

Business Physical Address  
**the dti** Campus, Block F,  
77 Meintjies Street, Sunnyside, Pretoria

Postal Address  
Companies & Close Corporations  
P O Box 429, Pretoria, 0001

Customer Contact Centre  
0861 843 384

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## PRACTICE NOTE 1 OF 2011 COMPANIES AND CLOSE CORPORATIONS POSTAL AND PHYSICAL ADDRESS REQUIREMENTS

This practice note is issued in terms of Regulation 4 of the Companies Regulation, 2011 and is applicable to companies (local and external) and close corporation filings with the implementation of the Companies Act, 2008 on 1 May 2011.

The CIPC requires that all postal and physical addresses required by any electronic and manual form 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.

Yours faithfully,

**Renier du Toit**  
**ACEO CIPRO**  
Date: 26/4/2011