



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SPATIAL PLANNING & ENVIRONMENT
Urban Regeneration
City Improvement Districts

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The Chairperson
Eastlake Island City Improvement District
39a Burgee Bend
Marina da Gama
Cape Town
7945

Attention: Peter Weir

Dear Sir

Approval of the Establishment Eastlake Island City Improvement District

Attached is an extract of the Council minutes (Item no.06 - SPC31/05/24) dated 31 May 2024 in respect of the establishment of a City Improvement District Area known as Eastlake Island City Improvement District ("Eastlake CID"). The full report can be found at the following link and should be downloaded and made available on your website as part of your establishment documentation:

[capetown.gov.za/Family and home/Meet-the-City/city-council/meeting-calendar/pc-meeting-detail?RecurrenceId=21916](http://capetown.gov.za/Family%20and%20home/Meet-the-City/city-council/meeting-calendar/pc-meeting-detail?RecurrenceId=21916)

Please pursue compliance in respect of the following:

1. Register the "Eastlake CID" as a Non-Profit Company (NPC) with members
 - Use the attached pro-forma Memorandum of Incorporation (MOI) as the inaugural MOI of the NPC. Any proposed amendments must be pre-approved by the City.
 - Provide the City with the registered address of the NPC.
 - Provide the City with updated POPIA declarations for all founding directors (template will be provided by the City).
2. Open a bank account in the name of the NPC.
3. Register the NPC for VAT and supply the City with a notice of VAT registration issued by SARS. Follow the link below for VAT registration:
 - <https://www.sars.gov.za/businesses-and-employers/my-business-and-tax/register-for-vat/>
 - The City will provide you with a supporting letter to SARS for the VAT application once the NPC is registered.
4. Obtain tax compliance status from SARS.
5. Apply with the Tax Exemption Unit at SARS for exemption of income tax in terms of section 10(1)(e)(i)(cc) of the Tax Act.
 - Application for Tax Exemption must be done in the first year of operation to avoid a tax liability at a later stage (refer to the attached Standard Operating Procedure on how to apply for Tax Exemption).
6. Register the NPC on the National Treasury Central Suppliers Database (CSD) and 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>
7. Conclude a finance agreement between the "Eastlake CID" NPC and the City of Cape Town as per paragraph (d) of the attached Council resolution.
 - The Finance Agreement will be provided to you after we receive confirmation of compliance with points 1 and 2. This agreement must be concluded prior to the first pay-over from the City to the "Eastlake CID".
8. Provide the City with the names and contact details of the Chairperson, Deputy Chairperson and Treasurer once the first board meeting is concluded.
9. Convene the first members meeting within 6 months of the date of incorporation.
10. Register with the local sub-council as a community-based organisation after the first members meeting.

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

Yours faithfully

Marsha Van der Poel

Head: City Improvement Districts