIGNED IN COUNTERPART**

