



URGENT NOTICE

CERTIFIED COPIES OF ID'S TO BE LODGED WITH ALL APPLICATIONS AND TRANSACTIONS

Dear Customer,

Kindly note that CIPRO is constantly reviewing its business processes as well as related controls.

The recent review confirms that the processes and the related business rules require new measures which will assist in fighting and reducing incidents of fraud and corruption that usually gets reported. The new control measures will be equally applied in respect of applications lodged through our partners and accounting officers.

The control measures include:-

- Providing **certified copies** of the green bar-coded identity document; **certified copies of passports and in the case of refugees or asylum seekers – a certified copy of valid prescribed documentation**. Where there is more than one member involved in the case of a close corporation or company, all members should still provide certified copies thereof including the person who will be lodging on behalf of others.

Therefore, all applicants and users of CIPRO services are requested to ensure that on submission of CIPRO related applications and transactions, certified copies of ID's are included as part of the application documentation. *The notice only applies to documents submitted manually to CIPRO Offices; our Partners and Accounting Officers, not to e-lodgments yet.*

The controls above are effective as from 14 July 2010.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lungile Dukwana', is written over a horizontal line.

Mr Lungile Dukwana

Acting Chief Executive Officer

....14/ July 2010