



Companies and Intellectual
Property Commission
a member of **the dtic** group

STEP BY STEP GUIDE: BUSINESS RESCUE PROCEEDINGS V1.0

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Call Centre: 086 100 2472
Website: www.cipc.co.za

Step by Step Guide: New Company Registration

Note:

- Consult the step by step guide for Customer Registration for assistance on registering on the new e-services platform.
- **When using the new e-services platform, the only payment option is via credit or debit card. Payments will only occur when a customer transacts with CIPC. The deposit system has been phased out, and it not available for any services on the new e-services platform.**
- No supporting documents need to be send via email to CIPC. However, each customer must familiarize themselves with the CIPC Terms and Conditions, as they agree to them when they register on the new e-services platform.
- CIPC may at any time require any documents that each company must keep record of according to the Companies Act (Act 71 of 2008).

Important: In order to use this step by step guide, you should have registered on the K2 new-services platform and verified your details.

1. Visit the CIPC website www.cipc.co.za and click on **On-line transacting/New E-services**.
2. Provide your email address and RSA identity number.



Customer Portal Entrance

CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.



NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

NOTE: Your e-mail account will be used as your primary login/transaction account.



NOTE: This system makes use of Card Payments for processing transactions.

Please search for your customer information below..

Type:

Select an item

Identification:

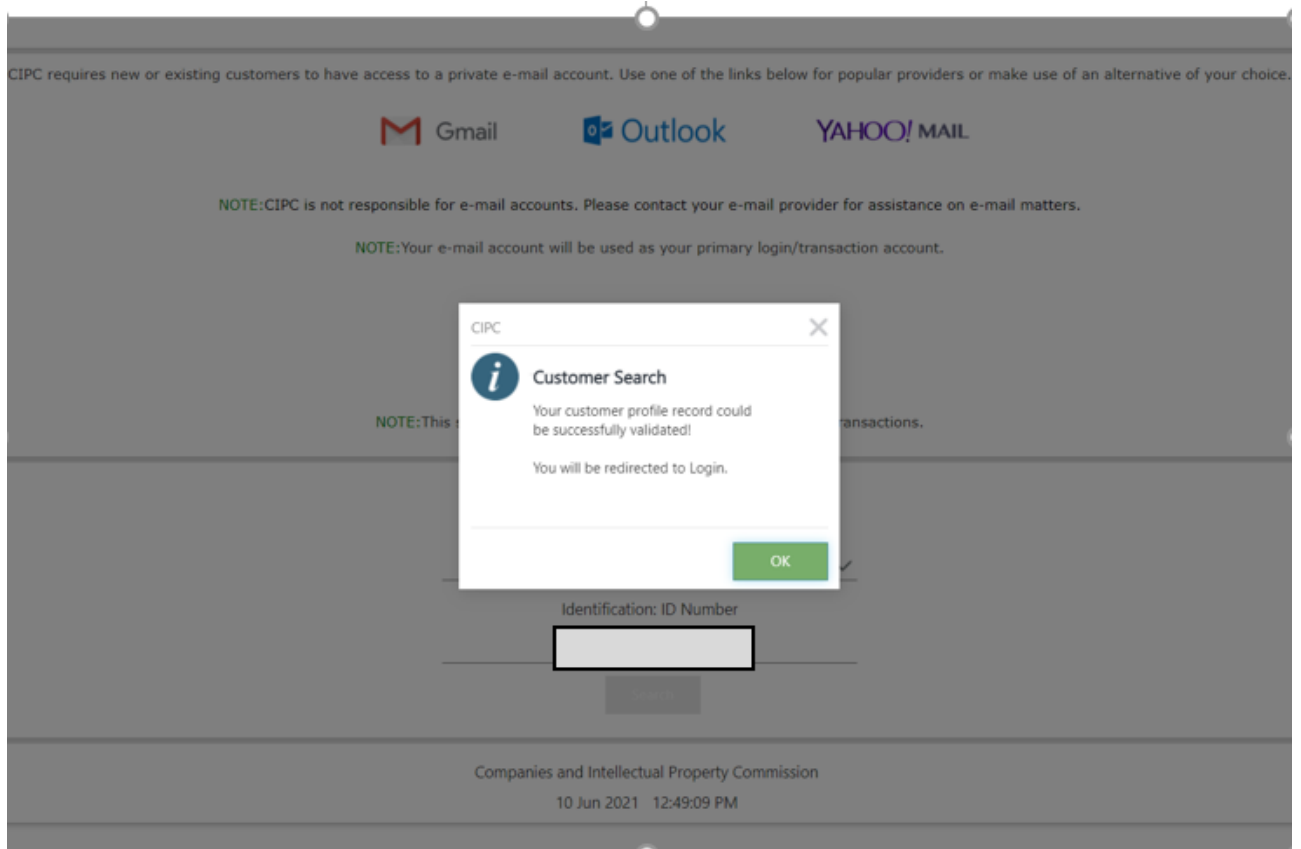
Type a value

Search

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3. If you are registered already, a message will confirm that your customer profile record has could be succesfully validated. If you did not verify your details yet, follow the step by step guide for customer registration on new e-services.



4.

5. Complete your Username (e-mail address) and Password. Click on [Login](#).



Username

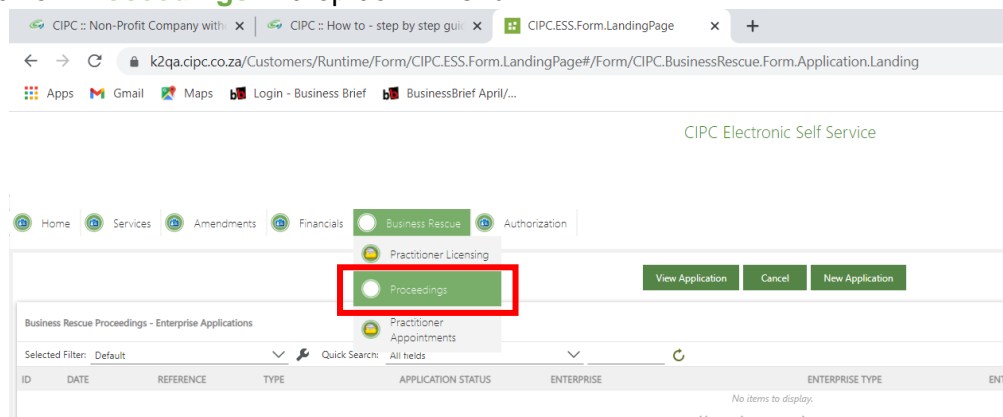
Password

[LOGIN](#)

6. Click on **Business Rescue**.



7. Click on **Proceedings** in drop down menu.



8. All business rescue proceeding applications (form CoR123.1 and court orders commencing business rescue proceedings) submitted via the logged in customer code will appear together with the following information relating to each application (if you have already submitted business rescue applications):-

- a. Date: the date application was submitted via the portal
- b. Reference: reference or tracking number for the application
- c. Type: whether a court order (section 131 of Companies Act, 71 of 2008) or CoR123.1 (section 29 of Companies Act, 71 of 2008) was submitted to commence business rescue
- d. Application Status: the processing status of the application
- e. Enterprise: the name of the company or close corporation
- f. Enterprise Type: the category of company or close corporation
- g. Enterprise Status: the status of the company or close corporation on the companies registry
- h. Approval: the approval level of the application within the processing queue

ID	DATE	REFERENCE	TYPE	APPLICATION STATUS	ENTERPRISE	ENTERPRISE TYPE	ENTERPRISE STATUS	APPROVAL
212	2021/05/26	60000008040	Court Order	In Progress	BEACH BAR CLUB RESORT	Private Company	In Business	Proceedings Approval Rejected, await Rework
211	2021/05/26	60000008146	CoR123.1	Completed	OIOINFSDF	Private Company	Business Rescue	Approved
210	2021/05/26	60000008066	CoR123.1	In Progress	NEWCO NENE IT	Private Company	In Business	Proceedings QA Approval
209	2021/05/26	60000008042	Court Order	Completed	KPMJ DIKGOLO ENTERPRISE	Non Profit External Company	Business Rescue	Approved
205	2021/05/25	60000008139	Court Order	Completed	K2020500202 (SOUTH AFRICA)	Private Company	Business Rescue	Approved
185	2021/05/24	60000008075	Court Order	Completed	K2020500144 (SOUTH AFRICA)	Private Company	Business Rescue	Approved
184	2021/05/24	60000008070	CoR123.1	Completed	HAYLIE NAEL SALON	Private Company	In Business	Approved
171	2021/05/21	60000008044	CoR123.1	In Progress	2 PUMPED	Private Company	Deregistration Process	Proceedings QA Approval
169	2021/05/21	60000008041	CoR123.1	In Progress	PRETORIA CHICKEN SHOP	Private Company	In Business	Proceedings Approval Rejected, await Rework
168	2021/05/21	60000008071	CoR123.1	In Progress	CODODK	Private Company	In Business	Proceedings Approval
163	2021/05/21	60000008059	Court Order	Completed	K2020500251 (SOUTH AFRICA)	Private Company	Business Rescue	Approved

9. To commence the submission of information relating to the application click **New Application**.

The screenshot shows the 'Business Rescue Proceedings - Enterprise Applications' page. The top navigation bar includes 'Home', 'Services', 'Amendments', 'Financials', 'Business Rescue', and 'Authorization'. Below the navigation bar are three buttons: 'View Application', 'Cancel', and 'New Application'. A red arrow points to the 'New Application' button, which is also enclosed in a red rectangular box. Below the buttons is a table with columns: ID, DATE, REFERENCE, TYPE, APPLICATION STATUS, ENTERPRISE, ENTERPRISE TYPE, ENTERPRISE STATUS, and APPROVAL. The table contains 10 rows of application data.

10. Complete the information relating **Business Rescue Proceedings - Basic Information**.

Business Rescue Proceedings - Basic Information

Application

Type: Date:

Required Documentation: **Note:** Please supply documentation in PDF format, max 5 MB each

- a. Select **Type** as either CoR123.1 (if proceedings commenced by directors' resolution in terms of section 129 of the Companies Act, 71 of 2008) or Court Order (if proceedings commenced via court order) at the drop down menu
 - i. If **CoR123.1** is selected, the resolution date may only be a passed date but not older than 5 working days from date of submitting the information and documentation via the platform.
 - ii. If **Court Order** is selected, the effective date must be indicated as the date the court placed the company or close corporation into business rescue.
- b. Depending on the Type selected the relevant options for uploading of the required documents will be made available.

Note: Size restriction (maximum of 5 Mb each) apply for each document being uploaded. If document exceeds size limit, kindly rescan the document to a lower resolution and/or in black and white. The resolution can be reduced on the scanner/printer under settings to e.g. 180 dots per inches (dpi).

Required Documentation: Note: Please supply documentation in PDF format, max 5 MB each

Court Order:

Required Documentation: Note: Please supply documentation in PDF format, max 5 MB each

Copy of Director ID:

Signed Resolution:

Declaration of Practitioner:

Sworn Statement:

- c. Provide **Director Name**, **Director Last Name** and **Director Identification No** for the director who undertook the Sworn Statement. The director information as per his/her identity document must be provided since the information is confirmed with the Department of Home Affairs.

Director Name: Director Lastname:

Director Identification No:

11. Complete the information relating **Business Rescue Proceedings - Enterprise Information**.

Business Rescue Proceedings - Enterprise Information

Enterprise Search Selection Search Note: Choose "select" to select an already associated enterprise to your profile OR "search" to lookup any enterprise by name

Selection: Type:

Search by Name: Status:

- a. Click the radio button **Selection** to select from a list of companies which were registered by the same customer code owner Click the radio button **Search to search for a specific company** Type name of company or close corporation for which business rescue proceedings are being submitted at **Search by Name** and click on the search icon.
- b. The enterprise **Type** (private, incorporated, public, state owned or not for profit company or close corporation) and enterprise **Status** will automatically be pre-populated.

12. Complete the information relating **Business Rescue Proceedings - PI Score Information** for the company or close corporation as at the time of board resolution or at date of court order (if available)

Business Rescue Proceedings - PI Score Information

PI Score

Note: Provide a value for each question

Average Number of Employees:

Type a numeric whole number e.g. 5

Third Party Liability of Company:

Type amount in Rand e.g. 105.00

Turnover:

Type amount in Rand e.g. 1000000.00

Total Number of Shareholders:

Type a numeric whole number e.g. 5

- This information is used to determine the category of business rescue practitioner that must be appointed, as well as statistical information to monitor the position of companies and close corporation upon submitting a Notice of Substantial Implementation.
- If Court Order was selected, the submission of PI Score Information is optional.
- If CoR123.1 was selected, the submission of PI Score Information is mandatory.

13. Complete the information relating to **Business Rescue Proceedings - Main Place of Business Information.**

Business Rescue Proceedings - Main Place of Business Information

Main Place of Business **Note:** Search for a post code, select a region and city/town

Post Code Region: ▼

City/Town: ▼

- The Main Place of Business is used for statistical information and is mandatory regardless as to whether Court Order or CoR123.1 was selected.
- Type in the **Post Code** of the main location where the majority of administrative functions of the company or close corporation are being undertaken.
- The postal code is used as the main search criteria for pre-populating the **Region** (Province) and **City/Town**.
- Select the drop down button at **Region**, and select the displayed Province. If the displayed Province is not correct, then review the postal code.
- Select the drop down button at **City/Town**, and select the relevant suburb for the City or Town.

14. Complete the information relating to **Business Rescue Proceedings - Industry Information.**

Business Rescue Proceedings - Industry Information

Industry	Note: Select a level and supply a specification
Level	Select an item
Specification:	Type a free-text value

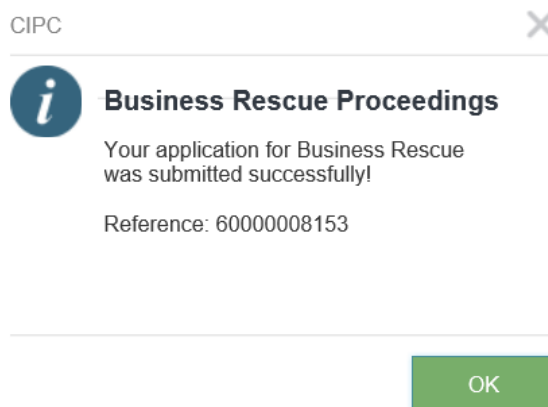
- a. The Industry information is used for statistical information and is mandatory regardless as to whether Court Order or CoR123.1 was selected.
- b. Select the **Level** using the drop down list of the SIC codes used by SARS sic code converter version 7.
- c. It is only necessary to select the main Standard industrial classification (SIC) code level and then type the description of the main business activity undertaken at the time of submitting the application.

Note: This will be confirmed at back office level and the application will be rejected for correction of information (or called rework) if such is illegible.

15. Select **Submit** to complete the submission of information.

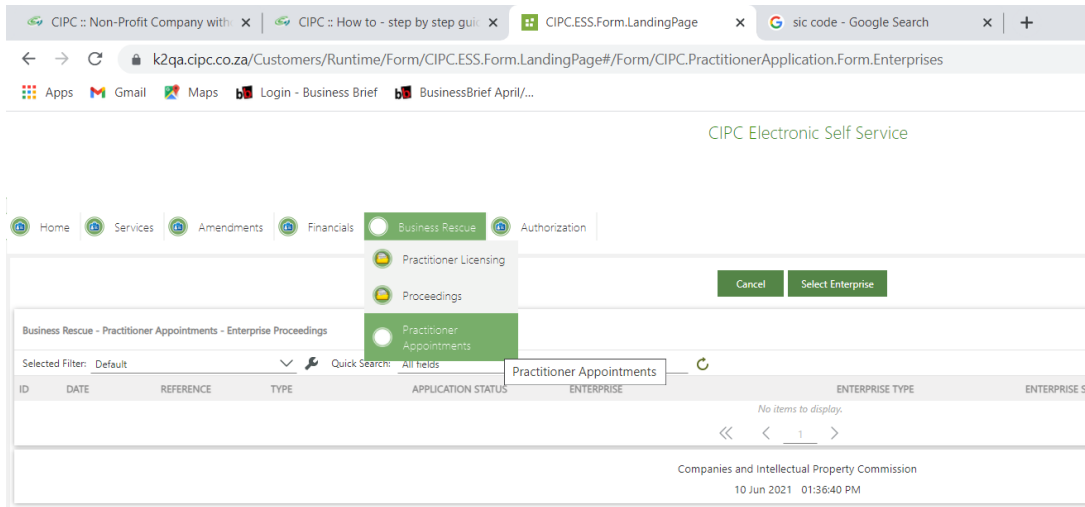


16. A message will display to indicate whether the application was successfully submitted with a **Reference Number** for the application. If any validations failed, a message will appear, indicating that information is outstanding or otherwise the validation failures will be highlighted with red.



Note: Business Rescue Proceedings and the moratorium will only commence upon Approval of the submitted information and documents by back office. CIPC will provide a Confirmation Letter that Business Rescue Proceedings commenced via e-mail, where after such Confirmation Letter must be provided to affected parties within the legally required time period as stated in section 129 of the Companies Act, 71 of 2008, and to the Business Rescue Practitioner appointed.

17. Once the **Confirmation Letter** is received, proceed to **Business Rescue / Practitioner Appointments** service.



18. If application is rejected, e-mail will be sent requesting for correction of the application (or rework). The outstanding or corrected information must be provided by clicking Business Rescue/Proceedings and then on the relevant company or close corporation and then clicking **View Application**.

a. Update with corrected information and then click **Submit**.

