IMPORTANT NOTICE
(Notice no. 13 of 2016)

REQUEST FOR DISCLOSURE OF COMPANY AND CLOSE CORPORATION INFORMATION: STATE DEPARTMENTS AND STATE OWNED ENTITIES

TO ALL STATE DEPARTMENTS AND STATE OWNED ENTITIES

The CIPC Disclosure Unit, responsible for providing copies of company and close corporation documents is in the process of effecting changes to simplify the formal electronic request form, in which State Departments and State Owned Entities request the disclosure of company or close corporation information via the CIPC website www.cipc.co.za .

Please note that the changes include the ability to request information on up to ten multiple enterprises and/or persons in the event of the request being for one investigation. Further, the previous request tick boxes for the different types of forms has been removed as the requestor is now required to type in the specific information required.

The compulsory signed official letter of request on the Department or State Owned Entities letterhead remains as this is to be attached in a pdf. file format.

Requests received via the CIPC website, are generally processed within 7 days and include a standard Section 212 Affidavit, with the required copies of documents from the physical file or downloaded from the electronic CIPC database. If, at a later stage more detailed information is required, a new request has to be lodged via the CIPC website.

On completion of the request, the requestor is notified via e-mail that the documents are ready for collection as per selected option on the request form. The documents dispatched by the postal services are usually collected the day after completion and dispatched via normal mail by SAPO (South African Post Office).
Documents to be collected could be collected at the CIPC offices at the dti Campus, Block “F”, 77 Meintje Street, Sunnyside on weekdays between 08:00 and 15:00.

In urgent cases, an arrangement can be made for documents to be dispatched electronically via e-mail, although it must be noted that there is a bandwidth limit of 4MB on mailboxes and may therefore not be successfully transmitted electronically.

In the event of any enquiries or clarity regarding the process, the Senior Manager: Facilities and Security: Mr AHJ Oosthuizen can be contacted on (+27 12 394 3961) or e-mailed: aoosthuizen@cipc.co.za).

I trust that this process will improve service delivery.

Sincerely

Adv. RW Voller
Acting Commissioner: CIPC

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