

**INFORMATION TO DRAFT LEASE**

<b>Company Name:</b>	
<b>Registration Number:</b>	
<b>VAT Registration Number:</b>	
<b>Full names of person/s responsible for signing of lease: (please provide company resolution)</b>	
<b>Postal Address:</b>	
<b>Telephone Number/s:</b>	
<b>Domicilium Address (Physical Address where Lease Documents must be delivered to. If <i>other</i>, please state address.)</b>	Leased Premises <input type="checkbox"/>
	Other <input type="checkbox"/>
<b>E-Mail and Contact Number/s:</b>	
<b>General Contact Person:</b>	Name: Number:
<b>Accounts Payment Contact Person:</b>	Name: Number:
<b>Usage of premises:</b>	
<b>Surety (if applicable):</b>	Name: Contact Number: Physical Address:
<b>Contactable Trade Reference (at least one landlord):</b>	1. Name: Contact Number: Email:
	2. Name: Contact Number: Email:
	3. Name: Contact Number: Email:

As a potential Tenant of AECI Property Services, a division of AECI Ltd, I hereby expressly consent to a credit check being performed against my personal and/or company name.

*good chemistry*

[aeciworld.com](http://aeciworld.com)

**Acknowledgement of receipt by duly authorised representation of:**

**Tenant**

Full Name:	_____
Signature:	_____
Date:	_____

**Surety (if applicable)**

Full Name:	_____
Signature:	_____
Date:	_____

**\*\*NB: POPIA PRIVACY STATEMENT – ACKNOWLEDGE BY INITIALLING**  
**\*\*\*NB: REQUIRED DOCUMENTATION – SEE FICA REQUIREMENTS ATTACHED**

**POPIA PRIVACY STATEMENT**

To conduct business with the AECI Group, it is necessary for us to collect and process the personal information (PI) fields in this form. The manner in which the AECI Group processes PI is set out in the AECI Privacy Policy available at <https://investor.aeciworld.com/governance>. The primary purpose/s of collection and processing of the PI on this form is/are:

- ~~Occupational health and safety activities;~~
- ~~Procurement and vendor management and supply chain activities;~~
- ~~Corporate administration;~~
- Property management and security services;
- ~~Stake holder relations and engagement activities.~~

Further information on data-subject rights is available at <https://www.justice.gov.za/inforeg/>. By completing this form you acknowledge that have been notified of our processing of PI in accordance with the AECI Privacy Policy. Amendments to the Privacy Policy will be notified to you via updates on our website.

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**Initial**

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## DOCUMENTS REQUIRED

### INDIVIDUAL

- Copy of ID document (SA Citizens) / Passport (Foreign Nationals)
- Proof of residential address (e.g. utility bill no older than 3 months)
  - Should you not have proof of address in your name, you may provide a declaration by a third party confirming that you share an address with them and provide the third party's proof of ID and proof of address (*less than three months old*).
- Copy of SARS document confirming income tax number
- Copy of bank statement/letter confirming individual banking details (*less than three months old*)

### COMPANY

- CoR14.3 (Registration Certificate)
- CoR9 or CoR15.2 (Change of Name / replacement MOI), if applicable
- CoR25 (Proof of registered Address), note that if business operates from a different address to its registered address, proof of the trading address will be required (e.g. utility bill no older than 3 months)
- CoR39 (Register of Directors)
- Document for SARS evidencing the company's income tax registration number and, if applicable, VAT registration number
- Copy of bank statement/letter confirming bank details of the company (*less than three months old*)
- For the authorised signatory and each director
  - Copy of ID
  - Proof of residential address

### CLOSE CORPORATION

- Copy of Founding Statement (CK 1) and Certificate of Incorporation (if applicable, CK2 for any amendments to the Founding Statement)
- Proof of physical address of the company (*less than three months old*)
- Copy of SARS document confirming Income tax / VAT registration number for the CC
- Copy of bank statement/letter confirming bank details of the company (*less than three months old*)
- For the authorised signatory and each member
  - Copy of ID
  - Proof of residential address