



Companies and Intellectual
Property Commission

a member of the dti group

Notice to Customers (Notice 4 of 2018)

Guideline for the appointment of Accounting Officers (CK2A) in line with Section 15 of the Close Corporations Act.

The following form and supporting documents are required by the (Companies and Intellectual Property Commission (CIPC) for the appointment of Accounting Officers

Documents to be submitted:

- CK2A Form duly completed and signed by or on behalf of every member of the corporation.
- In the event that a CK2A form is signed on behalf by member(s), a Power of Attorney needs to be submitted and a certified ID copy of individual signing on behalf of members must be included as well.
- Attach consent letter from the Accounting Officer accepting appointment with Practice number and profession reflected on it.
- Accounting Officer letter must be dated not older than three months
- Certified ID or passport copies members dated not older than three months, (for smart card ID refer to Notice 63 of 2016).
- Certified ID copy of applicant (i.e customer code owner) not older than three months.

All applications must be submitted via e-mail to manualck2@cipc.co.za

Yours Sincerely,

Adv. Rory Voller
Commissioner

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