



OFFICE OF THE DIRECTOR:

Subject: Change of Address for Invoicing and Closure of Private Bag X6

**City of Cape Town
Private Bag X6
Bellville
7535**

30 September 2026

Dear Valued Supplier

We would like to inform you of an important update regarding our invoicing address.

The City of Cape Town will officially close the above-mentioned address with effect from 31 December 2026. In preparation for this change and to ensure VAT compliance, all suppliers are required to update their accounting systems with the new billing address, see below and ensure that all invoices issued from **01 January 2027** meet VAT requirements.

**City of Cape Town
Bellville Civic Centre
80 Voortrekker Road
Bellville
7530**

Please note the following important requirements:

- Any invoices received after 31 December 2026 that still reflect the old address (City of Cape Town, Private Bag X6, Bellville, 7535) will be deemed non-compliant.

We kindly request that you update your records as soon as possible to avoid any delays in processing payments.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation and continued support.

Yours faithfully

**NOTHEMBA LEPHEANA
DIRECTOR: EXPENDITURE**