



COMPANIES AND INTELLECTUAL  
PROPERTY REGISTRATION OFFICE

a member of the dti group

GATEWAY TO NORMAL ECONOMIC PARTICIPATION

## PRACTICE NOTE No. 3 OF 2008

### NOTICE REGARDING ELECTRONIC LODGEMENT OF CK1, CK2 AND CK2A AS WELL AS MEMBERSHIP OF CLOSE CORPORATIONS BY NON-SOUTH AFRICAN CITIZENS

Dear Valued Customers,

Please note the following requirements that will be implemented strictly with effect from **01 November 2008**:

- The electronic lodgement of forms CK1, CK2 and CK2A is a hybrid lodgement system and requires a duly signed hard copy of the form, as submitted electronically, to be lodged with CIPRO (either by post or physically) before the lodgement would be complete. The signatures of the members or accounting officer, as the case may be, must appear on the copy of the form as lodged electronically and signatures appearing on any other form are not legally acceptable. Forms not properly signed accordingly will be rejected.
- Non-South African citizens who wish to register as members of a Close Corporation in the RSA must submit a letter providing particulars of their country of origin, passport number and date of birth together with the relevant form CK1 or CK2. Membership of a Close Corporation does not automatically qualify non South African citizens for residence, work or other immigration permits and such applications must be made separately at the Department of Home Affairs.

Sincerely,

A handwritten signature in black ink, appearing to be "Keith W. Sendwe", written over a horizontal line.

**Mr Keith W. Sendwe**  
**Chief Executive Officer**

14 October 2008