



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

**FINANCE
INTER SERVICE LIAISON**

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12-06-2014

The Chairman
Kalk Bay St James Special Rating Area
8 Ladan Road
Kalk Bay
7975

Attention: Kenneth Mc Clarty

Dear Sir

Approval of the Kalk Bay St James Special Rating Area

Attached is a copy of the covering report and an extract of the Council minutes (Item no. C 47/05/14) dated 29 May 2014 in respect of the establishment of the Kalk Bay St James Special Rating Area.

As per paragraph (d) of the resolution a Finance Agreement must be concluded. A draft copy is attached for your perusal while pursuing compliance in respect of the following:

- Register the Kalk Bay St James Special Rating Area as a NPC.
 - o the inaugural memorandum of incorporation of the NPC, must be aligned with the prescribed format determined by the CFO as per the attached document. Any amendments must be approved by the CFO as per Section 8.2.7(b) of the SRA Policy.
- Opening a bank account in the name of the NPC
- Registering the NPC for VAT (*supply City with a VAT 103 certificate*)
- Obtaining a tax clearance certificate

- Registering the NPC with the Council as a vendor. The following link will assist:

[http://www.capetown.gov.za/en/SupplyChainManagement/Documents/SCM418_V8_S
MVendorRegistrationForm30072012.pdf](http://www.capetown.gov.za/en/SupplyChainManagement/Documents/SCM418_V8_S
MVendorRegistrationForm30072012.pdf)

The formal Finance Agreement will be submitted to you after receiving confirmation of compliance with the above matters. This agreement must be concluded prior to the first pay over from the City to the SRA.

As Council is aware that company registration with CIPC may take more than two months, you are urged to submit this application soonest. If required, Council will, on application and proof of timeous submission of the application, extend the two month period, to begin carrying out the provisions of the Business Plan as required per section 11(6) of the SRA By-law.

If any assistance is required please consult with the author.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kevin Jacoby', is enclosed within a hand-drawn oval.

Kevin Jacoby

Chief Financial Officer

City of Cape Town