

Companies and Intellectual Property Commission

a member of the **dtic** group

NOTICE TO CUSTOMERS Notice <u>10</u> 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 <u>companydocs@cipc.co.za</u>.

List Proof of physical address:

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

The dtic Campus (Block F - Entfutfukweni), 77 Meintjies Street, Sunnyside, Pretoria I P O Box 429, Pretoria, 0001 Call Centre: 086 100 2472

Email LLesejane@cipc.co.za Website: www.cipc.co.za

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

Yours faithfully,

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