

Pre-Application Document Checklist

Royal Customary Charter

Please ensure you have the following documents saved as digital files (PDF or high-quality JPEG) before starting the application.

1. Legal & Regulatory Files

- **CIPC Registration:** Your official Company/NGO registration document (e.g., COR14.3).
- **ID of Authorized Signatory:** A clear copy of the ID/Passport of the person submitting the application.

2. Financial & Tax Files

- **SARS Tax Clearance:** A valid Tax Compliance Status (TCS) PIN or PDF certificate.
- **CIPC Annual Returns:** Proof of your most recent annual return filing.
- **Proof of Payroll Compliance:** Your latest statement of account or proof of payment for UIF and SDL (if applicable).

3. Evidence of Community & Ethical Commitment

- **Community Initiative Portfolio:** A brief document (Word or PDF) or photos detailing your work in rural or traditional communities.
- **Letter of Recognition (Optional but Recommended):** Any letter or acknowledgment from a traditional leader or local community authority.
- **Company Ethics Policy:** Your internal policy covering worker protections and anti-slavery (if you do not have one, you will be asked to sign a declaration during the application).

4. Corporate Social Investment (CSI)

- **CSI Summary:** A summary of your social investment activities or a letter confirming your financial/resource contributions to community causes over the last 12 months.