



Companies and Intellectual  
Property Commission  
a member of **the dti** group

## CIPC E-Services

### Requirements once application has been submitted via e-Services

Customers are advised to submit applications via e-Services if available, as the turnaround times of these processes are faster than manual processes.

#### E-Services offered by CIPC

Transaction	Requirements after e-lodging	E-mail address for submitting supporting documents
Name Reservation	None - once processed, customer will receive a CoR9.4 certificate (confirmation of name reservation)	None
Private company registration (standardised)	A form for all directors to sign will be e-mailed to e-mail address registered on customer code. All directors need to sign the document. Scan and e-mail signed document to <a href="mailto:eservicescoreq@cipc.co.za">eservicescoreq@cipc.co.za</a> , together with : <ul style="list-style-type: none"><li>• Certified ID copies of the customer and all directors</li><li>• Use the tracking number received in the subject field of your e-mail.</li></ul>	<a href="mailto:eservicescoreq@cipc.co.za">eservicescoreq@cipc.co.za</a>
Company director changes	One director must sign document e-mailed to e-mail address registered on the customer code. Scan and e-mail to <a href="mailto:eservicescor39@cipc.co.za">eservicescor39@cipc.co.za</a> , together with: <ul style="list-style-type: none"><li>• Certified ID copies of all directors</li><li>• Certified ID copy of customer</li><li>• Mandate to lodge director changes</li><li>• Minutes of meeting</li></ul>	<a href="mailto:eservicescor39@cipc.co.za">eservicescor39@cipc.co.za</a>



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Close corporation member changes	<p>A form for all members to sign will be e-mailed to e-mail address registered on customer code.</p> <p>All members (new and resigning members) need to sign the document. Scan and e-mail signed document to <a href="mailto:eservicesck2@cipc.co.za">eservicesck2@cipc.co.za</a>, together with :</p> <ul style="list-style-type: none"><li>• Certified ID copies of all members</li><li>• Certified ID copy/passport of the customer</li></ul>	<a href="mailto:eservicesck2@cipc.co.za">eservicesck2@cipc.co.za</a>
Annual Returns	Updated immediately	None
Company changes - financial year end changes	Updated immediately	None
Company changes – address change	<p>Close corporations – updated same day as date of lodgement</p> <p>Companies – updated after 5 working days from date of lodgement</p>	None