

Webinar Presentation New Company Registration

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Types of Companies

Registration of New Companies can be subdivided into the following types of Companies:

- Private Company
- Public Company
- Personal Liability Company
- State Owned Company
- Non Profit Companies
- External Company
- Conversion from Close Corporation to a company
- The amalgamation or Merger of Companies
- Application to transfer registration of foreign company

Channels of Filing New Company Registrations

Fully Automated New Company Registration

- Registration done via Banks (CoR15.1A)
- Registrations done via Self Service Terminals (SST) (CoR15.1A)

Hybrid New Company Registrations

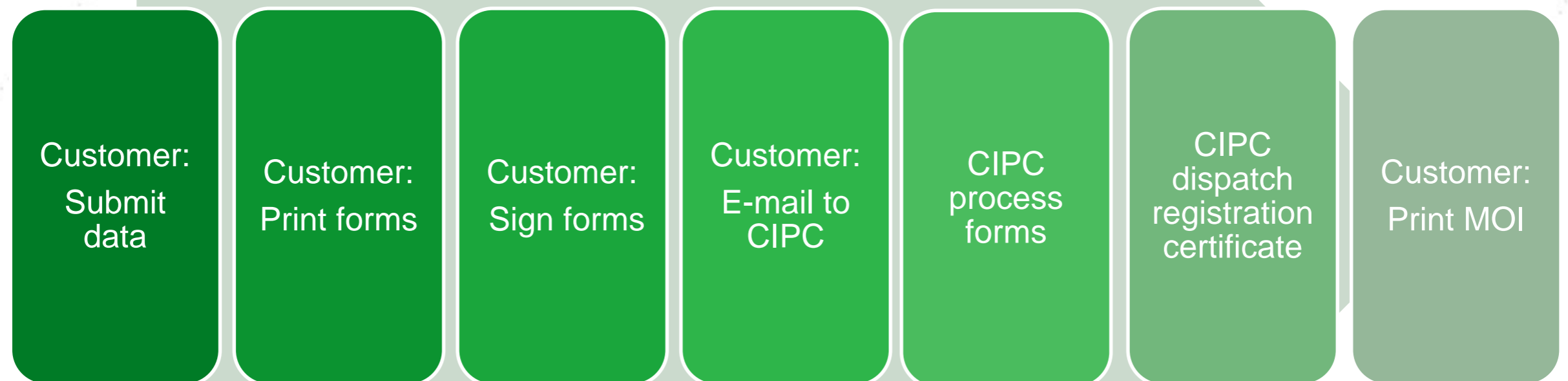
- E-Services Registrations of short standard Private Company (CoR15.1A) which requires Capturing data via website, submitting of signed documents and supporting documents for back office processing

Manual New Company Registrations

- Profit company registration (CoR15.1B – Public, State Owned and Personal Liability Company)
- Non Profit Company CoR15.1 C, D and E)
- CC to Co conversions (CoR18.1)
- External Company (CoR20.1)
- The amalgamation or Merger of Companies (CoR89)
- Application to transfer registration of foreign company (CoR17.1)

E-Service Registration Process Flow

Documents must be submitted within 31 calendar days from submitting data – Failure thereof will result in transaction being DELETED



Processing
Period is 3
working days

Email to: eservicecoreg@cipc.co.za

E-Services: Step- by-step guide

Follow the step by step guide on the CIPC Website on how to register Eservices New Company Registration successfully:

Link: http://www.cipc.co.za/index.php/download_file/view/32638/1053/

E-Services: How to Submit

In order to ensure correct conversion of application to an electronic image:

- Documents **MUST** be submitted in a single e-mail
- All attachments **MUST** be in PDF or TIFF Format
- Preferred that documents attached as a single attachment and be legible
- Tracking number **MUST** be indicated in the subject heading of the e-mail
- Preferably, sufficient funds must be available in customer code account when submitting the application – this is to prevent a delay in processing of the application



DO NOT attach zipped files, another e-mail, word, excel or JPEG

E-Services: What to submit

- Submit signed documents generated by the system
CoR 15.1A
- Submit Name reservation (if applicable)
- Submit Certified ID copy of all directors and incorporators
- If foreign national, submit certified passport copy



E-Services: Trouble shooting Guide

- Allocation of deposits
- Customer profile difficulties
- Website errors
- Incorrect information submitted

www.cipc.co.za / enquiries
category – Finance / Allocation of
Deposit

Resetpassword@cipc.co.za – include
certified id copy

Refer to Website Error Slides
If still problems, log a ticket via
www.cipc.co.za / enquiries

www.cipc.co.za / enquiries
category – for that specific service



E-Services: Tips

- Use E-service for short standard new company registration – shorter turnaround time than manual
- Do not submit a Manual and E-service, for the same registration, together
- Do not submit the same application more than once – log a ticket to follow up on the registration
- Ensure that scanned copy is legible
- If application is rejected, the document must be submitted again via E-Service portal - rejected tracking number cannot be re-used
- Submit a couple of days PRIOR to name reservation lapsing – causes additional delay in processing

E-Services: Manual Registrations Process

Processing period is s 25 working days

Customer:
Complete
Forms

Customer:
E-mail to
CIPC

CIPC
process
forms

CIPC
dispatch
registration
certificate

Email:
Companydocs@cipc.co.za

E-Services: – How to submit Manual Applications

In order to ensure correct conversion of application to an electronic image:

- Must submit in a single e-mail
- All attachments must be in PDF or TIFF
- Customer code must be clearly visible and legible on the CoR14.1
- Preferred that documents attached as a single attachment and be clear and legible
- Sufficient funds must be available in customer code at time of submitting the application – otherwise a delay in processing



DO NOT attach zipped files,
another e-mail, word, excel or
JPEG

E-Services: Manual Applications – What to submit

- It depends on the type of company and what options was selected
- Refer to www.cipc.co.za / useful tools / how to – step by step guides / information guides / Contact details, forms and supporting documents required when transacting with CIPC

Link:

http://www.cipc.co.za/index.php/download_file/view/30020/1053/

Some tips on submitting Manual applications

- Do not submit a Manual and E-service, for the same registration, together
- Do not submit the same application more than once – log a ticket to follow up on the registration
- Ensure that scanned copy is legible
- If application is rejected, the entire application must be resubmitted (cannot just e-mail outstanding information)
- Submit a couple of days PRIOR to name reservation lapsing – causes additional delay in processing

Thank you

Questions?

