MDP

MDP101

MARITZA DU PLESSIS

PROKUREURS | ATTORNEYS



info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs

Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

CONVEYANCING PROCESS

THE PURCHASER

Makes an Offer to Purchase from the Seller

Apply for Home Loan from the bank

- Receive bond application from Purchaser
- Bond gets approved in Principle
- Property valuation gets done
- Bond is approved
- Bank sends instruction to Bond Attorney

Bond Attorney

- Receive instruction from Bank
- Contact Purchaser
- Request draft deed & guarantee requirements from Transfer Attorney
- Draw documents
- Purchaser sign & Bond Attorney request payment of bond registration costs
- Issue guaranteer & send to Transfer Attorneys
- Send documentation to Bank and wait on instruction to proceed
- The Bond Attorney is ready for lodgment

THE SELLER

Transfer Attorney

- Receive instruction to attend to transfer
- Confirm receipt of instruction to all parties
- Request FICA docs from Seller and Purchaser
- Request bond Cancellation figures and Title Deed from existing Bond Holders
- Request rates clearance / levy figures
- Draft documents & parties to sign
- Request payment of costs by purchaser
- Forward draft deed & guarantee requirements to Bond Attorneys
- Send guarantees to Cancellation Attorney
- Receive costs from Purchaser
- Pay transfer duty to SARS and clearance amount to Municipality, Body Corporate \ Home Owners Association
- Receive transfer receipt & rates clearance certificate
- Transfer duty receipt, rates and levy clearance certificates
- The Transfer Attorney is ready for lodgment

Cancellation Attorney

- Receives instruction from bank to cancel existing bond over property
- Forward copy of Title deed to Transfer Attorney
- Request guarantees to cover outstanding balance
- Receive guarantee & costs from Transfer Attorney
- Cancellation Attorney is ready for lodgment

Deeds Office

- When all Attorneys are ready lodgment will proceed
- Deeds Examination
- Transaction is prepared for registration
- Registration
  - Guarantee / Investment payout
  - Transfer Attorney send final account to Seller and Purchaser thereafter payout proceeds



info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

WHO PAYS WHAT?

THE PURCHASER

TRANSFER COSTS
(Payable to the Transfer Attorney)

Include:
- **TRANSFER FEE:** The Transfer Attorney's service fee to register the property in your name and is calculated in terms of a fee guideline determined by the Law Society of South Africa and varies according to the purchase price.
- **TRANSFER DUTY:** Government tax determined by SARS and varies according to the purchase price.
- **DEEDS OFFICE REGISTRATION FEE:** A fee charged by the deeds office for the registration of the transfer and varies according to the purchase price.
- **FICA VERIFICATION FEE:** The Transfer Attorney charges this fee to verify your FICA documents.
- **OTHER :** The Transfer Attorney also charges other smaller fees, for example, submitting the transfer duty application, a deed search and sending documents to other parties.

BOND REGISTRATION COSTS
(Payable to the Bond Attorney if registering a bond)

Include:
- **BOND REGISTRATION FEE:** The Bond Attorney's service fee to register the bond over the property and is calculated in terms of a fee guideline determined by the Law Society of South Africa and varies according to the bond (home loan) amount.
- **DEEDS OFFICE REGISTRATION FEE:** A fee charged by the deeds office for the registration of the transfer and varies according to the bond amount.
- **FICA VERIFICATION FEE:** The Bond Attorney charges this fee to verify your FICA documents.
- **OTHER :** The Bond Attorney also charges other smaller fees, for example, the bank's electronic facilitation fee, a deed search and sending documents to other parties.
- **INITIATION FEE:** The bank sometimes requires the Bond Attorney to charge the Purchaser for processing the home loan application.

THE SELLER

AGENT'S COMMISSION

BOND CANCELLATION FIGURES
(If property is bonded)
- The amounts required to settle the outstanding bond on the property and is issued by the bank.
- If a 3-month written notice is not given to the bank to cancel the seller's bond, a penalty may also be included.

BOND CANCELLATION FEE
(If property is bonded)
- The Cancellation Attorney's fee.
- If the bond is paid up but the bond has not been cancelled, this still applies.
- Usually between R 4000 and R5000.

MUNICIPAL RATES CLEARANCE CERTIFICATE
- Includes any arrears, current amounts and a 60-day advance collection amount.

LEVY CLEARANCE CERTIFICATE
- If property is part of a body corporate (sectional title units) or home owner's association.

COMPLIANCE CERTIFICATES
- Electrical;
- Gas (if applicable);
- Electrical fence installation (if applicable);
- Beetle (if applicable);
- Plumbing (if applicable).



info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS



RATES CLEARANCE CERTIFICATE

When a property owner sells a property, he, she or it is required by law to obtain a Rates Clearance Certificate (RCC) from the local municipality, which certifies that all rates and services (like electricity, water, refuse and/or sanitation) are paid in full.

HOW IS APPLICATION MADE?

The Transfer Attorney makes the application to the municipality on the prescribed forms. Some municipalities also charge a fee for the issue of Rates Clearance Figures.

WHO PAYS THE RATES CLEARANCE FIGURES?

Generally the Seller is liable to pay the Rates Clearance Figures unless the parties agreed otherwise in the Offer to Purchase.

WHEN IS THE RCC ISSUED?

Once the municipality receives payment of the issued Rates Clearance Figures, they will issue the RCC.

HOW LONG IS THE RCC VALID?

The RCC is valid for 60 (sixty) days from issue by the municipality and the transfer must be registered at the Deeds Office before the RCC expires.

BONUS FACT

Since 1 August 2008, RCC is also needed when transferring a Sectional Title unit.

HOW ARE THE RATES CLEARANCE FIGURES CALCULATED?



Rates Clearance Figures consist of 2 (two) portions:

1. All current outstanding amounts.
2. Advanced rates / services (usually for a period of 3-4 months).

The advance rates and services are charged because it usually takes 3 – 6 months to transfer a property. This amount is not negotiable, but any overpayments will be returned to the Seller by the municipality in due course.

WHY DOES IT SOMETIMES TAKE LONGER TO OBTAIN THE RATES CLEARANCE FIGURES OR CERTIFICATE?

Sometimes there are problems with the municipality's records in relation to the charges billed to the property and this could cause delays in the process. Common problems include:

Where one service is not being charged for where it should be charged;Where meters have not been read in a very long time;Where the meter numbers reflecting on the Seller's accounts are incorrect;Where the Seller disputes the amount claimed by the municipality.



info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS



LEVY CLEARANCE AND/OR HOMEOWNER'S CERTIFICATE

In addition to a Rates Clearance Certificate, a Levy Clearance Certificate is required for all Sectional Title properties and a Homeowner's Certificate is required for all properties forming part of a Homeowners' Association (HOA).

LEVY CLEARANCE CERTIFICATE
(Sectional Title units forming part of Body Corporate (BC)).

WHO ISSUES THE LEVY CLEARANCE CERTIFICATE?
The Body Corporate or Managing Agent of Body Corporate.

HOMEOWNER'S CERTIFICATE
(Properties forming part of a HOA).

WHO ISSUES THE HOMEOWNER'S CERTIFICATE?
The HOA or Managing Agent of the HOA.

IN BOTH CASES, THE ASSESSMENT FIGURES PAYABLE CONSIST OF:

1. All current outstanding amounts to the BC or HOA; and

2. An advance portion to ensure that the Seller's levies will be in credit up to the end of the month in which registration occurs.The Seller of the property is liable for the payment of all levies up to date of registration of the property in the name of the Purchaser.

Some BC / HOA require that the Transfer Attorney makes the necessary calculations to ensure that the Seller gets refunded on registration for any overpayments. In this case a provisional amount will be added to the Purchaser's pro-forma statement of account to enable the Transfer Attorney to refund the Seller.



BONUS FACT

Some Sectional Title units not only form part of a Sectional Title Scheme and Body Corporate, but also form part of a HOA. In this case, both a Levy Clearance Certificate from the BC and a Homeowner's Certificate from the HOA are required to be lodged at the Deeds Office.

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

3 ATTORNEYS INVOLVED IN TRANSFER PROCESS

A property transfer usually involves 3 different Attorney firms:

TRANSFER ATTORNEY

- The Transfer Attorney oversees the entire transfer of the property and handles the finances. It is therefore imperative to choose an Attorney with the relevant knowledge and experience to take charge of the process.
- The Seller has the right to appoint the Transfer Attorney.
- The Estate Agent can assist in recommending an Attorney that specialises in conveyancing.
- Not all Attorneys are Conveyancers.
- The Purchaser pays the Transfer Attorney's costs.

CANCELLATION ATTORNEY

- The Cancellation Attorney is responsible to cancel the existing bond over the property (if a bond was registered over the property when the Seller purchased the property).
- The Bondholder (normally Bank) appoints a Cancellation Attorney after the Transfer Attorney applies for cancellation of the bond as part of the transfer process.
- Each Bank has a panel of Attorneys from which they appoint the Cancellation Attorneys.
- The Seller pays the Cancellation Attorneys' costs.

BOND ATTORNEY

- The Bond Attorney is responsible to register a new bond over the property if the Purchaser makes use of a home loan to purchase the property.
- The Bondholder (normally Bank) appoints a Bond Attorney after they approve a home loan.
- Each Bank has a panel of Attorneys from which they appoint the Bond Attorney.
- The Purchaser pays the Bond Attorney's costs.

Sometimes the same Attorney firm is appointed as the Transfer, Cancellation and Bond Attorney, but in most cases 3 different firms are appointed and work closely together to finalise the transfer of the property.

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

BOND CANCELLATIONS

If a Bank approves a home loan, a Bond will be registered over the property as security for repayment of the debt.

There are usually 2 instances when a Bond will be cancelled:

1. The full outstanding balance is paid to the Bondholder in most cases, the Bank – The Mortgagee can then decide to request the Bond to be cancelled;
2. A property with a Bond registered over it, is sold – The Bond must then be cancelled, and the full outstanding balance paid to the Bondholder (Bank) from the proceeds of the sale or otherwise.

WHAT IS THE DIFFERENCE?

CANCELLATION FIGURES

This is the amount that needs to be paid to the Bondholder (Bank) to settle the outstanding debt.

The Transfer Attorney requests cancellation from the Bondholder. The Bondholder then appoints the Cancellation Attorney. The Cancellation Attorney then sends the cancellation figures to the Transfer Attorney and requests the Transfer Attorney to give a guarantee for the outstanding amount.

If the Seller's 3-month written notice is not given to the Bank to cancel the Seller's Bond, a penalty may also be included.

CANCELLATION COSTS

PAYABLE EVEN IF THE BOND WAS SETTLED PREVIOUSLY

This is the Cancellation Attorney's costs to cancel the Bond at the Deeds Office and include the following:

- The Cancellation Fee (charged by the Cancellation Attorney);
- The Deeds Office Fee (charged by the Deeds Office).

The Fee charged by the Cancellation Attorney is calculated in terms of a fee guideline determined by the Law Society of South Africa.

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

OFFER TO PURCHASE



An Offer to Purchase (OTP) is the document governing the sale agreement of a property between the Seller and Purchaser. It is a legally binding contract, so it is important to take your time to make sure it is drafted properly.

In terms of the Alienation of Land Act 68 of 1981 (AoLA) any agreement regarding the sale of immovable property must be in writing and signed by the Seller and Purchaser or their duly authorised representatives in order to be enforceable.

Q&A

1 CAN ONE SIGN AN OFFER TO PURCHASE ELECTRONICALLY?

The short answer is NO. An electronically signed agreement of sale is not valid and therefore not binding on the parties.

In South Africa electronic signatures are governed by the Electronic Communications and Transactions Act 25 of 2002 (ECTA). Section 4 of ECTA provides for the spheres of our law to which ECTA applies. Section 4(4) of ECTA confirms that ECTA does not apply to an agreement for the sale of immovable property as provided for in the AoLA.

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

OFFER TO PURCHASE

Q&A

2 WHAT IS A SUSPENSIVE CONDITION?

When an Offer to Purchase is subject to a suspensive condition, the contract ONLY comes into effect if the condition is fulfilled. On a practical level, this can entail a future event such as a deposit payment, securing a home loan, or even conditions such as graduating from university to receiving a bonus payment.

In simple terms: IF THE CONDITION IS NOT FULFILLED, THE AGREEMENT DOES NOT COME INTO EFFECT, but if the condition is met, the Offer to Purchase is a legally binding agreement.

Suspensive conditions are commonly included in agreements for the sale of immovable property (e.g. securing a home loan).

3 CAN I CANCEL AN OFFER TO PURCHASE?

What happens when a Seller decides he no longer wants to sell his property or the Purchaser finds a more suitable property to purchase after an Offer to Purchase has been signed? Can a party simply walk away from the deal, or are there potential repercussions?

The short answer is YES. There can be major repercussions and, unfortunately, this can prove to be extremely costly for the responsible party.

POSSIBLE REPERCUSSIONS INCLUDE THE FOLLOWING:

- The aggrieved party could sue for out-of-pocket expenses;
- The Transfer and/or Bond Attorney could claim wasted costs for the work done on the transaction up to date of cancellation of the offer; and
- The Estate Agent could claim their full commission on the sale that has been cancelled, depending on the wording of the offer.

It is therefore important to be very sure that you want to sell / buy a property before signing an Offer to Purchase.

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

DEEDS OFFICE PROCEDURE

Approximately 10 – 12 working days

LODGEMENT
Different batches are linked and lodged at the Deeds Office

DATA PREP
Deeds searches are done on all parties and the property and printouts of the information are made

DISTRIBUTION
Batches are sorted for distribution to the examiners

LEVEL 1 EXAMINER
First examination by Junior Examiner

LEVEL 2 EXAMINER
Second examination by Senior Examiner

LEVEL 3 EXAMINER
Third examination by Monitor Examiner

DEEDS PASSED OR REJECTED
Deeds either get passed, i.e. they can go through for registration OR the are rejected

PASSED DEEDS ON PREPARATION (PREP)
The Conveyancers get everything ready for registration

PUT FORWARD FOR REGISTRATION
If all the Attorneys are ready the batch is put forward for registration the following day

REJECTED DEEDS DELIVERED
The Examiners write notes on the reason for rejection that must be corrected before re-lodging the batch

RE-LODGED
The batch gets re-lodged and the process starts from scratch

EXECUTION / REGISTRATION
The batch gets registered. This means the property is now transferred to the Purchaser

NUMBERING
Each Deed gets its own unique number whereby it is identified in future

DELIVERY
All the original documents are delivered to the Attorneys for distribution to the clients

+ 1 month

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

WHAT HAPPENS AFTER REGISTRATION

FINANCIALS

The bond guarantees pay out and if a deposit was invested on behalf of the Purchaser, the investment account is closed, and the funds paid into the Transfer Attorney's trust account.

The Transfer Attorney makes the necessary calculations, draws up Final Statement of Accounts for the Seller and Purchaser and then distributes the money accordingly.

MUNICIPAL ACCOUNTS

The Transfer Attorney informs the Municipality that the transfer of the property was registered. The Municipality must then close the Seller's municipal account and refund any credits to the Seller and open a new account for the Purchaser. It remains the Seller's and Purchaser's responsibility to make sure the Municipality proceeds to do this.

ORIGINAL TITLE DEED

After registration, the Deeds Office makes a copy of the Title Deed for its database. The original Title Deed is then delivered to the Transfer Attorney. (Approximately 3–4 weeks after registration).
If a bond was registered over the property simultaneously with the transfer, the Transfer Attorney must send the original Title Deed to the Bank where it will be kept until the bond is paid up by the Purchaser.
If no bond was registered, the Transfer Attorney will deliver the original Title Deed to the Purchaser as the new owner of the property.

BODY CORPORATE OR HOMEOWNER'S LEVY ACCOUNTS

(If applicable)

Should there be a Body Corporate (BC) and / or Homeowners' Association (HOA), the Transfer Attorney informs them that the transfer of the property was registered. The BC or HOA must then close the Seller's account and refund any credits to the Seller and open a new account for the Purchaser. Some BCs and / or HOAs require the Transfer Attorney to do the pro-rata calculation to ensure that the Seller gets refunded on registration for any overpayments.

ELECTRICAL COMPLIANCE CERTIFICATE / GAS CERTIFICATE / ELECTRIC FENCE INSTALLATION CERTIFICATE

The Transfer Attorney will deliver the original or certified copies of the certificates to the Purchaser.

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

PROPERTY TRANSFERS

The Transfer Attorney oversees the entire transfer of the property and handles the finances. It is therefore imperative to choose an Attorney with the relevant knowledge and experience to take charge of the process.

Once the Offer to Purchase is signed, the Seller or his estate agent sends the instruction to the Transfer Attorney. After the Bond is approved or the Purchaser pays the purchase price into the Transfer Attorney's trust bank account, the Transfer Attorney will draft the transfer documents and apply for all the necessary documents to be lodged at the Deeds Office to register the transfer of the property.

On registration, the Transfer Attorney does the final accounts and pays the proceeds of the sale of the property to the Seller.

WHAT IS THE DIFFERENCE?

TRANSFER DUTY

Transfer Duty is a compulsory tax levied by the South African Revenue Service (SARS), in terms of the Transfer Duty Act, on the value of any immovable property acquired by any person/entity by way of a transaction or in any other way. Acquisition includes the purchase, grant, ceding, donation, or exchange of property.
No Transfer Duty is payable if the purchase price is less than R1,000,000.00.

TRANSFER FEES

This is the Transfer Attorney's service fee to register the property in the name of the Purchaser and is calculated in terms of a fee guideline determined by the Law Society of South Africa and varies according to the purchase price.

MYTH BUSTER

It is not true that no Transfer Costs are payable on properties sold for less that R1,000,000.00. Although Transfer Duty is not payable, there are still costs (fees and disbursements) payable to the Transfer Attorney relating to the registration of the Transfer.

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MDP
MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

BOND REGISTRATIONS

Most Purchasers apply for a home loan when purchasing a property and a Bond is then registered against the Title Deed of the property in favour of the Bank as security.

The Bank has a panel of Attorneys from which they appoint the Bond Attorney to register the Bond on their behalf.

THE PROCESS FROM APPLYING FOR A HOME LOAN AT THE BANK TO REGISTRATION OF THE BOND AT THE DEEDS OFFICE

There is a whole process that must be followed after the Purchaser or Bond Originator (on the Purchaser's behalf) applies for a home loan at the Bank and the jargon is sometimes difficult to understand.

1. Offer to Purchase is signed
2. Home Loan Application is submitted at the Bank
3. Bank evaluates the Home Loan Application and supporting documents that were submitted
4. If the Purchaser qualifies for the Home Loan according to his financial position, they might require a valuation for the property
5. The Bank sends a valuer to value the property (sometimes a desktop valuation is done whereby the value of similar properties in the same area is used to value the property)
6. If the Bank is happy that the value of the property is suffient, the Home Loan is approved in principle **AIP**
7. The Bank will issue a formal quotation to the Purchaser, who must then accept the quotation if they are satisfied with the terms thereof
8. Once the Purchaser accepts the quotation, the Bank issues a **FINAL GRANT** and sends the instruction to the Bond Attorney
9. Bond Attorney receives instruction from Bank and corresponds with the Transfer Attorney
10. Bond Attorney drafts documents and contacts the Purchaser to sign the Bond documents
11. Bank submits the signed Bond documents and any other relevant documents the Bank might require to the Bank for approval
12. If the Bank is satisfied with the documents, they will give consent for the documents to be lodged at the Deeds Office. In practice called the Banks **PROCEED**
13. Bond and Transfer documents lodged at the Deeds Office
14. Examiners at Deeds Office examine all documents
15. Registration of Bond and Transfer

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

MARITZA DU PLESSIS
PROKUREURS | ATTORNEYS

FICA CHECKLIST



USE THIS HANDY CHECKLIST FOR THE DOCUMENTS GENERALLY REQUIRED TO PROPERLY IDENTIFY EACH TYPE OF CLIENT:

FICA (Financial Intelligence Centre Act) came into effect on 1 July 2001 to fight crimes such as money laundering, tax evasion, and other unlawful financial activities and places a burden on responsible institutions and professionals such as Banks, Estate Agents and Attorneys to comply with money laundering control obligations. FICA aims to ensure that financial institutions know with whom they are doing business.

NATURAL PERSON

- √ South African ID
- √ Foreign Passport (if Foreign National)

ONE of the following reflecting name and physical address

- √ Municipal rates or services account (less than 3 months old)
- √ Utility Bill (less than 3 months old)
- √ Bank statement (less than 3 months old)
- √ Official SARS correspondence (less than 3 months old)
- √ Valid Lease Agreement
- √ Telephone / cellular account
- √ Valid Television Licence
- √ Recent long-term or short-term insurance policy
- √ Recent motor vehicle licence documentation;
- √ Statement of account by retail store

CLOSED CORPORATION

- √ Founding Statement and Certificate of Incorporation (Ck1)
- √ Latest amended Founding Statement (CK2) (if applicable)
- √ ID's and proof of residence of all members of CC

ONE of the following reflecting name and physical address of CC

- √ Municipal rates or services account (less than 3 months old)
- √ Utility Bill (less than 3 months old)
- √ Bank statement (less than 3 months old)
- √ Official SARS correspondence (less than 3 months old)
- √ Lease Agreement

COMPANY (PTY) LTD

- √ Certification of Incorporation (CM1) and Memorandum of Incorporation (CM2) and any other forms amending company information, as applicable (e.g. Certificate of change of name of company (Cm9))
  OR
- √ Registration Certificate (COR14.3) and Memorandum of Incorporation (COR15.3) and any other forms amending company information, as applicable (e.g. Amendment of memorandum of incorporation (COR15.2))

- √ ID's and proof of residence/address
  - o of other person who exercises executive control over the company (e.g. Managing Director or CEO):
  - o The authorised representative;
  - o Any individuals/entity holding 25% or more shares/voting rights

ONE of the following reflecting name and physical address of Company

- √ Municipal rates or services account (less than 3 months old)
- √ Utility Bill (less than 3 months old)
- √ Bank statement (less than 3 months old)
- √ Official SARS correspondence (less than 3 months old)
- √ Lease Agreement

TRUST

- √ Trust Deed
- √ Letter of Authority
- √ ID's and proof of residence of donor, all trustees and beneficiaries

ONE of the following reflecting name and physical address of CC

- √ Municipal rates or services account (less than 3 months old)
- √ Utility Bill (less than 3 months old)
- √ Bank statement (less than 3 months old)
- √ Official SARS correspondence (less than 3 months old)
- √ Lease Agreement

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort

info@mdpprok.co.za 012 253 2703 MaritzaduPlessisProkureurs
Baldwin Place, H/v / Cnr Scott & Baldwin Strate / Streets, Schoemansville, Hartbeespoort