

No. R. 657

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Companies and Intellectual  
Property Commission  
a member of the dti group

**PRACTICE NOTE 1 OF 2011  
COMPANIES AND CLOSE CORPORATIONS  
POSTAL AND PHYSICAL ADDRESS REQUIREMENTS**

This practice note is issued in terms of Regulation 4 of the Companies Regulation, 2011 and is applicable to companies (local and external) and close corporation filings.

The CIPC requires that all postal and physical addresses required by any electronic and manual form be structured in a specific manner in order to allow for better statistical records and data quality. In this regard the following information must be provided:

- Physical address:
  - Street number;
  - Street name;
  - Suburb/town/city;
  - Province; and
  - Street code
- Postal address:
  - Postal number or description
  - Suburb/town/city;
  - Province; and
  - Postal code

If the address provided is outside of the Republic, the country description must also be provided.

Any form filed with the CIPC that does not comply with the above requirements will be rejected.

Yours faithfully,

**Adv Rory W Voller**  
**Deputy Commissioner: CIPC**  
**Date: 3/5/2011**

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**Physical Address**

the dti Campus Block F  
Sunnyside  
0001

**Postal Address**

Companies  
P O Box 429  
Pretoria  
0001

**Customer Contact Centre**

National: 086 100 2472  
International: (+27) 83 900 2427