

REQUIRED COMPANY DOCUMENTATION	
Certificate of incorporation or registration certificate	CM1
Certificate of Name Change (if applicable)	CM9
Proof of Registered Address of Company	CM22
Proof of Directors of the Company	CM29
Proof of Physical/Trading Address of Company	Utility bill, certified copy of a lease agreement or an affidavit confirming the address (not older than 3 months)
A certified copy of the document reflecting the income tax number of the Company	A document issued by SARS
A certified copy of the document reflecting VAT number (if applicable)	A document issued by SARS
Proof of authority to act on behalf of the company	A certified copy of a board resolution OR an affidavit confirming that a person is authorised to act on behalf of the company.
Identity of the authorised person	A certified copy of the Identity Document of the authorised person (not older than 3 months)
Proof of address of the authorised person	Utility bill, certified copy of a lease agreement or affidavit confirming residence ( not older than 3 months)

## 1. Utilities

The following utilities (not an exhaustive list) could be made available at a fee / subject to a consumption fee:

- 1.1 Electricity.
- 1.2 Water.
- 1.3 Gases – oxygen, nitrogen, argon, Gascor.
- 1.4 Waste / refuse removal.
- 1.5 IT infrastructure – wifi, communications, telephones.
- 1.6 Security / alarm systems (other than access control).
- 1.7 Time / attendance recording.