NOTICE TO BANKS

ONLINE VERIFICATION OF CIPC CERTIFICATES

The Companies and Intellectual Property Commission (CIPC) are receiving complaints from registered businesses that CIPC documents (web disclosures, confirmation letters, registration certificates and certificates of confirmation) which they present to the banks are not always accepted due to the fact that it may be in black or white, or that the authenticity of the documents cannot be verified by the bank concerned.

In this regard, CIPC emphasises the importance of verifying CIPC documents and entity information presented by businesses directly with CIPC via its website www.cipc.co.za at a cost of R30.00 per disclosure. Requested disclosures may be utilised by:-

- viewing it;
- e-mailing it to the e-mail address as per the customer account information;
- printing it; or
- saving it.

These ‘real-time’ disclosures will provide assurance to the banks that the documents presented is authentic as well as confirming the ‘real-time’ information for the business per CIPC records. This function is available from www.cipc.co.za / Additional Services / Customer Log In / Disclosure / selecting either companies, close corporations or co-operatives / providing either the name or registration number of the business.

In order for the banks to access this service, it should register its individual branches as a customer via the CIPC website and then request CIPC, on a letterhead of the branch, to change the type of customer to a banking customer and providing a list of personnel that will be using the account.
CIPC also confirms that CIPC documents may either be printed in colour or black and white by businesses or their representatives, depending on their preference. Consequently, CIPC documents may be presented in a black and white format by businesses to the banks and therefore should not be disregarded because of it.

Lastly, CIPC confirms that upon the amendment of the memorandum of incorporation (MOI) of a company, a registration certificate is only issued in instances where the company converted to another type of company or changed the name of the company.

For any further assistance kindly contact the CIPC call centre on 086 100 2472.

Yours sincerely,

[Signature]

Astrid Ludin
Commissioner: CIPC

4/7/2013