



Companies and Intellectual  
Property Commission  
a member of the dti group

**NOTICE TO CUSTOMERS  
(Notice 63 of 2016)**

**REQUIREMENTS RELATING TO COPIES OF SMART ID CARDS**

CIPC noticed that a high volumes of applications were rejected due to the fact that a copy of only the front page of the smart ID card are submitted to CIPC.

Kindly note that the CIPC requires the following:

- Barcoded (ID) copies. The barcode on smart cards are on the back of the card. Therefore, both sides of the ID copy needs to be provided to CIPC
- Both sides (front and back) of the smart ID cards must be copied on the same page when submitting copies of smart ID cards.
- Refer to note 54 for requirements relating to certification of documents, as documents not certified according to requirements will be rejected.

Your co-operation will ensure speedy processing of your documents and will avoid unnecessary enquires or rejection of documents.

Yours sincerely,

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

01/11/2016