



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

STEP BY STEP GUIDE: NEW E-SERVICES NEW COMPANY REGISTRATION V3.0

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Step by Step Guide: New E-services New Company Registration

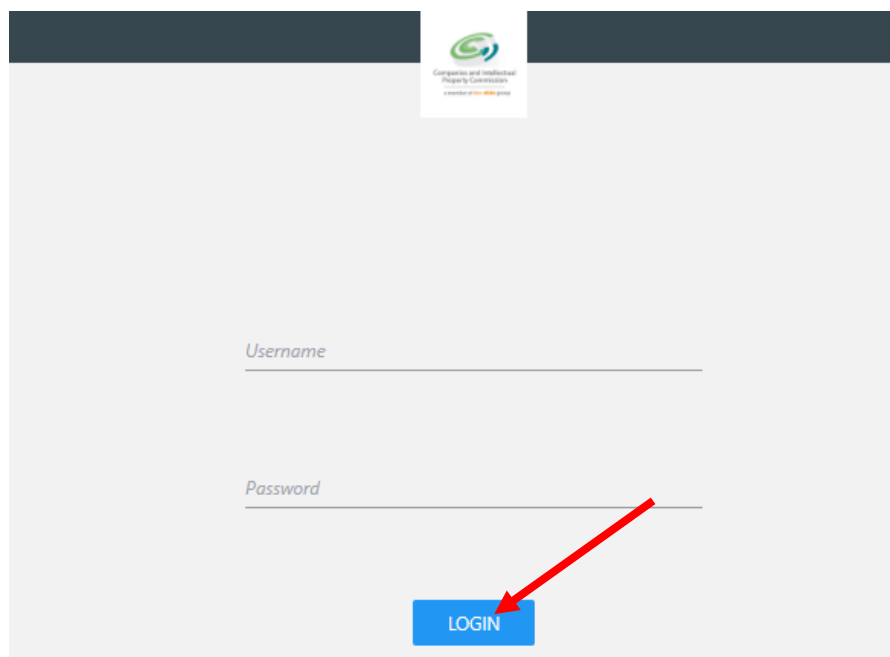
Note:

- Consult the step by step guide for Customer Registration for assistance on registering on the new e-services platform.
- **When using the new e-services platform, the only payment option is via credit or debit card. Payments will only occur when a customer transacts with CIPC. The deposit system will be phased out, and it not available for company registration via New E-Services platform.**
- No supporting documents need to be send via email to CIPC unless one of the directors and/or incorporators are foreign nationals. However, each customer must familiarize themselves with the CIPC Terms and Conditions, as they agree to them when they register on the New E-services platform.
- CIPC may at any time require any documents that each company must keep record of according to the Companies Act (Act 71 of 2008).

Important: In order to use this step by step guide, you should have registered on the New E-services platform and verified your details.

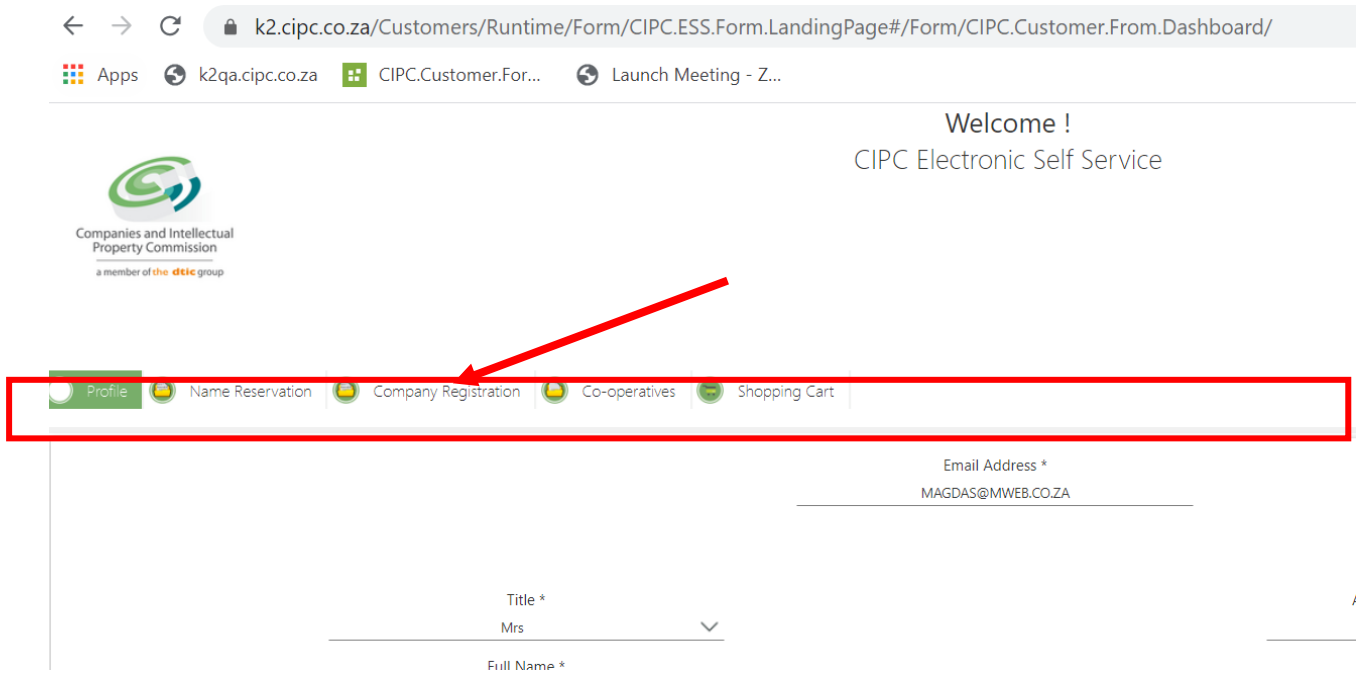
NB: Names approved via New E-services platform cannot be used on any other platform e.g Mobile App, BizPortal or E-Services. The registration of a company or name change must be done via New E-services.

1. Visit the CIPC website www.cipc.co.za and click on **On-line transacting/New E-services**.
2. Complete your Username (e-mail address and Password. Click on **Login**.

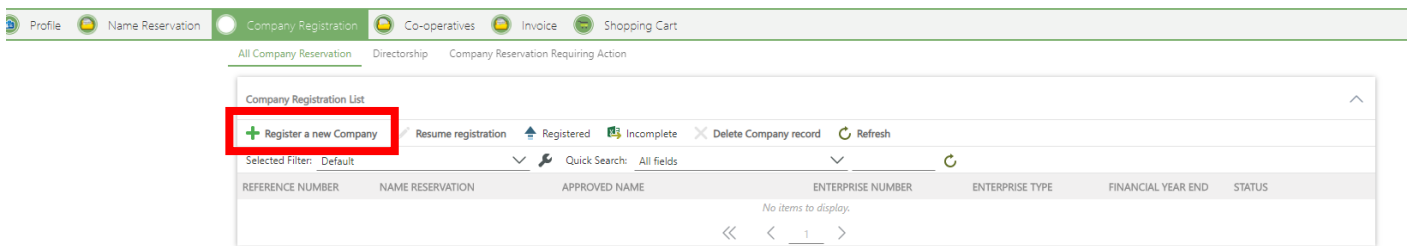


The image shows a screenshot of the CIPC login interface. At the top center, there is the CIPC logo with the text 'Companies and Intellectual Property Commission' and 'a member of the SABC group'. Below the logo, there are two input fields: 'Username' and 'Password'. A red arrow points from the bottom right towards a blue 'LOGIN' button located below the password field.

3. Click on **Company Registration**.

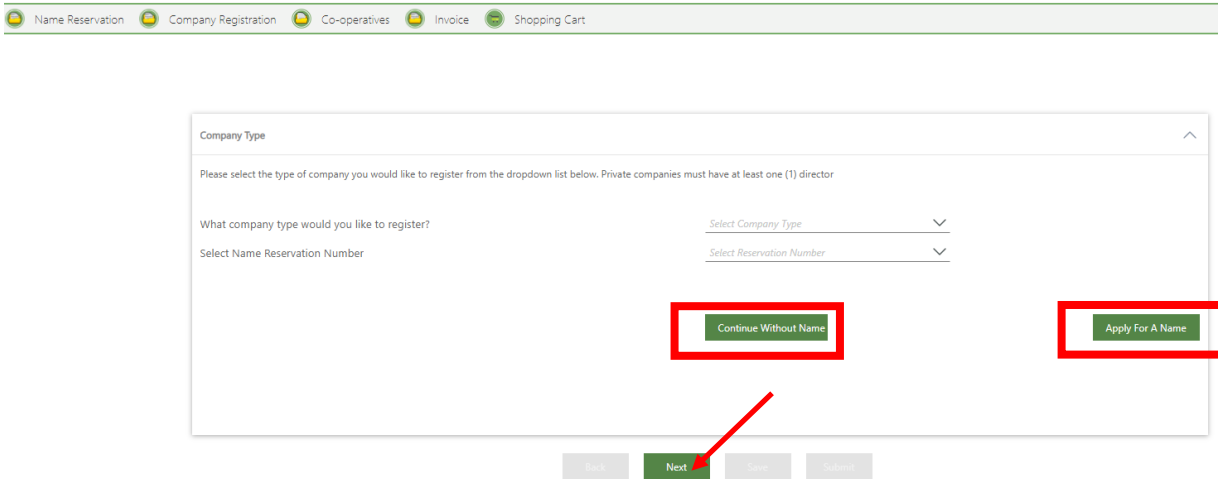


4. Click on **+ Register a new Company**.

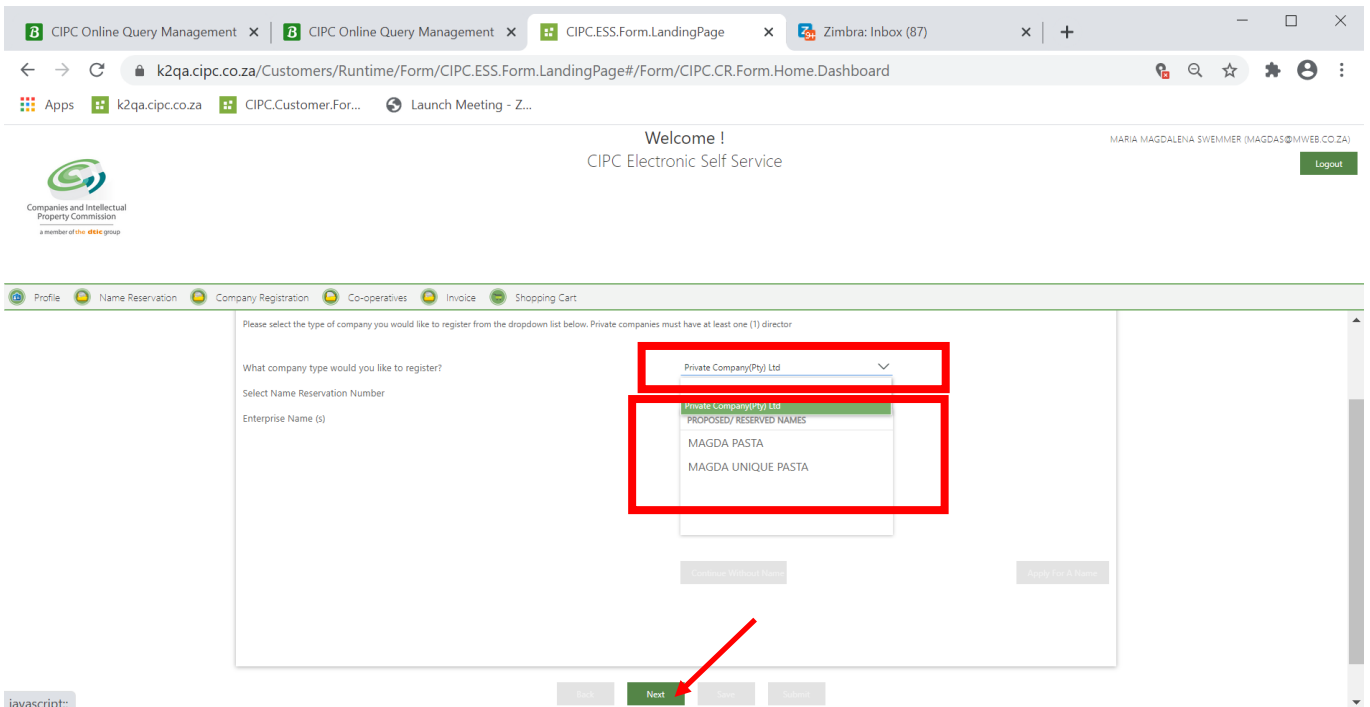


5. If you have not applied for a name reservation yet, you can click on **Apply for A Name**. Consult the step by step guide on Name Reservation to apply for a name.

- The Companies Act (Act 71 of 2008) makes also provision for registering a for profit company without a name. You can use the registration number with the suffix (South Africa) of the company as a name. Alternatively, you may apply for a name later, and do an automated company name change.



6. If you applied for a name already, click on the **type of company** you would like to register (currently private company is the only option available via this channel). Click on the drop down for the **Enterprise name**, and select the relevant Name reservation to link to the private company. Click on **Next**.



7. Complete the required Enterprise information and click on **Next**

- Financial Year End
- Enterprise email
- Authorised shares that will be issued
- Enterprise Contact Number
- Customer Email (pre-populated)

Enterprise Information

In compliance with the Companies Act and standard Memorandum of Incorporation (MoI) you need to provide us with founding information for the company.

Which month will the company financial year end be? How many authorised shares will be issued?

Enterprise Email: Enterprise Contact Number:

Customer Email:

[Back](#) [Next](#) [Save](#) [Submit](#)

8. Complete the Enterprise Location information and click on **Next**

- Business Address
- Postal Address
- Location address if not the same as business address

Enterprise Location

Business Address

Street: Suburb:

City: Country:

Postal Code: Region:

Is the Postal address same as business address Yes No

Is the Location address same as business address Yes No

[Back](#) [Next](#) [Save](#) [Submit](#)

9. Click on **+ Add** under Manage Directors to add directors to the company. You may save the information and continue later. Click on **Next**

Manage Directors

[+ Add](#) [Edit](#) [Delete](#) [Refresh](#)

SURNAME	FULL NAMES	IDENTIFICATION	DIRECTOR TYPE	DIRECTOR STATUS	INCOPORATOR
No items to display.					

[Back](#) [Next](#) [Save](#) [Submit](#)

10. Complete the Director's detail and click on **Verify Director Info.**

- ID Number
- Surname
- Full Names
- Date of birth
- Date of issue of ID document

Note: Companies can only be registered via this channel if all directors are **South African citizens with a RSA Identity Document / Smart Card**. Verification is done via the Department of Home Affairs. Each director's detail is verified. If married, you will need the details from your marriage certificate as well.

MANAGE DIRECTOR INFORMATION

Director Information

Each director must be verified. Verification is done using each director's Home Affairs profile. Get your identity document or card ready. If you are married you will also need some details from your marriage certificate.

ZA Resident: Yes No Identity Number: *ID Number*

Surname: *Surname* Full Names: *Full Names*

Date Of Birth: *Select a Year* *Select ...* *Select ...* Which date was the identity document issued? *Select a Year* *Select ...* *Select ...*

Verify Director Info

Cancel Back Next Save

11. You will receive confirmation once each director has been verified. Click on **OK**.

Director Information

Each director must be verified. Verification is done using each director's Home Affairs profile. Get your identity document or card ready. If you are married you will also need some details from your marriage certificate.

ZA Resident: Yes

Surname: *Surname* Full Names: *Full Names*

Date Of Birth: *Select a Year* *Select ...* *Select ...* Which date was the identity document issued? *Select a Year* *Select ...* *Select ...*

COMPANY REGISTRATION

Director Verification

Hi MARIA

Director Sw

Director Sw verified, kindly continue with registration.

OK Cancel

Cancel Back Next Save

12. Complete the contact details for each director and click on **Next**

- The Director's cellphone number
- The Director's e-mail address
- **Director Type**
 - Alternate Director
 - Director
 - Non Executive Director
- Click the tick box if the Director is also an Incorporator

MANAGE DIRECTOR INFORMATION

Director Enterprise Information

Please type in contact details for each of the directors listed below. Please note that an Incorporator MUST be a director

What is the director's Cellphone Number? [] What is the director's Email Address? []

Director Type: Select Director Incorporator

Cancel Back **Next** Save

Note: An incorporator MUST be a director.

13. Complete the location for the director and click on **Next**

- Residential address
- Postal address if not the same as residential address

MANAGE DIRECTOR INFORMATION

Director Location

Residential Address

Street: 77 MEINTJIES STR City: SUNNYSIDE

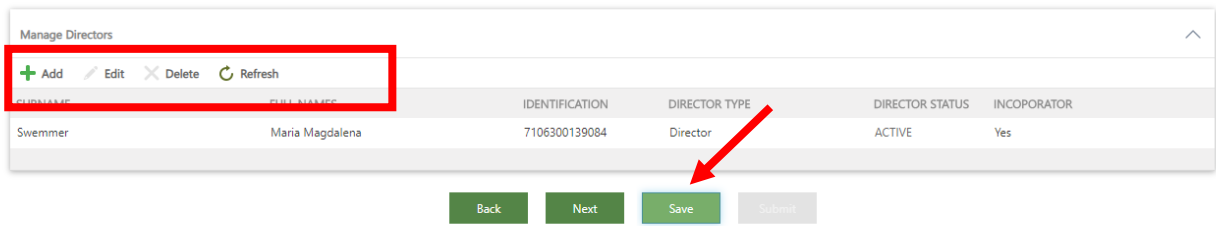
Postal Code: 0001 Country: South Africa

Region: Gauteng

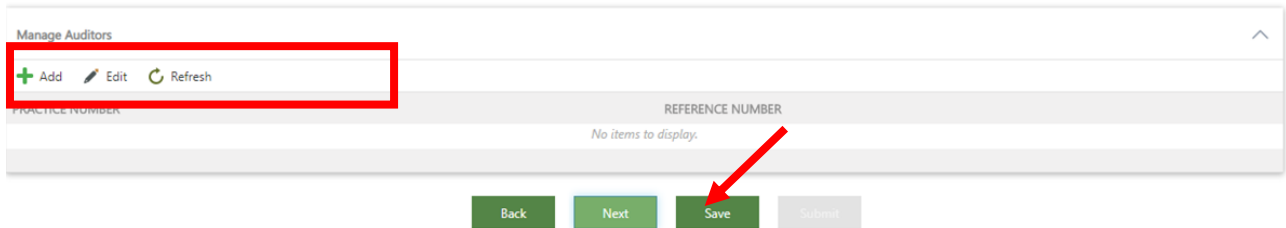
Is the Postal address same as residential address Yes No

Cancel Back **Next** Save

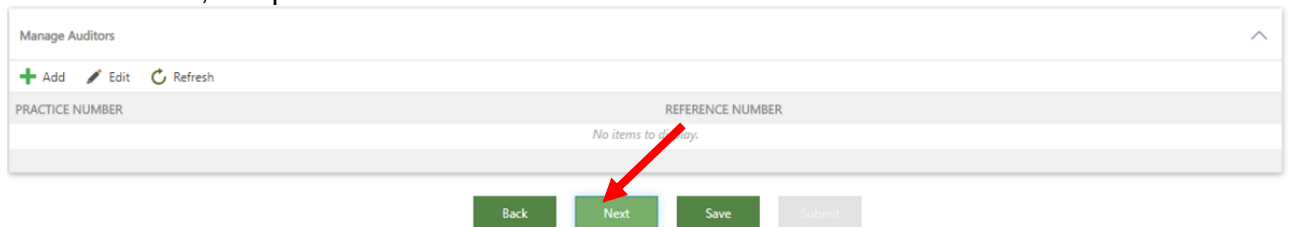
14. The details of the director will display. Click on Edit if anything needs to be changed, or **+Add** to add the next director. Repeat the steps until all directors of the company have been added. Click on **Next**.



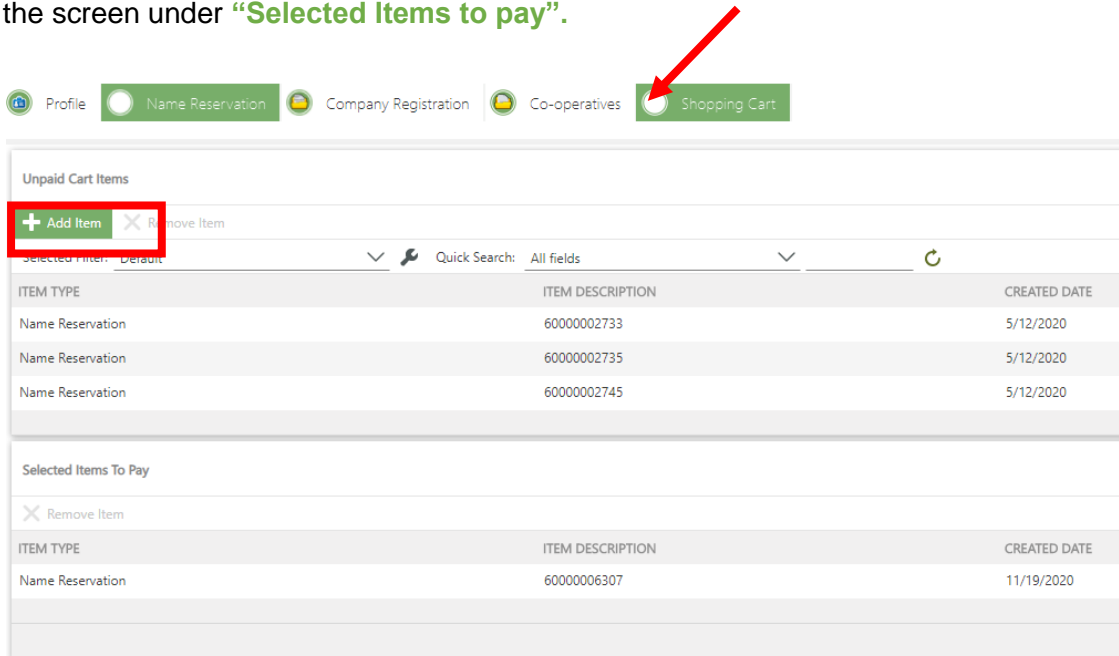
15. To add an Auditor, click on **Add** and complete the required fields, or click on **Next** to Continue.



16. To add the Auditor, complete the **Practice Number** of the Auditor. Click on **Next**.



17. When clicking on **Shopping Cart**, all unpaid cart items will be listed. Select the transactions that you would like to pay, and click on **Add Item**. The relevant items will move to the bottom of the screen under **Selected Items to pay**.



18. Complete required payment information and click on **Pay**.

PAYMENT INFORMATION

Card Number
|


Currency:
ZAR

Expiry Date:
00 0000

CVV Number:
000

Amount:
R50.00

Pay **Cancel**



19. The total amount will be reflected. Click on **Proceed to Payment**.

Unpaid Cart Items

+ Add Item X Remove Item

Selected Filter: Default Quick Search: All Fields

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Name Reservation	60000002733	5/12/2020	Not Paid	50.00
Name Reservation	60000002735	5/12/2020	Not Paid	50.00
Name Reservation	60000002745	5/12/2020	Not Paid	50.00

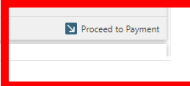
Selected Items To Pay

X Remove Item

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Name Reservation	60000006307	11/19/2020	Selected To Pay	50.00

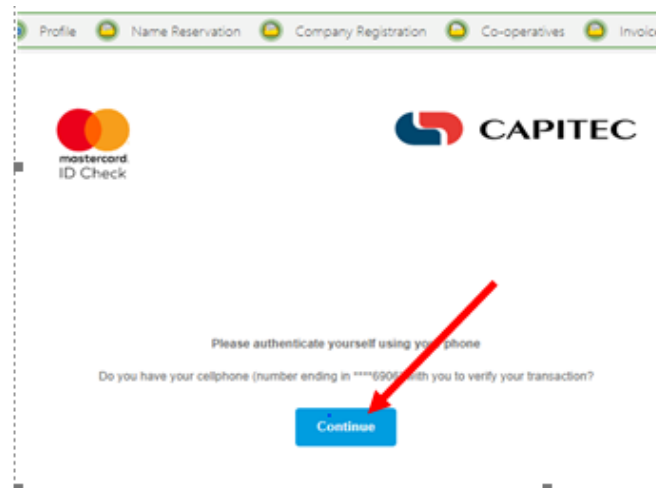
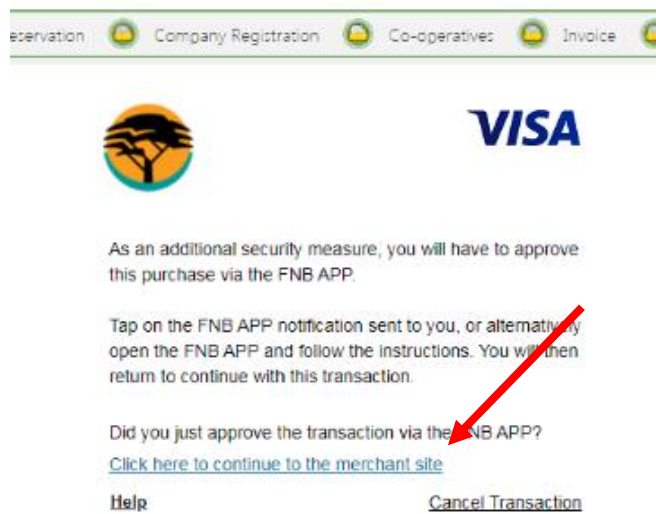
Total Amount Due : R50.00

Proceed to Payment

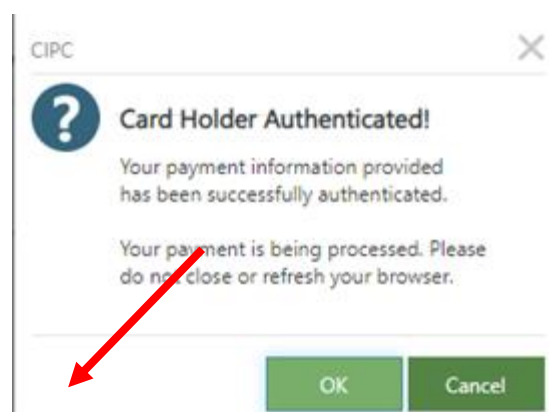


20. Authenticate the transaction and click on **Continue**.

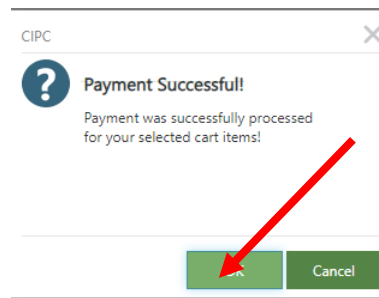
Examples FNB and Capitec



21. A message will display, confirming that the card holder has been authenticated. Click on **OK**.



22. A payment confirmation message will display. Click on **OK**.



23. To continue, click on the relevant menu button to proceed to the following transaction.

Profile Name Reservation Company Registration Co-operatives Invoice Shopping Cart

Payment Successful

Dear Customer, MARIA MAGDALENA SWEMMER

Thank you for transacting with the CIPC.

Your payment for the below listed cart items were processed successfully!

Items Successfully Paid

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Name Reservation	60000006278	11/24/2020	Paid	1.00
				Total Amount Paid : R1,00

Dear Customer, Please use the Menu System to continue transacting with CIPC and navigate away from this page.