

Conversion Checklist

In order for me to process your conversion, I will require the following from you as soon as is possible. This will avoid any delays in these processes, which are time consuming on their own. PLEASE ASSIST ME IN THIS REGARD BY PROVIDING ME WITH THE FOLLOWING:

Completed Client Information Form

Please find attached and ensure that ALL DETAILS are correct so that communication from my office is certain to reach you (via SMS and EMAIL)

IF: Individual or Partnership

An **uncertified copy** of the identity document of the holder of the licence or the partners, together with their residential addresses

IF: Close Corporation

A copy of the latest CK1 or CK2 together with **uncertified copies** of the identity documents of each of the members

IF: 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

Past Licences

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

Original licence and Transfer

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**

Payment

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. My banking details are below.

ONCE COMPLETED, PLEASE SEND THIS CHECKLIST AND THE DOCUMENTS TO OUR OFFICES