NOTICE TO CUSTOMERS
DISCONTINUATION OF DOCUMENT COLLECTIONS FROM CIPC

Dear Customer,

From the 01 September 2013, CIPC will no longer be providing the Collections Services for customers who have indicated the mode of delivery as “basket" or “to collect" on their customer profile. In essence, all rejected documents, company certificates, notifications, disclosures etc. that are normally collected directly from the CIPC in relation to all business divisions (Companies, Trade Marks, Designs, Patents, Copyright) will from this date onwards be posted to the address as recorded in the respective registers or records of CIPC.

The alternative option for customers is to register with DOCEX, who will provide a secure mail delivery service on a daily basis. The contact person at DOCEX for registering this service is Dina Lume and can be contacted on:

dina@docex.co.za
Tel: 012 648 6591
Fax: 0866 700 020
Cell: 082 376 7348

CIPC has also facilitated the registration process with DOCEX at its premises (1st Floor, Courtroom - Block F – the dti Campus, Sunnyside, Pretoria) on 29 and 30 August 2013 between 10h00 and 12h00. Should a customer already have an existing DOCEX account, please send the DOCEX number to the following staff member:

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**Business Address**
77 Meintjes Street
the dti Campus
Sunnyside
0001

**Postal Address**
Companies
P O Box 429
Pretoria
0001

**Contacts**
National: 086 100 2472
International: +2712 394 9979
www.cipc.co.za
Trade Marks  Ms Fleurette Coetzee, fcoetzee@cipc.co.za
Patents & Designs – Ms Victoria Didishe, vdidishe@cipc.co.za
Copyrights – Mr Kadi Petje, kpetje@cipc.co.za
Companies – Ms Lungisa Matandela, imatandela@cipc.co.za
Disclosures – Ms Lebogang Makhene, imakhene@cipc.co.za

Yours sincerely,

Astrid Ludin
Commissioner: CIPC
29/5/2013