

SWIFTCIPC

PACKAGE SELECTION, SERVICE AUTHORISATION & PAY-AFTER-REGISTRATION AGREEMENT

Complete one agreement per customer. Select ONE package only. Sign before SwiftCIPC begins work.

1. Client details

Client full name	
ID / passport number	
Email address	
Mobile / WhatsApp number	

2. Select ONE package

Tick one package only. The selected package name, price and included services form the agreed scope of work.

A. South African ID holder packages

Select	Package	Agreed fee
☐	Business Launch Package	R675
☐	Construction Compliance Package	R1,500
☐	Premium Business Package	R2,500

B. Foreign passport holder packages

Select	Package	Agreed fee
☐	Foreign Entrepreneur Starter (living in South Africa)	R2,500*
☐	Non-Resident Company Registration (living outside South Africa)	R4,500*
☐	External Company Registration	R8,500*

***Foreign package names and prices must be checked against the live SwiftCIPC packages page before this form is issued to customers.** The fee written in the agreed package/invoice record and confirmed by both parties is the controlling fee.

Selected package name (write exactly as agreed): _____

Agreed total fee (R): _____ Any approved variation/add-on (if any): _____

Any exclusions or special terms agreed with the client: _____

1. I select and authorise SwiftCIPC to provide the one package ticked in Section 2, according to the package inclusions explained to me and the agreed fee recorded in this agreement.

2. After receiving this signed agreement and all required information and documents, SwiftCIPC may begin the company registration process included in my selected package.

3. PAYMENT BECOMES DUE ONCE MY COMPANY HAS BEEN SUCCESSFULLY REGISTERED. SwiftCIPC will notify me that registration has been completed and issue an invoice for the agreed package fee. I agree to pay that invoice by the payment due date stated on it.

4. Once payment has been received, SwiftCIPC will continue and complete the remaining services and deliverables included in my selected package, subject to my providing any further information or documents reasonably required.

5. The agreed package fee covers only the services and inclusions identified for the selected package. No additional service or fee outside that package may be added without explaining it to me and obtaining my agreement first.

6. I understand that processing times, registrations, tax outcomes, approvals and decisions made by CIPC, SARS, CIDB, the CSD, banks or other third parties are outside SwiftCIPC's control. SwiftCIPC does not guarantee approval or a fixed completion date.

7. If the company registration is delayed, rejected, requires correction or cannot proceed, SwiftCIPC will explain the situation and any proposed next steps. No additional work or charges outside the agreed package may be undertaken without separate agreement.

3. Pay-after-registration agreement

4. Client declarations

1. I confirm that the information and documents I provide are true, accurate, complete and current to the best of my knowledge.
2. I authorise SwiftCIPC to use my information and documents as reasonably necessary to provide the selected package and submit relevant applications, subject to the privacy notice and applicable law.
3. I understand SwiftCIPC is an independent service provider and is not CIPC, SARS, CIDB, the CSD, a bank or a government department.
4. I have had an opportunity to ask questions about the selected package, its inclusions, the fee and the pay-after-registration arrangement before signing.
5. I will not send passwords, one-time PINs (OTPs) or account login credentials to SwiftCIPC.

5. Invoice and payment details

Invoice recipient name (if different): _____

Payment due period agreed (complete before signing): _____ days from invoice date / other: _____

The invoice will reflect the agreed package fee and any separately approved variation.

6. Banking details for payment

Please pay the invoice to the account below. Use the company name being registered or your own full name as the payment reference.

Bank name	Standard Bank
Branch code	2548
Account holder	CITADEL DIGITAL SERVICES
Account number	10264582436
Account type	CURRENT
SWIFT code	SBZAJJ

7. Signatures

CLIENT / AUTHORISED REPRESENTATIVE	SWIFTCIPC REPRESENTATIVE
Client signature: _____	Initials: PM
Full name: _____	Representative: Phoshoko Meso
Client date: _____	

Administration note: Retain a copy of the signed agreement with the client's application. Verify package names, inclusions and foreign-holder prices against the current website before use. Consider legal review before adopting this form as a standard contract.