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OUR REF : Mr. L. Slotow/SH

YOUR REF :

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2 February 2009

The Licensee

Dear Sirs

Re: **CONVERSION OF YOUR LIQUOR LICENCE IN TERMS OF SECTION 143 OF THE LIQUOR ACT NO. 2 of 2003**

You may or may not be aware that the on 9 January 2009 and again on 30 January 2009, the Minister promulgated the requirements, as well as the form relating to the conversion of a liquor licence held in terms of the 1989 Liquor Act to a liquor licence to be held in terms of the Gauteng Liquor Act of 2003. **Please note that if no action is taken within the prescribed period, your liquor licence lapses.**

In terms of this announcement, if your licence is not handed in for conversion forthwith, the licence will lapse and, inter alia, you will be required to stop selling liquor until such time as you can obtain a new licence. This would obviously be disastrous to any business.

It is accordingly imperative that you contact me immediately regarding the conversion of your liquor licence and the steps to be taken. I have listed below the documents to be faxed or e-mailed to me and I require an e-mail from you furnishing me with your full contact details.

I require the following documents to be faxed or e-mailed to me:

- 1 if you are individual or partnership, an **uncertified copy of the identity document** of the holder of the licence or the partners, together with their residential addresses;
- 2 if you are a close corporation, a copy of the latest CK1 or CK2 together with **uncertified copies of the identity documents** of each of the members;

- 3 if you are a company, a copy of the Certificate of Incorporation, CM29, Confirmation of Registered Office, **uncertified copies of the identity documents** of the directors and details of the shareholders;
- 4 **a certified copy of the licence, the renewal and receipt for 2007, 2008 and 2009.** I require certified copies of the renewals and receipts for lodgement with the signed documentation in due course;
- 5 **a certified copy of the original liquor licence and receipt** and, if there has been a transfer of the licence, a **certified copy of the certificate of transfer and receipt.** I require certified copies of these for lodgement with the signed documentation in due course;
- 6 full contact details, telephone numbers (including cell numbers) of the parties involved as well as e-mail addresses;
- 7 payment of the sum of R5,000.00 (inclusive of VAT), which is the estimated cost of the application and disbursements (including the sum of R1,200.00 to SARS) if there are no complications or difficulties which will require additional work. This amount must be paid by EFT into my bank account or by way of a cheque, together with the documentation. Please note that the name of your business must be used as reference on the transfer or EFT and a copy of the proof of payment must be telefaxed to **086 676 7499**. My bank account details are as follows:

Account Name: **Leon Slotow Attorney**  
Bank: **Nedbank Central Gauteng**  
Account Number: **1284 080 358**  
Branch Number: **128 405**

Please note that in view of the urgency of the matter and the number of clients who must be attended to, I am not initially discussing conversions telephonically and require that you fax or e-mail the information to me. Upon receipt of the documentation, someone from our office will contact you.

Please also note that the form and other requirements mean that the holder of the licence must sign the application. This is extremely important and necessitates urgent consideration as in some cases an application for the transfer of the licence has been lodged. An urgent High Court application may be required to have the Liquor Board finalise the transfer of the licence or give the prospective holder of the licence the right to sign the application for conversion in terms of Section 143.

Please also remember that at all times it is your responsibility to ensure that the application for the conversion has been lodged. You are required to ensure that you have the "TEMPORARY AUTHORISATION" receipt displayed in the premises as soon as possible.

You must accordingly ensure that all the necessary has been done forthwith to furnish me with the information and documentation to enable me to make payment of the required

fees and disbursements and sign and furnish me with the necessary documentation to lodge the application and obtain the temporary authorisation licence timeously.

I attach a client information update form which will assist you in furnishing me with the information I require.

I await to hear from you urgently.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Slotow', with a long horizontal stroke extending to the right.

**LEON SLOTOW**