STEP BY STEP GUIDE: HOW TO CHANGE THE NAME OF A COMPANY VIA E-SERVICES

Kindly ensure that you use one of the following browsers when transacting via CIPC e-Services, namely:

- Google Chrome
- Mozilla Firefox 20+
- Safari 6+
- Microsoft Edge

*Please note that Internet Explorer is not supported.

In order to use this step by step guide, you should have registered a customer code and adequate credit in your customer code (if name change is from one company name to another. Name change from company registration number to a name is free of charge.)

- To be able to change the name, the first step will be to reserve the new name for your company.
- Consult the step by step guide on Name Reservation for assistance in reserving a name.
- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

PROCESS FOR AUTOMATED NAME CHANGE

Step 1: Visit the CIPC website www.cipc.co.za, and click on On-line transacting and then on E-Services.
Step 2: Click on Login.
Step 3: Click on Transact on the CIPC E-Services home page.

Step 4: Click on Name Change.
Step 4: Click on **New Application**.

If you are not able to finalise the process, you can click on finalise application at a later stage to complete the process.

Step 5: Enter the company registration number for which a name change is required. Click on **Validate**.
Step 6: Company status will reflect. Only active companies’ names can be amended. Type the **ID number** of the first listed director, tick the circle to confirm that the details belongs to the Enterprise that you want a name change for, and click on **Continue**.
Step 7: The cost for the name change, as well as total funds available in customer account and Amount Due will be reflected. Click on **Continue**.

Step 8: Enter the reference number of approved and valid name reservation (COR9.4). If the reservation number does not exist, does not relate to an approved name reservation, has been reserved or used with a different customer code, an Error message will display. Type a valid name reservation number and click on **Verify**.
Step 9: Verification of name reservation is done and a message will appear, confirming the name change from one company to another. If correct, click on Continue.

Step 10: Click on the icon of a calendar and select the date on which the special resolution by shareholders to change the company name was passed. Click on Continue.

Please note: The Companies Act requirements with regards to special resolutions, as well as the necessity for companies to retain their own records of resolutions should it be requested.
**Step 11:** A text message will display, confirming that a Special resolution has been passed as per section 65(11)(a) of the Companies Act 71 of 2008.

Please note the **Disclaimer:** By clicking on agree the company confirms that all requirements i.t.o. the Companies Act, 2008 were met and CIPC is indemnified from any responsibility. Companies must retain records of resolutions for submission if requested. Tick to confirm and click on **Agree.**

**Step 12:** An One Time Pin (OTP) is sent to ALL active directors for confirmation. Each director will receive a unique OTP.

---

**Dear customer,**

A request to change the name of a company with enterprise number K20160872769 is about to be lodged by CIPC USER using customer code CIPC03.

**OTP: 99983314**

Tracking Number: 932637275.

You will be able to use the tracking number to finalise this transaction at a later stage.

Kind Regards,

CIPC
Dear customer,

A request to change the name of a company with enterprise number K2016082769 is about to be lodged by CIPC USER using customer code CIPCO3.

OTP: 2792841
Tracking Number: 922637275.

You will be able to use the tracking number to finalise this transaction at a later stage.

Kind Regards,
CIPC

Step 13: Enter each pin as received. You can click on Re-send OTP if you did not receive the OTP (provided that the director’s email is correct as indicated on the screen). Click on Verify.
Step 14: Once all One Time Pins have been verified and a green mark is displayed, click on Continue.

Step 15: Process Complete! Company name is amended and the relevant confirmation certificate is dispatched automatically to the email address as indicated on the screen below. No documents are required by CIPC. As per Companies Act 71 of 2008, companies must retain records of resolutions for submission if requested.
Example of confirmation of name change certificate

Date: 2016/11/07
CIPC USER
E-mail: CIPCTESTER@CIPC.CO.ZA
77 TEST STREET
TEST
TESTER
1234

RE: Amendment to Company Information
Company Number: 2016/082769/07
Company Name: TEST07112016 (PTY) LTD

We have received a COR15.2 (Amendment of Memorandum of Incorporation) from you dated 07/11/2016.
The COR15.2 was accepted and placed on file.

The name was changed from
Changed from MYCOMPANY to TEST07112016.

Yours truly

Commissioner: CIPC

Please Note:
The attached certificate can be validated on the CIPC web site at www.cipc.co.za.
The contents of the attached certificate was electronically transmitted to the South African Revenue Services.