

COMPLIANCE REQUIREMENTS

| NO | RETURNABLE | NOTES |
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| 1 | A copy of a CSD summary report OR CSD number. | <ul style="list-style-type: none"> CSD full report or summary report OR CSD number. Municipality may not make any award to a person whose tax matters are not complaint with SARS, please note that tax compliance will be verified before any award. |
| 2 | <p>Proof of company registration documents with the Director's details must be attached.</p> <p>Proof of Identity Document (ID) Copy for a sole proprietorship must be attached.</p> <p>Proof of Partnership Agreement for partnership must be attached.</p> | <ul style="list-style-type: none"> The company registration documents must indicate the company and director's details. Identity Document (ID) Copy for a sole proprietorship. Partnership Agreement <p>**In a case where the Director has changed names, proof of name change must be attached.</p> |
| 3 | Fully completed MBD forms | <ul style="list-style-type: none"> Fully completed manually in handwriting and in black ink pen. Signed by hand in black ink pen. |
| 4 | Joint Venture Agreement | <ul style="list-style-type: none"> If applicable submit a complete and signed JV agreement. |
| | <ul style="list-style-type: none"> NB! The following documents will not be accepted on ITEM 5; 6 AND 7: Affidavits; Address confirmation letter; invoices from the body corporates or agents, rates, and taxes of the lessor (without a lease agreement) and municipal tender / rates clearance letter | |
| 5 | <p>Latest Municipal rates and taxes account for the COMPANY AND DIRECTORS/TRUSTEES/ MEMBERS/SHAREHOLDERS.</p> <ul style="list-style-type: none"> NB! Submit MAR / APR OR MAY 2026 municipal rates & taxes statement. | <ul style="list-style-type: none"> Submit MAR OR APRIL OR MAY 2026 municipal rates & taxes statement The submitted account must not be in arrears for more than 3 months. In a case of Rates & Taxes Account being in a family member's name, ONLY MUNICIPAL Account where the address of the Account matches the address on the company registration documents will be accepted) if not in arrears for more than 3 months. |
| 6 | In the event of a tenant renting a lease agreement MUST be attached for the COMPANY AND DIRECTORS/TRUSTEES/ MEMBERS/SHAREHOLDERS. | <p>The lease agreement must include the following:</p> <ul style="list-style-type: none"> A valid copy of the lease agreement must be signed by (both Lessor and lessee). The lease agreement must indicate dates of commencement and expiry or duration. In a case where the lease agreement has expired and there is a clause indicating an automatic renewal, the original lease agreement and a confirmation letter signed by Lessor must be attached. In the occasion where the lease agreement has expired the original lease agreement AND extension must be attached with commencement and expiry dates or duration. |
| | <p>Note: If the company registration document's physical address on lease agreement or the municipal rates and taxes statement is the same as the Director's physical address, we will accept for both Company & Director.</p> | |