



COMPANIES AND INTELLECTUAL
PROPERTY REGISTRATION OFFICE

a member of dti group

PRACTICE NOTE No. 2 of 2008
(Close Corporations Act, Act 69 of 1984 as amended)
CK2's LINKED TO BOND REGISTRATIONS/DEEDS OFFICE

Due to the increase in number of applications for registration of amended founding statements (forms CK2) that are linked to bond registration at a Deeds Office and the high rate of rejection with queries of such applications, the Registrar of Close Corporations has set minimum requirements to be complied with in future. These requirements would enable verification of the application with the relevant Deeds Registry and would prevent unnecessary rejections and queries.

The requirements are as follows: -

- Only CK2 forms can be used for the registration of bond related applications
- All the normal requirements relating to the registration of CK2 forms must be adhered to
- The description of principal business must allow for bond-linked activities e.g. owning immovable property, investment, etc.
- Bond-linked applications must be lodged at the Close Corporations Helpdesk and cannot be lodged electronically
- A letter from a conveyancer with the tracking number of Deeds Office must be attached to enable CIPRO to verify transaction via Deeds Web
- Failure to submit a letter from a conveyancer within three months after lodgment will result in the application being rejected
- Applications must be lodged at least 5 working days before registration at the Deeds Office is scheduled.

Sincerely,

Mr KEITH W. SENDWE

Chief Executive Officer

Companies and Intellectual Property Registration Office

Tel: (012) 394 5356

Date: 4/9/08.