STEP BY STEP GUIDE:
NEW E-SERVICES NEW COMPANY
REGISTRATION
V3.0
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](http://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**.
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)
8. Complete the Enterprise Location information and click on **Next**
   - Business Address
   - Postal Address
   - Location address if not the same as business address

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

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.

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

**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](image)

14. The details of the director will display. Click on Edit of anything need 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.

19. The total amount will be reflected. Click on 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**.

![Payment Successful!](image)

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

![Menu System](image)

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