NOTICE TO CUSTOMERS

COMPANIES AND CLOSE CORPORATIONS
ADDRESS OF ACTUAL BUSINESS PREMISES REQUIRED

Pursuant to Practice note 1 of 2011 (postal and physical address requirements), the Companies and Intellectual Property Commission (CIPC) requires that all postal and physical addresses of customers must be of the actual business premises i.e. the site from where the business operates and not the address of a representative or of a director. The address must be structured in a specific manner in order to allow for better statistical records and data quality. In this regard the following information must be provided:

- Physical address
  - Street number;
  - Street name;
  - Suburb/town/city;
  - Province; and
  - Street code

- Postal address
  - Postal number or description
  - Suburb/town/city;
  - Province; and
  - Postal code

If the address provided is outside of the Republic, the country description must also be provided. Any form filed with the CIPC that does not comply with the above requirements will be rejected.

Your co-operation is appreciated.

Yours sincerely,

Ms Astrid Ludin
COMMISSIONER
29/8/2012

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Business Address
77 Meintjes Street
the dti Campus
Sunnyside
0001

Postal Address
Companies
P O Box 429
Pretoria
0001

Contacts
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