

COMMUNITYREACH AI

Business Registration Manual

Reach verified communities with confidence.

Manual Registration Pack · Version 2.0 · July 2026

The LinkedIn of Communities.

This document is confidential and intended solely for the applicant identified below.

Welcome to CommunityReach AI

This manual guides you through registering your business — SME, franchise, or enterprise — with CommunityReach AI. Once verified, your business earns a Business DNA™ profile and can launch AI-matched campaigns to verified communities across South Africa and beyond.

Complete each section in ink. Attach supporting documents where indicated. Your CommunityReach Sales Representative or partner will digitise the pack and confirm submission within 5 business days.

1. Business Identity

Registered business name	
Trading name	
Registration / CIPC number	
VAT number (if applicable)	
Business type	Sole prop / (Pty) Ltd / NPC / Franchise / Enterprise
Industry	
Year founded	
Number of employees	

2. Contact & Leadership

Primary contact name	
Role / title	
Mobile / WhatsApp	
Email	
Marketing contact	
Marketing contact phone / email	

3. Location & Footprint

Head office address	
City / Province	
Country	
Number of branches	
Service radius (km) or provinces served	

Online business?

Yes / No

4. Products & Services

Briefly describe the top 3 products/services you wish to promote through community partnerships.

1.	
2.	
3.	

5. Target Customers

Ideal customer profile	Age / income / lifestyle / geography
Preferred community types	e.g. Schools / Churches / Sports / WhatsApp groups
Preferred languages	

6. Marketing Budget & Objectives

Average monthly marketing budget (ZAR)	
Preferred campaign objectives	Awareness / Foot traffic / Leads / Sales / Loyalty
Preferred channels	In-person / WhatsApp / SMS / Email / Print
Peak seasons	

7. Verification Documents

Attach clear copies of the following.

- CIPC / company registration certificate
- Proof of address (utility bill, lease, municipal letter)
- ID of the primary contact / director
- Logo (SVG, PNG or high-resolution JPG)
- Optional: brand guidelines, product catalogue, prior campaign creative

8. Commission Schedule (Partner-facilitated registrations)

The following applies when this registration is facilitated by a CommunityReach AI Partner. Commission is paid on verified spend, monthly in arrears, subject to the full Partner Agreement.

Tier	Base commission	Bonus	Notes
Affiliate	20%	+5% at 25 activations/qtr	Recurring for 12 months per verified account
Sales Rep	22%	+R500 per verified	Field-first, includes per-activation bonus

Tier	Base commission	Bonus	Notes
		community	
Sales Agency	25%	+3% override on sub-agents	Territory exclusivity, quarterly performance review

9. Territory & Exclusivity

Where a Partner facilitates this registration under a defined territory, the Business acknowledges that the Partner remains the servicing account owner for a period of twelve (12) months from the verification date, subject to performance and the Partner Agreement.

10. POPIA & Data Consent

By signing this manual, the Business authorises CommunityReach AI to process the information provided above for verification, matching, and reporting as described in the Business Terms of Service. Personal information is stored securely and is shared with communities only after the Business's explicit campaign approval.

11. Declaration & Signatures

I confirm the information provided is true and accurate to the best of my knowledge, and I am authorised to represent this business.

For the Business	For CommunityReach AI
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____

Return the completed pack to your Sales Representative or email a scanned PDF to onboarding@communityreach.ai. Your business will be activated in the CommunityReach AI marketplace within 5 business days of verification.