

## NOTICE TO CUSTOMERS

Notice <sup>15</sup> of 2023

### REQUIREMENTS FOR THE APPOINTMENT OF AN ACCOUNTING OFFICER

V0.2

Note that Notice 4 of 2018 is hereby withdrawn and will be replaced by this Notice effective upon Publication on our Website.

The Companies and Intellectual Property Commission (CIPC) will require the following documentation to be submitted with the application to [manualck2@cipc.co.za](mailto:manualck2@cipc.co.za).

#### Requirements:

- 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 of the member(s), a Power of Attorney needs to be submitted and a certified ID copy of individual signing on behalf of the members must be included as well.
- Attach consent letter from the Accounting Officer accepting appointment with Practice number and profession reflected on it.
- Certified ID or passport copies of members and anyone who signed on behalf of member(s) with the date of certification 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 and authority to file on behalf of the Close Corporations.

Yours Sincerely,



**Adv. Rory Voller**

**Commissioner**

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