



Companies and Intellectual
Property Commission
a member of the dti group

GUIDANCE NOTE 1 OF 2019

COMPANY, CLOSE CORPORATION AND CO-OPERATIVE REGISTRATION NUMBERS TO APPEAR ON COURT DOCUMENTS AND COURT ORDERS SUBMITTED TO CIPC FOR IMPLEMENTATION

This guidance note is issued in terms of Regulation 4(2)(a) of the Companies Regulations, 2011 and is applicable to companies, close corporations and co-operatives. This Guidance note must be read with practice notes 4 of 2016 and 9 of 2017.

The Companies and Intellectual Property Commission ("CIPC") in maintaining accurate, up-to-date and relevant information relating to companies, close corporations and co-operatives as required by section 186 of the Companies Act, no 71 of 2008, requires that all court documents and court orders submitted to CIPC for implementation indicate the company, close corporation or co-operative registration number together with its current name as per the CIPC registry.

The unique identifier for companies, close corporation or co-operatives is its registration number and not its name. The registration number is required by CIPC to identify the correct company, close corporation or co-operative for which the relevant court document or court order is filed and must be processed against.

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Therefore, as from 1 February 2019 any court document or court order that does not contain the full description of the company, close corporation or co-operative, which must include its name and registration number, may result in such not being implemented by the CIPC. Court orders will be processed based on the information provided and any errors thereon will require a return to the relevant court for correction and re-submission to CIPC for implementation.

Yours sincerely,



Adv R Voller

Commissioner: CIPC

1 / 2 / 2019