

TO: All Clients

**RE: COMPLIANCE WITH NEW COMPANIES AND OTHER
BUSINESS ENTITIES ACT**

Dear Sir/Madam,

We advise that the New Companies and Other Business Entities Act has since come into effect. In terms of the Act, all old and new companies must be compliant with the new regulations. The new Act came into effect on the 13th February 2020 and all companies must be compliant by the 13th February 2021. We highly recommend prioritisation of all your companies' compliance with the Act before the deadline.

Find below a list of the information and documents we need from you to enable us to implement the compliance without delay.

Particulars	Comment
Company	List of all the companies that you have registered. In use or not in use
Memos and Articles of Association	Let us have the copies of your Memoranda and Articles of Association for all companies to enable us to amend them in line with COBA
Electronic communications	We recommend that we use our company secretarial email for this on your behalf. If you have another email address you prefer please may we have it.
Registration of Assumed Name	Let us have your trading as name to enable us to register it for you.
Registered office address	If any of the addresses of your companies have changed, let us have the new addresses for each and we can affect the changes.
List of directors and secretaries	May we have scanned copies of the IDs of the Directors together with their residential addresses. We recommend that we register as the company secretaries

Notice of change of company name	In the event that you require to change the name of any of the companies, please may we have the new name and we amend accordingly.
Register of mortgages and debentures	If any of the companies have registered mortgages and debentures, may we have the details thereof to enable us to register them for compliance with COBA.
Declaration of beneficial ownership	We need a schedule for each of your companies showing the beneficial ownership in the company.
Declaration of shell and shelf companies	Let us have the list of companies that re just shell or shelf companies and we can facilitate their declaration in terms of COBA.
Voluntary registration of a partnership, syndicate, consortium or joint venture	Let us have the formation documents for any of these and we can facilitate the registration in terms of COBA
Declaration of continuance of existence of association	Let us have the formation documents for any of these and we can facilitate the registration in terms of COBA
Amendments or changes to constitutive documents	Let us have the formation documents and the amendments that are needs and we can facilitate the registration in terms of COBA

Once we receive the listed information we will attend to all that is required in terms of the Act. We would like to start filing the documents for registration with the Companies Office as soon as the lockdown is uplifted.

We advise that our fee for attending to all that is required thereof is US\$350.00 per company.

We await to hear from you.

Kind regards,



ChimukaMafunga Commercial Attorneys