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- Business Registration Warehouse
- Tax & Bookkeeping Warehouse
- IT Support Warehouse

**WWW.BRW.CO.ZA**

Dear Valued Customer

Business Registration Warehouse received feedback from CIPC, confirming that they will accept copies of original documents for New Company applications as well as applications for amendments on existing Companies / CC's. It is still the client's responsibility to keep the original applications on file should CIPC or SARS require these documents for whatever reason.

With each application, you will receive a letter from Business Registration Warehouse that you need to sign confirming that you have the original documents as sent to Business registration Warehouse electronically or in any other format and that you will safely guard these original documents and place them on file for future reference. No applications will be processed without this confirmation letter. **All documentation should be certified and the certification should not be older than 3 months.**

The fact that CIPC will accept electronic applications will help in all facets of your registration process and save you time and money and also assist Business Registration Warehouse to improve turnaround times where possible. Please ensure that you fill in the document confirming originals in full, and sign where necessary to enable us to proceed with your application. Should you require any further assistance or have any questions do not hesitate to contact us.

I, \_\_\_\_\_ (Client Name),  
with \_\_\_\_\_ (ID Number) confirm that all original  
documentation for the following application/s, are kept with me at my office and I accept the information as stated in  
this letter.

**List documents and copies sent to Business Registration Warehouse:**

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All original documentation could be made available to authorities, should these institutions request the original documents.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2016

\_\_\_\_\_  
Signature