NOTICE TO CUSTOMERS

ONLINE FACILITY FOR CLOSE CORPORATION AMENDMENTS (CK2)

The Companies and Intellectual Property Commission (CIPC) would like to remind customers about the online facility for the amendment of close corporation detail (CK2 form). This online functionality has several advantages, for example, electronically submitted documents can be processed without re-typing information, which minimises errors, and it saves time and is more cost effective for both CIPC and the customer.

In order to lodge close corporation (CK2) amendments using the online facility the following steps must be followed:

Step 1: If you do not have a customer code yet, register as a CIPC Customer by clicking on www.cipc.co.za/Customer registration and complete relevant fields;

Step 2: Ensure that money is paid into your customer account if you want to change the name of the close corporation, the principle business or the financial year. View CIPC banking details under Quick Links on the left menu to see how to pay money into your account.

Step 3: Click on Additional services on the left menu, and provide the username and password under Customer Login on the left menu.

Step 4: Click on close corporations/amend detail of close corporations on the left menu. Complete Enterprise name, Enterprise number and security code and click on the tab New Amendment. Complete all fields and required changes in the fields displayed. If change to the name of the close corporation has been made, a form CoR9.1 needs to be completed before the CK2 can be submitted. Click on save and Submit Amendment.

Step 5: A tracking number will appear on the screen. Write the tracking number down for future reference and enquiries.

Customers are urged to provide correct contact details to enable CIPC to follow up with them in case of a query.

A step by step guide on how to complete the process, including print screens is available on the website on the left menu I want to...

Customers are encouraged to take advantage of this online platform, which can be accessed through the CIPC website at www.cipc.co.za.

Sincerely,

Ms Astrid Ludin
COMMISSIONER: CIPC

Business Address
77 Meintjes Street
the dti Campus
Sunnyside
0001

Postal Address
Companies
P O Box 429
Pretoria
0001

Contacts
National: 086 100 2472
International: +2712 394 9500
www.cipc.co.za