

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 4356

9 February 2024



PRACTICE NOTE 1 OF 2024

PROOF OF PHYSICAL ADDRESS OF COMPANIES, AND CLOSE CORPORATIONS


This notice is issued in terms of Regulation 169(1) of the Companies Regulation, 2011, Section 23(3) of the Companies Act, 2008 (Act 71 of 2008) ("The Act").

Section 23(3) of the Act states that each company or external company must continuously maintain at least one office in the Republic and register the address of its office, or its principal office if it has more than one office. As part of the CIPC's drive to ensure the correctness and reliability of information submitted to it, the CIPC will require certified evidence of the registered address or its principal office to be submitted with the following applications as from 1 March 2024 :-

- Registration of External Company (CoR20.1 and supporting documentation),
- Long Standard Form Profit Companies (Form CoR15.1B and supporting documentation),
- Long Standard Form Non-Profit Companies without members (Form CoR15.1D and supporting documentation),
- Long Standard Form Non-Profit Companies with members (Form CoR15.1E and supporting documentation),
- Application to Convert a Close Corporation (Form CoR16.1 and supporting documents); and
- Application to Transfer Registration of Foreign Company (Form CoR17.1 and supporting documents).

Kindly refer to CIPC's publications regarding the certification requirements on documentation and what is regarded as acceptable evidence of address.

The above will be effective from 1 March 2024.


 Rory Voller
 11/01/2024 15:32:36(UTC+07:00)
 Signed by Rory Voller,
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 Commissioner: CIPC

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