



Companies and Intellectual  
Property Commission

a member of the dti group

## NOTICE TO CUSTOMERS (Notice 54 of 2016)

### REQUIREMENTS FOR CERTIFICATION OF DOCUMENTS

This Practice Note is aimed at retracting Notice No. 45 of 2016 and replacing it with Notice 54 of 2016, and issued to ensure the standardization of certification of documents to comply with regulations governing the administering of an Oath or affirmation in terms of Justices of the Peace and Commissioners of Oath Act 16 of 1963.

Upon filing of the following forms COR39, COR21.2, COR44, CK2, CK2A's & CoR126.1, then where there is a requirement for supporting documents to be certified for an example, barcoded ID/Passport or Qualifications of the Business Rescue Practitioner.

The following amongst other things must be complied with when certifying the document as a true copy of the original:

- Each document must be certified separately.
- Certification date stamp must not be older than 3months.
- The full names and surnames, date designation and signature of the Commissioner of Oath who certify the documents.
- The Commissioner of Oath must write down or stamp that he/she certifies that the document is a true copy of the original document and that there are no indication that the original document has been altered by unauthorized persons.
- The Commissioner of Oaths must append a signature and also print out name, designation, contact particulars and date.

Failure to comply will result in your application being rejected, effective from 01 November 2016.

Yours sincerely,

  
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**Adv. R. Voller**  
**Commissioner: CIPC**

25 / 10 / 2016

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