



11-06-2019

The Chairperson

Oakwood | Hughenden | Meadows Community Improvement District

4 Grotto Way

Hout Bay

7806

Attention: Mr N Brook

Dear Sir

Approval of the Oakwood | Hughenden | Meadows Community Improvement District

Attached is a copy of the covering report and an extract of the Council minutes (Item no. C39/05/2019) dated 30 May 2019 in respect of the establishment of the Oakwood | Hughenden | Meadows Community Improvement District (OHMCID).

As per paragraph (d) of the Council resolution a Finance Agreement must be concluded between the OHMCID NPC and the City.

Please pursue compliance in respect of the following:

- a. Registering the OHMCID as a NPC
 - o Use the attached proforma Memorandum of Incorporation (MOI) as the inaugural MOI of the NPC. Any amendments must be approved by the ED.
- b. Opening a bank account in the name of the NPC
- c. Registering the NPC for VAT and supplying the City with a notice of VAT registration issued by SARS (refer to application guide attached)
- d. Obtaining a tax clearance certificate (refer to the attached document in this regard)

- e. Registering the NPC for tax exemption (refer to the two attached documents in this regards)
- f. Registering the NPC with the City as a supplier as per the following link:
 - <http://www.capetown.gov.za/City-Connect/Register/Business-and-trade/Register-as-a-supplier>

The Finance Agreement will be submitted to you after receiving confirmation of compliance with the above matters (point "e" not an immediate requirement). This agreement must be concluded prior to the first pay over from the City to the OHMCID.

If any assistance is required, please consult with the author.

Yours faithfully



Acting ED: Bevan Van Schoor
Executive Director: Urban Management
City of Cape Town