

PRACTICE NOTE NO 4 OF 2009

**NOTICE REGARDING ELECTRONIC AND MANUAL LODGEMENT
OF CK1, CK2 AND CK2A**

Dear Valued Customers,

Please note the following requirements that will be implemented on 10 July 2009:

- You are required to submit with the Office of the Registrar of Close Corporations, your printed and signed version of the above-mentioned forms within 60 days from the date of such lodgment. The said forms needs to have been originally signed, and customers must remember to attach all the necessary documentation in terms of Close Corporations Act, No 69 of 1984, as amended.
- In the case of re-lodgments, all electronic applications queried for various reasons would need to be corrected and re-lodged with a new tracking number, because the old tracking number would be systematically linked to the query. This will enable the Office to effect the necessary changes without any difficulties.
- When a CK2 and a CK2A are lodged manually and a query is raised on a CK2 that was lodged together with a CK2A, the CK2A will not be processed. Both applications will be sent back and necessary changes to a CK2 will need to be addressed before registering both applications, or a CK2A can be re-lodged separately.

Failure to comply with the above will result in unnecessary queries and delays, as the applications cannot be registered.

Sincerely,



Keith W. Sendwe
Chief Executive Officer

Date: *7th July 2009*