



CONTACT DETAILS, FORMS & SUPPORTING DOCUMENTS REQUIRED WHEN TRANSACTING WITH CIPC

NAME RESERVATIONS				
Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Name reservations</i>	<ul style="list-style-type: none"> CoR9.1 	<p>E-services (via website) None</p> <p>Manual (completing CoR9.1 form and e-mailing it)</p> <ul style="list-style-type: none"> Certified identity copy (ID) of applicant /owner of customer code Letter from owner of company / close corporation / co-operative / trade mark (if associated name is used and if ticked yes at any of the options under item 1(2) or 2) Certificate of Translation if name is in any other language than one of the official languages of South Africa 	<p>If using e-services, no documents need to be e-mailed</p> <p>Manual namereservationsandregistrations@cipc.co.za</p>	<p>Name Reservation R75 - manual R50 - electronic</p> <p>Extension of Name Reservation R50 – manual R30 - electronic</p>
<i>Defensive name</i>	<ul style="list-style-type: none"> CoR10.1 	<ul style="list-style-type: none"> Proof that applicant has a material interest in name 	<p>namereservationsandregistrations@cipc.co.za</p>	<p>Defensive Name Reservation R250 – manual R200 – electronic</p> <p>Extension of Defensive Name of R50 – manual R30 - electronic</p>
<i>Application to transfer a reserved or registered name</i>	<ul style="list-style-type: none"> CoR11.1 	<ul style="list-style-type: none"> Details of the transferor Reserved name and reservation number as it appear on the CoR9.4 Name and address of the transferee Certified copies of identity documents standard for both transferor and transferee 	<p>namereservationsandregistrations@cipc.co.za</p>	<p>R75 electronically R100 manually</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
CLOSE CORPORATION AMENDMENTS				
<i>Close corporation amendments</i>	<p>CK2</p> <ul style="list-style-type: none"> Change in principle business Change in name Change in membership detail and change in financial. <p>CK2A</p> <ul style="list-style-type: none"> Change in address Change in accounting officer 	<ul style="list-style-type: none"> Certified identity copy of applicant Certified ID /passport copies of all members and resigning members A written instrument by the close corporation confirming the changes of membership signed by all members In the case of a deceased member, an executor's letter issued by the Master of the High Court. The CK2 document must be signed by the executor. A certified ID copy of the executor of the estate must also be attached. <p>• Change in accounting officer - attach a letter of consent from the accounting officer.</p> <p>• Certified copy/passport of the accounting officer.</p>	<p><u>E-mail certified CK2/CK2A forms and supporting documents to:</u></p> <p>CC Membership Electronic: <u>eservicesck2@cipc.co.za</u> CC Membership - Manual: - <u>manualck2@cipc.co.za</u></p> <p>Accounting Officer's resignation letters/consent letters: - <u>manualck2@cipc.co.za</u>: Manual change in address: <u>manualck2@cipc.co.za</u> Manual fin year end changes: <u>manualck2@cipc.co.za</u> Principal business change: <u>manualck2@cipc.co.za</u></p> <p>The request for close corporation amendments will not be affected until a certified scanned copy or a hard copy of the CK2/CK2A, signed by all the members and resigning members of the CLOSE CORPORATION, as well as all the supporting documents are received by CIPC.</p>	<p>CK2 – R30</p> <p>CK2A – free of charge</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
DEREGISTRATION AND RE-INSTATEMENTS FOR COMPANIES AND CLOSE CORPORATIONS				
<p><i>Company and close corporation re-instatement</i></p>	<ul style="list-style-type: none"> • CoR40.5 	<ul style="list-style-type: none"> • Certified ID copy of the applicant (director/member); • Certified ID copy of the customer filing the application; • Multiple deed search (reflecting ownership of immovable property or not) – deed search for each of the 10 regional Deeds Offices; • Letter Department of Public Works, indicating that the department has no objection to the re-instatement, if it has immovable property; • Advertisement in a local newspaper giving 21 calendar days notice of proposed application for re-instatement; • Affidavit indicating the reasons for the non filing of annual returns, if deregistration was due to non compliance in relation to annual returns; • Affidavit indicating the reason for the original request for deregistration, if the company or close corporation itself applied for deregistration; and • Sufficient documentary proof indicating that the company or close corporation was in business or that it had any outstanding assets or liabilities (e.g. property, intellectual property rights) at the time of deregistration. 	<p>re-instatements@cipc.co.za</p>	<p>R200</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Company and close corporation deregistration (by company or close corporation)</i></p>	<p>An original letter head of either the company or close corporation or any other person applying for deregistration. The letter must contain the following information:</p> <ul style="list-style-type: none"> • statement and sufficient documentary proof confirming that: (i) the company or close corporation is not carrying on business or is dormant, and (ii) has no assets or, because of the inadequacy of its assets, that there is no reasonable probability of the company being liquidated; • tax number (if available); • if the company or close corporation submits the request, the letter must be signed by each active director, member or the company or close corporation's duly authorised representative or otherwise by the person who is requesting the deregistration; and • a certified ID copy of any of the persons' signing the letter wherein deregistration is required. 	<p>If the company or close corporation makes the application:-</p> <ul style="list-style-type: none"> • tax clearance certificate or any other written confirmation from the South African Revenue Services (SARS) that no tax liability is outstanding; • a certified ID copy of any of the persons' signing the letter wherein deregistration is requested; and • if application is submitted by the company or close corporations duly authorized representative, proof of such authorization in the form of a resolution by the company or close corporation appointing such representative. 	<p>deregistrations@cipc.co.za</p>	<p>R0</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Company and close corporation deregistration (by third party)</i></p>	<p>An original letter head of either the company or close corporation or any other person applying for deregistration. The letter must contain the following information,</p> <ul style="list-style-type: none"> • statement and sufficient documentary proof confirming that: (i) the company or close corporation is not carrying on business or is dormant, and (ii) has no assets or, because of the inadequacy of its assets, that there is no reasonable probability of the company being liquidated; • tax number (if available); • a certified ID copy of any of the persons' signing the letter wherein deregistration is required. 	<p>If a third party (any person other than the company, close corporation or its duly appointed representative itself) makes the application: -</p> <ul style="list-style-type: none"> • sufficient documentary proof confirming that: <ul style="list-style-type: none"> (i) the company or close corporation is not carrying on business or is dormant, and (ii) has no assets or, because of the inadequacy of its assets, that there is no reasonable probability of the company being liquidated; • tax clearance certificate or any other written confirmation from the South African Revenue Services (SARS) that no tax liability is outstanding; and • a certified ID copy of any of the persons' signing the letter wherein deregistration is requested. 	<p>deregistrations@cipc.co.za</p>	<p>R0</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Objection to company or close corporation deregistration</i>	An original letter head of the person objecting to the deregistration. The letter must contain the following information: <ul style="list-style-type: none"> The reason for objecting to the deregistration; and Contact details of the person objecting to the deregistration 	<ul style="list-style-type: none"> Certified ID copy of the person objecting to the deregistration. <p>Note:</p> <ul style="list-style-type: none"> This is only applicable if the company or close corporation is in voluntary deregistration. If the company or close corporation is in annual return deregistration, then all outstanding annual returns must be submitted to cancel the deregistration. Objection letter must be submitted before the date of final deregistration of the company or close corporation. 	deregistrations@cipc.co.za	R0
<i>Company or close corporation re-instatement Court Order</i>		<ul style="list-style-type: none"> Letter head of person submitting court order indicating contact details of person submitting it and customer code; and Copy of court order re-instating the company or close corporation. <p>Notes:</p> <ul style="list-style-type: none"> Customer code must be indicated on letter as well as court order in order to receive automatic notification of processing; If the court order states “rule nisi is confirmed” then the previous court order issuing the rule nisi must also be submitted 	re-instatements@cipc.co.za	R0

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
REGISTRATION OF COMPANIES				
<p><i>Private company short form</i></p> <p>Important Note: Customers are advised and encouraged to file private company short form (CoR15.1A) changes electronically, as the turnaround time for electronic applications is 3 days from the date of receipt of the supporting documents, and that of manual applications is 25 days from tracking the document</p>	<p>Recommended – register electronically via e-services</p> <p>Main forms: CoR14.1 – Notice of incorporation</p> <ul style="list-style-type: none"> • CoR15.1A –Memorandum of incorporation <p>Secondary forms:</p> <ul style="list-style-type: none"> • CoR14.1 Annexure A – Initial directors of company • CoR14.1 Annexure B – Alternative names for the company (if name to be reserved at incorporation) • CoR14.1 Annexure D – notice of company appointments (if auditor and/or company secretary is appointed) 	<ul style="list-style-type: none"> • CoR9.4 (if applicable) - Confirmation notice of name reservation • Certified identity copy of applicant • Certified identity copy of all incorporators and directors • Power of attorney (if applicable) • If there is a trust or company/juristic person as an incorporator, the resolution, as well as the certified ID copy of the duly authorised representative must be attached 	<p>Electronically – email supporting documents for electronic registration to eservicescoreg@cipc.co.za</p> <p>Important Note:</p> <ol style="list-style-type: none"> 1) Documents must be submitted in PDF or TIFF format. 2) Documents must be send as one attachment. 3) COR9.4 must be attached if a name has been approved. 4) The application must be finalised within 30 calendar days from date of lodgment. 5) Documents must only be lodged once funds are reflecting in the customer code. 6) Documents must reflect as an attachment and not form part of the body of the e-mail. 7) Documents must be legible and only submitted once. 8) Application queried/rejected via eservicescoreg@cipc.co.za cannot be re-used, customers are required to recapture information and get a new tracking number. Attach all the supporting documents required then email them to dedicated email address for registration. 9) Tracking number must be clearly stated in the subject heading of the email. <p>Manual – e-mail application form and supporting documents to companydocs@cipc.co.za</p>	<p>R175 minus name reservation fee if name was reserved i.e.</p> <p>R125 if name was reserved electronically</p> <p>R100 if name was reserved manually</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Profit company long form</i>	<p>Main forms</p> <ul style="list-style-type: none"> • CoR14.1 and • CoR15.1B <p>Secondary forms</p> <ul style="list-style-type: none"> • CoR14.1 Annexure A • CoR14.1 Annexure B (if name to be reserved at incorporation) • CoR14.1 Annexure C (if ring fencing) • CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed) 	<ul style="list-style-type: none"> • CoR9.4 (if applicable) - Confirmation notice of name reservation • Certified identity copy of applicant • Certified identity copy of all incorporators and directors • Power of attorney (if applicable) 	Email application form and supporting documents to companydocs@cipc.co.za	<p>R475 minus name reservation fee if name was reserved i.e.</p> <p>R425 if name was reserved electronically</p> <p>R400 if name was reserved manually</p>
<i>Non profit company without members short form</i>	<p>Main forms</p> <ul style="list-style-type: none"> • CoR14.1 and CoR15.1C <p>Secondary forms</p> <ul style="list-style-type: none"> • CoR14.1 Annexure A • CoR14.1 Annexure B (if name to be reserved at incorporation) • CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed) 	<ul style="list-style-type: none"> • CoR9.4 (if applicable) - Confirmation notice of name reservation • Certified identity copy of applicant • Certified identity copy of all incorporators and directors • Power of attorney (if applicable) 	Email application form and supporting documents to companydocs@cipc.co.za	<p>R175 minus name reservation fee if name was reserved i.e.</p> <p>R125 if name was reserved electronically</p> <p>R100 if name was reserved manually</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Non profit company without members long form</i>	<p>Main forms</p> <ul style="list-style-type: none"> CoR14.1 and CoR15.1D <p>Secondary forms</p> <ul style="list-style-type: none"> CoR14.1 Annexure A CoR14.1 Annexure B (if name to be reserved at incorporation) CoR14.1 Annexure C (if ring fencing) CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed) 	<ul style="list-style-type: none"> CoR9.4 (if applicable) - Confirmation notice of name reservation Certified identity copy of applicant Certified identity copy of all incorporators and directors Power of attorney (if applicable) 	Email application form and supporting documents to companydocs@cipc.co.za	<p>R475 minus name reservation fee if name was reserved i.e.</p> <p>R425 if name was reserved electronically</p> <p>R400 if name was reserved manually</p>
<i>Non profit company with members long form</i>	<p>Main forms</p> <ul style="list-style-type: none"> CoR14.1 and CoR15.1E <p>Secondary forms</p> <ul style="list-style-type: none"> CoR14.1 Annexure A CoR14.1 Annexure B (if name to be reserved at incorporation) CoR14.1 Annexure C (if ring fencing) CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed) 	<ul style="list-style-type: none"> CoR9.4 (if applicable) Certified identity copy of applicant Certified identity copy of all incorporators and directors Power of attorney (if applicable) 	Email application form and supporting documents to companydocs@cipc.co.za	<p>R475 minus name reservation fee if name was reserved i.e.</p> <p>R425 if name was reserved electronically</p> <p>R400 if name was reserved manually</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Registration of External Company</i>	<p>Main forms</p> <ul style="list-style-type: none"> CoR20.1 and CoR20.1 Annexure A <p>Secondary forms</p> <ul style="list-style-type: none"> CoR21.1 	<ul style="list-style-type: none"> Certified copy of Memorandum of Incorporation, Certified copy of Certificate of Incorporation or comparable document registered in the foreign jurisdiction Certified copy of current Registration Certificate, if different Translated copies of any such document if the original is not in an official language of the Republic. 	Email application form and supporting documents to companydocs@cipc.co.za	R400
<i>Transfer of Foreign Company to the Republic</i>	<ul style="list-style-type: none"> CoR 17.1 	<ul style="list-style-type: none"> A letter of law of the jurisdiction in which the company is registered permits such transfer Memorandum Of Incorporation; Complete and signed (CoR 15.1 A or B or unique MOI) Copy of the certificate of its current registration issued by the jurisdiction in which it is registered at the time of the application, Copy of recent annual financial statements, Copy of the shareholder resolution approving the transfer of the registration to the Republic and Affidavit 	Email application form and supporting documents to companydocs@cipc.co.za	R400

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
Conversion of close corporation to a company	<ul style="list-style-type: none"> • CoR 18.1 (tracking number) (CM1,2,2A,2B,2C,2D,CK2.CK 2A) • Cor 39 for initial directors • CoR21.1 change in registered address • CoR 25 Change in financial year • CoR 44 Auditors appointment • CoR 44 Company secretary • CoR 44 Audit Committee member • Cor 9.4 Reserve name (if applicable) 	<ul style="list-style-type: none"> • The original written resolution or statement of consent, • Certified identity copy of applicant, • Certified identity copy of all incorporators and directors 	Email application form and supporting documents to companydocs@cipc.co.za	
COMPANY CHANGES (CoR39 etc)				
Notice of Change in Registered Office	Transact electronically via the website (e-services) <ul style="list-style-type: none"> • CoR21.1 	<ul style="list-style-type: none"> • Fully automated process – no supporting documents required 	None	R0
Notice of Location of Company Records	<ul style="list-style-type: none"> • CoR22 	<ul style="list-style-type: none"> • Certified copy of ID of applicant 	companychanges@cipc.co.za	R0
Notice of Person Authorised to Accept Service	<ul style="list-style-type: none"> • CoR21.2 	<ul style="list-style-type: none"> • Certified copy of ID of applicant • Written Instrument stating who is resigning 	cor21.2@cipc.co.za	R0
Notice of Change in Financial Year End	Transact electronically via the website (e-services) <ul style="list-style-type: none"> • CoR25 	<ul style="list-style-type: none"> • Fully automated process – no supporting documents required 	None	R100

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p>Notice of Change of Directors</p> <p>Important Note: Customers are advised and encouraged to file Cor39 director changes electronically, as the turnaround time for electronic applications is 5 days from the date of receipt of the supporting documents, and that of manual applications is 30 days from tracking the document</p>	<p>Recommended – transaction electronically via the website (e-services)</p> <ul style="list-style-type: none"> CoR39 	<ul style="list-style-type: none"> Certified copy of ID of applicant Certified copies of ID of directors affected by the change e.g resigning, appointed and change details of current directors Depending on the nature of change: <ul style="list-style-type: none"> ➤ Proof of disqualification or delinquency (Court order / sequestration) ➤ Proof of death (Appointment as Executor Letter / death certificate) ➤ Proof of incapacitation (Court order appointing a curator / sequestration) ➤ Mandate for applicant to file notice on behalf of the company Resolution, Extract or minutes of the meeting in terms of which director has resigned/appointed/removed/not re-appointed 	<p>Electronically (e-services)</p> <ul style="list-style-type: none"> Email forms and supporting documents to eservicescor39@cipc.co.za <p>Manual</p> <ul style="list-style-type: none"> Where CoR39 form is completed by hand/typed. E-mail to manualcor39@cipc.co.za 	R0
<p>Notice of Change to Company Secretary and Auditor</p>	<ul style="list-style-type: none"> CoR44 	<ul style="list-style-type: none"> Certified copy of ID of applicant Certified copies of ID auditor and/or audit committee members – if applicable 	cor44@cipc.co.za	R0

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
SPECIAL RESOLUTIONS AND COMPANY AMENDMENTS				
<p><i>Notice of Amendment of Memorandum of Incorporation (Moi)</i></p> <p><i>Company name changes</i></p> <p><i>JSE applications for urgent MOI amendments for LISTED companies only</i></p>	<p>Main form</p> <ul style="list-style-type: none"> CoR15.2 <p>Secondary forms</p> <ul style="list-style-type: none"> CoR15.1 B, C, D, E or own MOI (if aligning MOI) CoR15.2 Annexure A - if ring fencing 	<ul style="list-style-type: none"> Certified copy of the written resolution or minutes of the meeting at which the decision to amend was taken Certified copy of ID of signatory (active director/company secretary or representative) Power of attorney – if representative Certified copy of ID of applicant Approved and valid CoR9.4 - if name change <p><i>JSEapplications@cipc.co.za</i></p>	<p>moiamendments@cipc.co.za</p> <p>namechange@cipc.co.za</p>	<p>R250</p> <p>Name reservation R75/R50</p>
<p><i>Notice of alteration of MOI and company rules</i></p>	<ul style="list-style-type: none"> CoR15.3 	<ul style="list-style-type: none"> Copy of proof of publication Originally certified ID copy of signatory (active director/company secretary/representative) Power of attorney – if representative Originally certified ID copy of applicant Copy of MOI or extract of MOI indicating corrections 	<p>moiamendments@cipc.co.za</p>	<p>R250</p>
<p><i>Notice of Translation of MOI</i></p>	<ul style="list-style-type: none"> CoR15.4 	<ul style="list-style-type: none"> Copy of Translation Translation Certificate Originally certified ID copy of signatory (active director/company secretary/representative) Power of attorney – if representative Originally certified ID copy of applicant 	<p>moiamendments@cipc.co.za</p>	<p>R250</p>
<p><i>Notice of Consolidation of MOI (CoR15.5)</i></p>	<ul style="list-style-type: none"> CoR15.5 	<ul style="list-style-type: none"> Sworn statement by director/attorney or notary republic Originally certified ID copy of signatory (active director/company secretary/representative) Power of attorney – if representative Originally certified ID copy of applicant 	<p>moiamendments@cipc.co.za</p>	<p>R250</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Voluntary Winding Up for solvent companies and close corporations</i>	<ul style="list-style-type: none"> CoR40.1 	<p><i>(Section 82 of Companies Act, 2008)</i></p> <ul style="list-style-type: none"> Security - JM12 or consent to dispense with security – if winding up is by company Original or certified copy of the written special resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to wind-up was taken Security - JM12 or consent to dispense with security (if liquidated by company / members) Originally certified ID copy of signatory (active director/company secretary/representative) Power of attorney – if representative 	liquidations@cipc.co.za	R250
<i>Voluntary Winding up for Insolvent Companies and Close corporations (Chapter 14 of the Companies Act, 1973)</i>	<ul style="list-style-type: none"> CM26 	<p><i>(Chapter 14 of the Companies Act, 1973)</i></p> <ul style="list-style-type: none"> CM25a or CM25 plus notice of the meeting Security - JM12 or consent to dispense with security – if winding up is by company CM100 – Statement of Company Affairs Originally certified ID copy of signatory on the CM 26 (active director/company secretary/representative) Power of attorney – if representative 	liquidations@cipc.co.za	R80 + R150 penalty if not lodged within a month after the meeting

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Winding Up by Court Order or setting aside of liquidation proceedings</i>		<ul style="list-style-type: none"> Letter head of person submitting court order indicating contact details of person submitting it and customer code Copy of court order to commence winding up proceedings <p>Notes:</p> <ul style="list-style-type: none"> Customer code must be indicated on letter as well as court order in order to receive automatic notification of processing; If the court order states “rule nisi is confirmed” then the previous court order issuing the rule nisi must also be submitted 	liquidations@cipc.co.za	R0
<i>Conversion of Par Value Shares to No Par Value Shares</i>	<ul style="list-style-type: none"> CoR 15.2 CoR31 	<ul style="list-style-type: none"> Original or certified copy of the written board resolution or minutes of the meeting at which the decision to convert was taken Originally certified ID copy of signatory Power of attorney – if representative Originally certified ID copy of applicant Board report in terms of Reg 31(7) 	moiamentments@cipc.co.za	R250
Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
BUSINESS RESCUE				
<i>Company or Close corporation Notice of beginning of Business Rescue proceedings</i>	<ul style="list-style-type: none"> CoR 123.1 	<ul style="list-style-type: none"> CoR123.1 (duly completed including customer code and signature) Certified ID copy of the owner of the customer code Sworn statement with reasons for resolution set out in detail PI Score break down and total Indication of primary business activities Resolution by company / close corporation to start business rescue Practitioner Nomination letter by company /close corporation; and Acceptance letter from Practitioner 	businessrescue@cipc.co.za	R0

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Court Order Commencing or Terminating Business Rescue Proceedings</i></p>		<p><u>Commencing Business Rescue Proceedings:</u></p> <ul style="list-style-type: none"> • CoR123.1 (duly completed including customer code and signature); and • Copy of court order <p><u>Terminating or Setting Aside Business Rescue Proceedings:</u></p> <ul style="list-style-type: none"> • Letter head of person submitting court order indicating contact details of person submitting it and customer code • Copy of court order terminating or setting aside business rescue proceedings <p>Notes:</p> <ul style="list-style-type: none"> • Customer code must be indicated on letter as well as court order in order to receive automatic notification of processing; • If the court order states “rule nisi is confirmed” then the previous court order issuing the rule nisi must also be submitted; and • If court order terminates or sets aside the business rescue proceedings and also states that liquidation proceedings is to commence, then the court order must also be submitted to liquidations@cipc.co.za after confirmation was received from CIPC that the termination or setting aside of the business rescue proceedings has been processed. 	<p>businessrescue@cipc.co.za</p>	<p>R0</p>
<p><i>Notice of Termination of Business Rescue proceedings</i></p>	<ul style="list-style-type: none"> • CoR125.2 	<ul style="list-style-type: none"> • CoR125.2 (duly completed including customer code and signature of practitioner) and the reason for termination must be clearly stated on the form <ul style="list-style-type: none"> • Certified ID copy of the owner of the customer code 	<p>businessrescue@cipc.co.za</p>	<p>R0</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Notice of Substantial Implementation of Business Rescue Plan</i>	<ul style="list-style-type: none"> • CoR125.3 	<ul style="list-style-type: none"> • CoR125.3 (duly completed including customer code and signature of practitioner); and • Certified ID copy of the owner of the customer code; and • PI Score of company or close corporation at the time of submitting the CoR125.3 	businessrescue@cipc.co.za	R0
<i>Business Rescue Status Report</i>	<ul style="list-style-type: none"> • CoR125.1 	<ul style="list-style-type: none"> • CoR125.1 (duly completed including customer code and signature of practitioner) • In addition to the CoR125.1, a separate more detailed report may be attached. 	businessrescue@cipc.co.za	R0
<i>Notice of appointment of Business Rescue Practitioner</i>	<ul style="list-style-type: none"> • CoR123.2 		businessrescue@cipc.co.za	R0
<i>Application for license as a Business Rescue Practitioner</i>	<ul style="list-style-type: none"> • CoR126.1 	<ul style="list-style-type: none"> • Resume of history and experience engaging business turnaround practice, if any. • A resume of relevant education, experience and professional affiliations. • Valid Tax Clearance Certificate 	businessrescue@cipc.co.za	R500

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
CONVERSIONS				
<i>Conversion from close corporation to private company</i>	<p>Main form</p> <ul style="list-style-type: none"> CoR18.1 <p>Secondary Form:</p> <ul style="list-style-type: none"> CoR15.1A, B or own Memorandum of Incorporation (MOI) 	<ul style="list-style-type: none"> Original or certified copy of the written resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to convert was taken CoR39 to appoint initial directors Certified copy of ID of directors Certified copy of ID of applicant Written statement in the form of a letter that the close corporation is not in liquidation or engaged in business rescue proceedings CoR21.1 – if a change in registered office CoR25 - if a change in financial year end CoR44 - if a change in auditor or the appointment of an auditor CoR44 - if a change in company secretary or the appointment of a company secretary CoR44 - if a change in audit committee members or the appointment of an audit committee CoR9.4 (reserved name) or CoR9.1 - if a change in name 	companydocs@cipc.co.za	<p>R175 or R475 depending on MOI</p> <ul style="list-style-type: none"> CoR25 - if a change in financial year end – R100 CoR9.4 – name reservation R75.00 for manual reservation/R50.00 electronic name reservation
<i>Conversion from one type of company to another</i>	<p>Main form</p> <ul style="list-style-type: none"> CoR15.2 <p>Secondary forms</p> <ul style="list-style-type: none"> CoR15.2 Annexure A if the MOI of the company is to contain any ring fencing provisions CoR15.1, B, C, D, E or own MOI 	<ul style="list-style-type: none"> Certified ID copy of directors Certified ID copy of applicant Original or certified copy of the written resolution or minutes of the meeting at which the decision to convert was taken Relevant MOI for newly adopted company type 	moiamendments@cipc.co.za	<ul style="list-style-type: none"> R250

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Conversion from company to co-operative</i></p>	<p>Main form</p> <ul style="list-style-type: none"> • CR1 <p>Secondary forms</p> <ul style="list-style-type: none"> • CR4 or CR8 • Constitute in duplicate • CR5 or CoR9.4 if change of name with conversion 	<ul style="list-style-type: none"> • Certified copy of applicant's identity document • Certified copy of members' identity document(s) <p>Proof of</p> <ul style="list-style-type: none"> • Written notice of at least 3 months that the proposal has been given to each creditor who has a claim exceeding R1000.00; • Any creditors who have demanded payment of any amount due to them have been paid in full; and • No creditor will be prejudiced by the conversion. • Copy of the resolution and explanation of the reasons for the conversion • Proof of the company registration • Two certified copies of the company memorandum and articles of association • A certified copy of the latest audited financial statements of the company • A schedule of the full names and addresses of the members, number of shares and class of shares held by each one in the company and the occupation of the members • A schedule of full names and addresses of the directors of the company • A schedule of particulars and extent of the interest of the company in any other company. 	<p>cooperativesonline@cipc.co.za</p>	<ul style="list-style-type: none"> • R215 • Name reservation – R75 manually OR R50 electronically

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
Conversion from co-operative to company	<ul style="list-style-type: none"> • Same as for new incorporation 	<ul style="list-style-type: none"> • Cover letter, requesting conversion to a company and cancellation of the registration of the co-operative. • A copy of the proposal by the board of directors at a general meeting of members to convert to a company and the detailed reasons for the proposed conversion. This proposal must have been approved by special resolution of members. • A copy of the notice of the general meeting. • A declaration by the board of directors stating <ul style="list-style-type: none"> ○ that the application to convert complies with the provisions of the Co-operatives Act, 2005 and ○ that the interests of creditors will be protected in accordance with section 64 of the Co-operatives Act, 2005. • Proof of <ul style="list-style-type: none"> ○ Written notice of at least 3 months that the proposal has been given to each creditor who has a claim exceeding R1000.00; and ○ Any creditors who have demanded payment of any amount due to them, have been paid in full; and ○ No creditor will be prejudiced by the conversion. • Approval letter from the Registrar of Co-Operatives 	companydocs@cipc.co.za	R175.00 or R475 depending on MOI Name reservation – R75 manually OR R50 electronically

List of forms and purpose of company and close corporation forms

FORM	PURPOSE OF FORM
CoR 9.1	Application to reserve a company name
CoR 9.2	Application for extension of name reservation
CoR 10.1	Application for Defensive Name Registration
CoR 10.2	Application for Renewal of Defensive Name Registration
CoR 11.1	Application to Transfer Reserved or Registered Name
CoR 14.1	Notice of Incorporation (Must have Memorandum of Incorporation attached)
Cor14.1 App A	Notice of Incorporation – initial directors of the company
Cor14.1 App B	Notice of Incorporation – alternative names for the company
Cor14.1 App C	Notice of Incorporation – notice of ring fencing provisions
Cor14.1 App D	Notice of Incorporation – notice of company appointments
Cor14.1 App E	Notice of Incorporation
CoR 15.1	Standard Form of Memorandum of Incorporation (May be in any form A, B, C, D or E)
Cor15.1A	Short standard form for private companies
CoR15.1B	Long standard form for profit companies
CoR15.1C	Short standard form non profit companies without members
CoR15.1D	Long standard form non profit companies without members
CoR15.1E	Long standard form non profit companies with members
CoR 15.2	Notice of Amendment to the Memorandum of Incorporation (Draft of proposed amendment may be lodged for vetting purposes)
CoR 15.3	Notice of Alteration of Memorandum of Incorporation (purpose of correcting mistakes such as errors, etc)
CoR 15.4	Notice of Translation of Memorandum of Incorporation (into another SA official language)
CoR 15.5	Notice of Consolidated revision of Memorandum of Incorporation (3 or more amendments have been made)
CoR 16.1	Notice of adoption, alteration or repeal of Company Rules
CoR 16.2	Notice of result of rule ratification vote
CoR 17.1	Application by foreign company to transfer registration to the Republic of South Africa
FORM	PURPOSE OF FORM
CoR 18.1	Notice of Conversion of a Close Corporation to a Company (relevant Memorandum of Incorporation to be attached)
CoR 20.1	Notice of Registration of External Company
CoR 21	Notice of Change of registered office
CoR 25	Notice of Change of financial year end
CoR 39	Notice of Change concerning a director
CoR 40.1	Notice of Resolution to Wind up solvent company
CoR 40.2	Notice of Transfer of company jurisdiction to a foreign country
CoR 40.5	Application for re-instatement of de-registered company
CoR 46.3	Application to Commission to exclude categories of persons from rights offers

CoR 46.4	Application to Commission to register prospectus (draft can be filed prior to CoR 46.4)
CoR 46.6	Application to permit information to be excluded from prospectus
CoR 89	Notice of Amalgamation or Merger
CoR 123.1	Notice of Business Rescue Proceedings to start
CoR 123.2	Notice of appointment of Business Rescue Practitioner
CoR 126.1	Application for license as a Business Rescue Practitioner
CoR 134.1	Application to Commission to be accredited ADR provider
CK2	Registration of an amended founding statement
CK2A	Amendment regarding Accounting Officer and addresses
CK2/CK2A Control Sheet	Use this Control sheet to verify that ALL information is correctly submitted with your CK2(A) forms.
CK5	Court order for alteration of founding statement
CoR 9.1	Application for name/translated/shortened (only for existing CC's)
CoR 40.1	Notice of resolution to wind up solvent CC
CoR 40.5	Application for re-instatement of deregistered CC

Important: Please note that this document is not exhaustive. Consult the CIPC website for all the relevant information.