NOTICE TO CUSTOMERS

OPERATIONAL REQUIREMENTS FOR
LODGING CO-OPERATIVES DOCUMENTS AND
COLLECTION OF DOCUMENTS FROM CIPC

Customer service is important to CIPC. To enable the Co-operative Division to process applications effectively and efficiently, customers have to comply with operational requirements. Compliance will assist the Co-operative Division of CIPC to achieve and maintain the standard turnaround time for the registration process (i.e. 15 working days).

The Registrar of Co-operatives may reject any document which in his/her opinion is unsuitable for purposes of record or which does not satisfy the operational requirements.

All customers are requested to adhere to the following operational requirements:

1. All application forms and documents lodged with the Registrar of Co-operatives must, unless otherwise directed, be written in block capital letters or typewritten and printed in legible characters, with deep permanent black ink on only one side of an A4 paper (30 cm x 20 cm).

2. Provide proof of payment of the prescribed fee (if any).

3. All applicants and users of CIPC services, on submission of CIPC related applications and transactions need to submit certified ID copies of applicants. This also includes the person who will be lodging the application on behalf of the applicants. For instance in the case of lodging a CR1 application, the certified ID copies are required for all founder members and the person lodging the application. The copies should be attached to the application in the order that the names appear on the List of Founder Members on the CR1-form.

4. When an application is lodged to register a Co-operative, the documents must be arranged in the following order and the documents mentioned in (a) to (d) hereunder must be bound by a single staple in the top left corner of the pages:

<table>
<thead>
<tr>
<th>Business Address</th>
<th>Postal Address</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>77 Meintjes Street</td>
<td>Companies</td>
<td>National: 086 100 2472</td>
</tr>
<tr>
<td>the dti Campus</td>
<td>P O Box 429</td>
<td>International: +2712 394 95</td>
</tr>
<tr>
<td>Sunnyside</td>
<td>Pretoria</td>
<td><a href="http://www.cipc.co.za">www.cipc.co.za</a></td>
</tr>
<tr>
<td>0001</td>
<td>0001</td>
<td></td>
</tr>
</tbody>
</table>
(a) If a cover letter is included, it should be on top of the application.
(b) Form CR5 or proof of name reservation.
(c) Form CR1, followed by the certified ID copies of founder members arranged in the order their names are listed on the List of Founder Members.
(d) Form CR4 or CR8 with a letter of consent of an auditor or accounting officer following the CR4 or CR8.
(e) The constitution in duplicate. Each of the constitutions must be bound with a single staple in the top left corner of the pages.

A strong metal clip or an elastic band should be placed around the above-named documents to keep the documents together in a pack. The pack should be submitted in an envelope. There should be no loose documents in the envelope.

5. The name of the co-operative must appear on the top of every page of the application form (where a space was created for the co-operative name), as well as at the Heading, Name and Definition/Terminology clauses of the constitution.

6. When any person considers the registration of any document and submit a draft thereof to the Registrar for checking, or requires the checking of any document or draft for any other reason, the fees mentioned in Schedule 1 in respect of such checking, shall be payable. At the moment the fee is R50-00 per document or draft.

Your assistance in this regard will be appreciated.

Yours faithfully

ASTRID LUDIN
COMMISSIONER: CIPC
22/8/2012