



NOTICE TO CUSTOMERS
Notice 10 of 2024

**ACCEPTABLE PROOF OF PHYSICAL ADDRESS IN TERMS OF REQUIREMENTS OF PRACTICE
NOTE 1 OF 2024**

As per Practice Note 1 of 2024, the below table indicates acceptable proof of physical addresses of the list of services listed in the Practice Note. Practice Note 1 of 2024 will take effect on 1 March 2024 and non-adherence to the requirements will result in the application being rejected. If rejected, the deficiency within the application must be corrected and the entire application must be resubmitted as a single e-mail with all attachments in PDF and it must be e-mailed to companydocs@cipc.co.za.

List Proof of physical address:

Information to be assured	Option	Acceptable	Date Period
Company Address	In the Name of the Company	Lease or Rental Agreement	Lease or Rental Agreement period must not have expired
Company Address	In the Name of the Company	Municipal account	Not older than three months
Company Address	In the Name of the Company	WIFI or phone account	Not older than three months
Company Address	In the Name of the Company	Clothing account	Not older than three months
Company Address	In the Name of the Company	Mortgage account/statement	Not older than three months
Company Address	In the Name of the Company	Property management account / levy statement	Not older than three months
Company Address	In the Name of the Company	Bank statement	Not older than three months
Company Address	In the Name of the Company	Municipal councilor's letter	Not older than three months
Company Address	In the Name of the Company	Tax certificate	Not older than three months
Company Address	In the name of an active director - any director	Lease or Rental Agreement	Lease or Rental Agreement

Information to be assured	Option	Acceptable	Date Period
			period must not have expired
Company Address	In the name of an active director - any of them	Municipal account	Not older than three months
Company Address	In the name of an active director - any of them	Wi-Fi or phone account	Not older than three months
Company Address	In the name of an active director - any of them	Clothing account	Not older than three months
Company Address	In the name of an active director - any of them	Mortgage account / statement	Not older than three months
Company Address	In the name of an active director - any of them	Property management account / levy statement	Not older than three months
Company Address	In the name of an active director - any of them	Bank statement	Not older than three months
Company Address	In the name of an active director - any of them	Municipal councilor's letter	Not older than three months
Company Address	In the name of an active director - any of them	Tax certificate	Not older than three months
Company Address	Alternative if only 1 director and does not have the above	Affidavit from person with whom director lives and then attach any of the evidence	Not older than three months

CIPC would also like to take the opportunity to correct the erratum on Practice Note 1 of 2024. Reference to CoR 16.1 should read CoR 18.1.

For further enquiries, kindly log a ticket via the CIPC Online Query Management System - www.cipc.co.za / enquiries.

Yours faithfully,

Adv. Rory Voller
Commissioner: CIPC
 _____ / 02 / 2024