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Account Enquiries [admin@pty-online.co.za](mailto:admin@pty-online.co.za)  
Docex 181, Pretoria  
Web <http://www.pty-online.co.za>  
Bank Account Shelf Company Warehouse (Pty) Ltd  
Bank First National Bank  
Branch Clearwater Mall  
Account Number 62100101360  
Branch Code 251141  
VAT Reg. No. 4780170371  
Reg. No. 1997/05842/07

*Directors: Christian Gouws B.A. B.Proc. & Adelle Uys*

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# CK2A Registration

1. Please complete parts A, B and C.
2. The registration fee is either:

**CHANGE OF REGISTERED ADDRESS AND/OR ACCOUNTING OFFICER**

**R114.00** if you either collect the document from our offices after registration or if we email the document to you; or

**R182.40** if we send the document to you by priority mail after registration.

**THE APPROPRIATE AMOUNT MUST BE DEPOSITED INTO THE FOLLOWING BANK ACCOUNT:**

**Shelf Company Warehouse (Pty) Ltd  
First National Bank  
Clearwater Mall  
Account number. 62100101360  
Branch Code. 251141**

**PLEASE REMEMBER TO FAX OF PAYMENT TO US AT 0866 789 406 WITH YOUR APPLICATION FORMS AS WE CAN ONLY PROCEED WITH PROCESSING OF THE DOCUMENTS AFTER WE RECEIVE CONFIRMATION OF PAYMENT.**

**PART A: INVOICING INFORMATION**

TAX INVOICE TO BE MADE OUT TO \_\_\_\_\_

YOUR REF (IF APPLICABLE) \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

DOCEX ADDRESS, IF APPLICABLE: \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

CELL NO \_\_\_\_\_ EMAIL \_\_\_\_\_

**WE WILL CONFIRM RECEIPT OF YOUR APPLICATION AND WILL GIVE YOU A REFERENCE NUMBER. PLEASE INDICATE BY TICKING THE BOX BELOW, HOW YOU WANT US TO NOTIFY YOU. THIS REFERENCE NUMBER IS TO BE USED WHENEVER YOU MAKE ENQUIRIES.**

<input type="checkbox"/>	SMS TO FOLLOWING CELL NO	_____
<input type="checkbox"/>	FAX TO FOLLOWING NO	_____
<input type="checkbox"/>	EMAIL TO FOLLOWING EMAIL ADDRESS	_____

**IF YOU FAXED YOUR INSTRUCTION TO US, AND DO NOT RECEIVE CONFIRMATION WITHIN 24 HOURS, PLEASE MAKE CONTACT WITH US, AS WE THEN DID NOT RECEIVE YOUR APPLICATION.**

**PLEASE INDICATE HOW YOU WANT US TO DELIVER THE CERTIFICATE OF REGISTRATION (CK1) TO YOU AFTER REGISTRATION. PLEASE TICK APPROPRIATE BOX.**

<input type="checkbox"/>	PRIORITY MAIL (REMEMBER TO ADD R68.40 TO COST - A TOTAL OF R182.40)	
<input type="checkbox"/>	EMAIL TO FOLLOWING EMAIL ADDRESS	_____
<input type="checkbox"/>	ORDINARY MAIL (NOT RECOMMENDED)	
<input type="checkbox"/>	WILL COLLECT	

**PART B: PARTICULARS OF CLOSE CORPORATION:**

Name of Close Corporation

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Registration Number of CC

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New registered address

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New registered postal address

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Name of New Accounting Officer

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**WE NEED ALL THE INFORMATION TO BE ABLE TO PROCEED WITH THE REGISTRATION.**

**VERY IMPORTANT: WE ALSO REQUIRE A CLEAR COPY OF THE IDENTITY DOCUMENT OF EACH MEMBER.**

**PART C SPECIAL POWER OF ATTORNEY FOR REGISTRATION OF CK2/CK2A**

I/we, the undersigned

Full forenames and surname of members	Identity number If not SA citizen, date of birth											<i>Signature</i> on behalf of current/ new/ resigning member. (If under 21, signature of guardian and write guardian next to signature)	
1. _____													SIGNATURE HERE PLEASE
2. _____													SIGNATURE HERE PLEASE
3. _____													SIGNATURE HERE PLEASE
4. _____													SIGNATURE HERE PLEASE
5. _____													SIGNATURE HERE PLEASE
6. _____													SIGNATURE HERE PLEASE
7. _____													SIGNATURE HERE PLEASE
8. _____													SIGNATURE HERE PLEASE
9. _____													SIGNATURE HERE PLEASE
10. _____													SIGNATURE HERE PLEASE

being desirous of registering the amended founding statement of:

(your 1st choice for name of close corporation)

**OR ANY OTHER APPROVED NAME**

do hereby nominate, constitute and **appoint CHRISTIAN GOUWS/ADELLE VAN TONDER** with full power of substitution, to be my lawful agent in my name, place and stead:

To deliver to the Registrar of Companies the CK2/CK2A and any other documents or form which might be required for the registration of the founding statement and to sign the CK2/CK2A on my behalf.

Signed at \_\_\_\_\_ on 200 \_\_\_\_.

## **IMPORTANT:**

1. Please note that all the information we request must be given fully. If we have to phone you for information requested on our forms but not given by you, or illegible handwriting, an additional R10.00 will be charged for each phone call. Due to the volume of applications we deal with, this will also lead to unnecessary delays.
2. Please also make sure that your handwriting is legible. We cannot be held responsible for any miss-spelling due to illegible handwriting.
3. Confirmation of payment must be faxed back to us with the application form. We are unable to proceed with the application before payment is received.

Fax//email the following documents to us:

1. Part A. Invoicing information.
2. Part B. Particulars of close corporation.
3. Part C. The power of attorney signed by each member.
4. **Clear copy of the id of each member.**
5. Copy of CK1 or, if a CK2 has been registered, the last registered CK2.
6. Proof that payment (deposit slip or internet confirmation).

**Please note that for the appointment of a new accounting officer, we require the original letter of appointment. You must therefore eitherpost or deliver the documents to us.**

We can only start with the registration once we have all the documents stated above, as well as proof of payment.