



## CONTACT DETAILS, FORMS & SUPPORTING DOCUMENTS REQUIRED WHEN TRANSACTING WITH CIPC

COURT DOCUMENTS AND COURT ORDERS (ONLY RELATING TO COMPANIES, CLOSE CORPORATIONS AND CO-OPERATIVES)				
Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Court orders relating to companies, close corporations and co-operatives</i>	Court document and/or court order	<ul style="list-style-type: none"><li>Content of the court order must clearly state what is required from CIPC, if not, the court order MUST be accompanied by the notice of motion.</li></ul>	<a href="mailto:corporatelegalservices@cipc.co.za">corporatelegalservices@cipc.co.za</a>	<b>R0.00</b>

<b>NAME RESERVATIONS</b>				
<b>Function</b>	<b>Forms to complete</b>	<b>Supporting documents required</b>	<b>E-mail address for filing applications</b>	<b>Fees</b>
<i>Name Reservation</i>	<b>Process fully automated. Access via E-services or Third party Channel</b>			<b>Name Reservation R50 - electronic</b>
<i>Associated Name reservations</i>	<ul style="list-style-type: none"> <li>CoR9.1</li> </ul>	<ul style="list-style-type: none"> <li>Certified ID of applicant</li> <li>Letter from owner of company / close corporation / co-operative / trade mark (if associated name is used and if ticked yes at any of the options under item 1(2) or 2)</li> <li>Certificate of Translation if name is in any other language than one of the official languages of South Africa</li> </ul>	<a href="mailto:namereservationsandregistrations@cipc.co.za">namereservationsandregistrations@cipc.co.za</a>	<b>Name Reservation R75 - manual</b>
<i>Extension of Name Reservation</i>	<b>Process fully automated. Access via E-services or Third party Channel</b>			<b>Extension of Name Reservation or Defensive Name R50 – manual R30 - electronic</b>
<i>Defensive name</i>	<ul style="list-style-type: none"> <li>CoR10.1</li> </ul>	<ul style="list-style-type: none"> <li>Proof that applicant has a material interest in name</li> </ul>	<a href="mailto:namereservationsandregistrations@cipc.co.za">namereservationsandregistrations@cipc.co.za</a>	<b>Defensive Name Reservation R250 - manual Extension of Defensive Name R50 – manual</b>
<i>Application to transfer a reserved or registered name</i>	<ul style="list-style-type: none"> <li>CoR11.1</li> </ul>	<ul style="list-style-type: none"> <li>Details of the transferor</li> <li>Reserved name and reservation number as it appear on the CoR9.4</li> <li>Name and address of the transferee</li> <li>Certified copies of identity documents standard for both transferor and transferee</li> </ul>	<a href="mailto:namereservationsandregistrations@cipc.co.za">namereservationsandregistrations@cipc.co.za</a>	<b>R75 - electronically R100 - manually</b>

## CLOSE CORPORATION AMENDMENTS

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Close corporation amendments</i></p>	<ul style="list-style-type: none"> <li>• <b>CK2</b></li> </ul> <p>Purpose of CK2:</p> <ul style="list-style-type: none"> <li>• Change in principal business</li> <li>• Change in name</li> <li>• Change in membership detail</li> <li>• Change in financial year end</li> </ul>	<ul style="list-style-type: none"> <li>• Certified ID of applicant</li> <li>• Certified ID copies of all members and resigning members</li> <li>• Certified copies of passports and in the case of refugees or asylum seekers – a certified copy of valid prescribed documentation.</li> <li>• A certified copy of notice of the meeting and an extract of the minutes signed by all the members of the CC where a resolution to appoint or remove a member was made must be lodged together with every CK2 application which involves change of membership.</li> <li>• In the case of a deceased member, an executor's letter issued by the Master of the High Court. The CK2 document must be signed by the executor. A certified ID copy of the executor of the estate must also be attached.</li> </ul>	<p>The request for close corporation amendments will not be affected until a certified scanned copy of the CK2 or CK2A, signed by all the members and resigning members of the CLOSE CORPORATION, as well as all the supporting documents are received by CIPC.</p>	<p><b>CK2 – R30</b> (only for change in name, principal business or financial year end.)</p>
<p><i>Close corporation amendments</i></p>	<ul style="list-style-type: none"> <li>• <b>CK2A</b></li> </ul> <p>Purpose of CK2A:</p> <ul style="list-style-type: none"> <li>• Change in address</li> <li>• Change in accounting officer</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Change in accounting officer</b> - attach an appointment letter of the new accountant and a letter of consent from the accounting officer.</li> <li>• Certified ID of applicant</li> <li>• Certified ID copies of all members and resigning members</li> <li>• Where there is more than one member all members should provide certified copies thereof, including the person who will be lodging on behalf of others.</li> </ul>	<p>The request for close corporation amendments will not be affected until a certified scanned copy of the CK2 or CK2A, signed by all the members and resigning members of the CLOSE CORPORATION, as well as all the supporting documents are received by CIPC.</p>	<p><b>CK2A – free of charge</b></p>

## DEREGISTRATION AND RE-INSTATEMENTS FOR COMPANIES AND CLOSE CORPORATIONS

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Re-instatement</i>	<ul style="list-style-type: none"> <li>• CoR40.5</li> </ul>	<ol style="list-style-type: none"> <li>(1) Certified identity copy of the applicant;</li> <li>(2) Certified identity copy of the owner of the customer code;</li> <li>(3) Multiple Deed search (deed search of each of the 10 regional deeds offices);</li> <li>(4) Letter from the Department of Public Works, ONLY if the multiple deed search reflects immovable property;</li> <li>(5) Sufficient documentary proof indicating that the company or close corporation was in business or that it had any outstanding assets or liabilities (e.g property, intellectual property rights), at the time of deregistration.</li> <li>(6) Mandate from the applicant confirming that the customer may submit on his/her behalf</li> </ol>	<a href="mailto:Re-instatements@cipc.co.za">Re-instatements@cipc.co.za</a>	<b>R200</b>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Deregistration</i>	<p>An original letter head of either the company or close corporation or any other person applying for deregistration. The letter must contain the following information,</p> <ul style="list-style-type: none"> <li>• statement and sufficient documentary proof confirming that: (i) the company or close corporation is not carrying on business or is dormant, <b>and</b> (ii) has no assets or, because of the inadequacy of its assets, that there is no reasonable probability of the company being liquidated;</li> <li>• tax number (if available);</li> <li>• if the company or close corporation submits the request, the letter must be signed by each active director, member or the company or close corporation's duly authorised representative or otherwise by the person who is requesting the deregistration; and</li> <li>• a certified ID copy of any of the persons' signing the letter wherein deregistration is required.</li> </ul>	<ul style="list-style-type: none"> <li>• sufficient documentary proof confirming that: (i) the company or close corporation is not carrying on business or is dormant, <b>and</b> (ii) has no assets or, because of the inadequacy of its assets, that there is no reasonable probability of the company being liquidated;</li> <li>• tax clearance certificate or any other written confirmation from the South African Revenue Services (SARS) that no tax liability is outstanding; and</li> <li>• a certified ID copy of any of the persons' signing the letter wherein deregistration is requested.</li> </ul>	<a href="mailto:deregistrations@cipc.co.za">deregistrations@cipc.co.za</a>	<b>R0.00</b>

## REGISTRATION OF COMPANIES

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Private company short form</i></p>	<p>Forms have been developed into an online application.</p> <p>Access via</p> <ul style="list-style-type: none"> <li>• ABSA, FNB. Standard Banks, or Nedbank (banking channel)</li> <li>• SST</li> <li>• Third Party Channel</li> <li>• E-services</li> </ul>	<p>If E-services:</p> <ul style="list-style-type: none"> <li>• Signed generated documents</li> <li>• Certified ID of applicant</li> <li>• Certified ID of all incorporators and directors</li> <li>• Power of attorney (if applicable)</li> <li>• If there is a trust or company/juristic person as an incorporator, the resolution, as well as the certified ID copy of the duly authorised representative must be attached</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> <li>• <b>Banking Channel, Self Service Terminals and Third party Channel is fully automated and no documents are required to be submitted.</b></li> </ul>	<p>Electronically – email supporting documents for electronic registration to <a href="mailto:eservicescoreg@cipc.co.za">eservicescoreg@cipc.co.za</a> OR use Upload functionality via CIPC website.</p>	<p><b>R175</b> minus name reservation fee if name was reserved i.e.</p> <p><b>R125</b> if name was reserved electronically</p> <p><b>R100</b> if name was reserved manually</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Profit company long form</i></p>	<p><b>Main forms:</b></p> <ul style="list-style-type: none"> <li>• CoR14.1 and CoR15.1B</li> </ul> <p><b>Secondary forms</b></p> <ul style="list-style-type: none"> <li>• CoR14.1 Annexure A</li> <li>• CoR14.1 Annexure B (if name to be reserved at incorporation)</li> <li>• CoR14.1 Annexure C (if ring fencing)</li> <li>• CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed)</li> </ul>	<ul style="list-style-type: none"> <li>• CoR9.4 (if applicable) - Confirmation notice of name reservation</li> <li>• Certified ID of applicant</li> <li>• Certified ID of all incorporators and directors</li> <li>• Power of attorney (if applicable)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> </ul>	<p>Email application form and supporting documents to <a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a></p>	<p><b>R475</b> minus name reservation fee if name was reserved i.e.</p> <p><b>R425</b> if name was reserved electronically</p> <p><b>R400</b> if name was reserved manually</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Non Profit company without members short form</i></p>	<p>Forms have been developed into an online application.</p> <p>Access via</p> <ul style="list-style-type: none"> <li>• Third Party Channel</li> <li>• E-services</li> </ul>	<p>If E-services:</p> <ul style="list-style-type: none"> <li>• Signed generated documents</li> <li>• Certified ID of applicant</li> <li>• Certified ID of all incorporators and directors Power of attorney (if applicable)</li> <li>• If there is a trust or company/juristic person as an incorporator, the resolution, as well as the certified ID copy of the duly authorised representative must be attached</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> <li>• <b>Self Service Terminals and Third party Channel is fully automated and no documents are required to be submitted.</b></li> </ul>	<p>Electronically - Email <b>ESERVICES</b> application form and supporting documents to <a href="mailto:eservicescoreg@cipc.co.za">eservicescoreg@cipc.co.za</a> OR use Upload functionality via CIPC website.</p>	<p><b>R175</b> minus name reservation fee if name was reserved i.e.  <b>R125</b> if name was reserved electronically  <b>R100</b> if name was reserved manually</p>



Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Non Profit company without members long form</i>	<p><b>Main forms</b></p> <ul style="list-style-type: none"> <li>CoR14.1 and CoR15.1D</li> </ul> <p><b>Secondary forms</b></p> <ul style="list-style-type: none"> <li>CoR14.1 Annexure A</li> <li>CoR14.1 Annexure B (if name to be reserved at incorporation)</li> <li>CoR14.1 Annexure C (if ring fencing)</li> <li>CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed)</li> </ul>	<ul style="list-style-type: none"> <li>CoR9.4 (if applicable) - Confirmation notice of name reservation</li> <li>Certified ID of applicant</li> <li>Certified ID of all incorporators and directors</li> <li>Power of attorney (if applicable)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> </ul>	Email application form and supporting documents to <a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>	<p><b>R475</b> minus name reservation fee if name was reserved i.e.</p> <p><b>R425</b> if name was reserved electronically</p> <p><b>R400</b> if name was reserved manually</p>
<i>Non Profit company with members long form</i>	<p><b>Main forms</b></p> <ul style="list-style-type: none"> <li>CoR14.1 and CoR15.1E</li> </ul> <p><b>Secondary forms</b></p> <ul style="list-style-type: none"> <li>CoR14.1 Annexure A</li> <li>CoR14.1 Annexure B (if name to be reserved at incorporation)</li> <li>CoR14.1 Annexure C (if ring fencing)</li> <li>CoR14.1 Annexure D (if auditor, audit committee members and/or company secretary is appointed)</li> </ul>	<ul style="list-style-type: none"> <li>CoR9.4 (if applicable)</li> <li>Certified ID of applicant</li> <li>Certified ID of all incorporators and directors</li> <li>Power of attorney (if applicable)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> </ul>	Email application form and supporting documents to <a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>	<p><b>R475</b> minus name reservation fee if name was reserved i.e.</p> <p><b>R425</b> if name was reserved electronically</p> <p><b>R400</b> if name was reserved manually</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<b>Registration of External Company</b>	<p><b>Main forms</b></p> <ul style="list-style-type: none"> <li>CoR20.1 and CoR20.1 Annexure A</li> </ul> <p><b>Secondary forms</b></p> <ul style="list-style-type: none"> <li>CoR21.1</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of Memorandum of Incorporation, Certified copy of Certificate of Incorporation or comparable document registered in the foreign jurisdiction</li> <li>Certified copy of current Registration Certificate, if different</li> <li>Translated copies of any such document if the original is not in an official language of the Republic.</li> <li>Certified ID of applicant</li> <li>Certified ID of all incorporators and directors Power of attorney (if applicable)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> </ul>	Email application form and supporting documents to <a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>	<b>R400</b>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Transfer of Foreign Company to the Republic</i></p>	<ul style="list-style-type: none"> <li>CoR 17.1</li> </ul>	<ul style="list-style-type: none"> <li>A letter of law of the jurisdiction in which the company is registered permits such transfer</li> <li>Memorandum Of Incorporation; Complete and signed (CoR 15.1 A or B or unique MOI)</li> <li>Copy of the certificate of its current registration issued by the jurisdiction in which it is registered at the time of the application,</li> <li>Copy of recent annual financial statements,</li> <li>Copy of the shareholder resolution approving the transfer of the registration to the Republic; and</li> <li>Affidavit</li> <li>Certified ID of applicant</li> <li>Certified ID of all incorporators and directors</li> <li>Power of attorney (if applicable)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> </ul>	<p>Email application form and supporting documents to <a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a></p>	<p><b>R400</b></p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<b>Conversion of Close Corporation to a Company</b>	<p><b>Main Form:</b> CoR18.1 (tracking number)</p> <p><b>Secondary forms:</b> (CM1,2,2A,2B,2C,2D,CK2.CK2A)</p> <ul style="list-style-type: none"> <li>• CoR39 for initial directors</li> <li>• CoR21.1 change in registered address</li> <li>• CoR25 Change in financial year</li> <li>• CoR44 Auditors appointment</li> <li>• CoR44 Company secretary</li> <li>• CoR44 Audit Committee member</li> <li>• CoR9.4 Reserve name ( if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• The Original written resolution or statement of consent</li> <li>• Certified ID of applicant</li> <li>• Certified ID of all incorporators and directors</li> <li>• Power of attorney (if applicable)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> </ul>	<a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>	<p>The fee is equivalent to the fee for filing a Notice of Incorporation. See above.</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><b>Notice of Amalgamation or Merger</b></p>	<ul style="list-style-type: none"> <li>• CoR89</li> </ul> <p><b>The following should be noted:</b></p> <ol style="list-style-type: none"> <li>1. Notice of Amalgamation or Merger application must be submitted to <a href="mailto:CoR89@cipc.co.za">CoR89@cipc.co.za</a></li> <li>2. Once the application is submitted the application cannot be withdrawn or placed on hold.</li> <li>3. This mailbox is reserved for the processing of notice of amalgamation or mergers only.</li> <li>4. Once the company has been deregistered via an amalgamation or merger, it cannot be re-instated via a CoR40.5. A court order re-instating the company must be obtained and submitted to <a href="mailto:re-instatements@cipc.co.za">re-instatements@cipc.co.za</a>.</li> <li>5. It is advisable that the content of the Amalgamation or merger be implemented before submitting the CoR89 to the CIPC. In the instance of property, proof that CIPC has processed the CoR89 is sufficient evidence for the relevant property register the transfer of such property.</li> <li>6. Kindly refer to Circular 28 of 2013 of the Registrar of Deeds for the requirements of the Registrar of Deeds to affect the amalgamation or merger on its registry.</li> </ol>	<ul style="list-style-type: none"> <li>• Certified ID of applicant and directors</li> <li>• Letter authoring deregistration of company</li> <li>• Signed Agreements for the Merging companies (confirming that all Assets, securities have been transferred to the remaining company)</li> <li>• Special Resolution containing minutes of the meeting held when changes take place</li> <li>• Statement declaring that the company is solvent</li> </ul> <p>Depending on the content of the merger and amalgamation:</p> <ul style="list-style-type: none"> <li>• If changing the MOI: <ul style="list-style-type: none"> <li>○ CoR15.2</li> </ul> </li> <li>• If registering a new company: <ul style="list-style-type: none"> <li>○ CoR15.1A, 15.1B or Own MOI,</li> <li>○ CoR14.1</li> <li>○ CoR14.1 Annexure A</li> <li>○ CoR9.4 (if registering a name)</li> </ul> </li> <li>• Certified ID of all incorporators and directors</li> <li>• Power of attorney (if applicable)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only foreign nationals may submit a certified passport copy. South African citizens must submit a green bar-coded/ smart ID copy (both sides of the smart ID must certified).</li> </ul>	<p><a href="mailto:CoR89@cipc.co.za">CoR89@cipc.co.za</a></p>	<p><b>R250</b> plus prescribed fee for each MOI amendment and new company registration</p>

**COMPANY CHANGES (CoR39 etc.)**

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Notice of Change in Registered Office</i>		N/A		R0.00
		<b>Process fully automated.</b> <b>Access via E-services or Third party Channel</b>		
<i>Notice of Location of Company Records</i>	<ul style="list-style-type: none"> <li>CoR22</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of ID of applicant</li> </ul>	<a href="mailto:companychanges@cipc.co.za">companychanges@cipc.co.za</a>	R0.00
<i>Notice of Person Authorised to Accept Service</i>	<ul style="list-style-type: none"> <li>CoR21.2</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of ID of applicant</li> </ul>	<a href="mailto:Cor21.2@cipc.co.za">Cor21.2@cipc.co.za</a>	R0.00
<i>Notice of Change in Financial Year End</i>		N/A		R100
		<b>Process fully automated.</b> <b>Access via E-services or Third party Channel</b>		
<i>Notice of Change to Company Secretary and Auditor</i>	<ul style="list-style-type: none"> <li>CoR44</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of ID of applicant</li> <li>Certified copies of ID audit committee members and committee members – if applicable</li> <li>Letter of newly appointed Auditor / Co Secretary reflecting their Register and Postal Addresses.</li> </ul>	<a href="mailto:Cor44@cipc.co.za">Cor44@cipc.co.za</a>	R0.00

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Notice of Change of Directors</i></p>	<ul style="list-style-type: none"> <li>CoR39</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of ID of applicant</li> <li>Certified copies of ID of resigning, appointed and active directors</li> <li>If electronic filing, a copy of CoR39 to must be filed with the other supporting documents for the electronic transaction to be unlocked.</li> </ul> <p>Depending on the nature of change:</p> <ul style="list-style-type: none"> <li>Proof of disqualification or delinquency (Court order / sequestration)</li> <li>Proof of death (Appointment as Executor Letter / death certificate)</li> <li>Proof of incapacitation (Court order appointing a curator / sequestration)</li> <li>Proof of resignation (Letter of resignation)</li> <li>Proof of appointment (Letter of acceptance of appointment / minutes appointing director)</li> <li>Mandate for applicant to lodge notice on behalf of the company</li> <li>Resolution or minutes of the meeting in terms of which director has resigned/appointed/removed/not re-appointed</li> </ul>	<p><b>ELECTRONICALLY (VIA WEBSITE)</b> - Email supporting documents to <a href="mailto:eservicescoreg@cipc.co.za">eservicescoreg@cipc.co.za</a> OR use Upload functionality via CIPC website.</p> <p><b>MANUAL</b> – Where COR39 Form is completed by hand/typed. Email to <a href="mailto:manualcor39@cipc.co.za">manualcor39@cipc.co.za</a></p> <p><b>Note:</b> customers are advised and encouraged to file Cor39 director changes electronically, as the turnaround time for electronic applications is 5 days from the date of receipt of the supporting documents, and that of manual applications is 30 days from tracking the document</p>	<p><b>R0.00</b></p>

## SPECIAL RESOLUTIONS AND COMPANY AMENDMENTS

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Notice of Amendment of Memorandum of Incorporation (MOI)</i>	<b>Main forms</b> <ul style="list-style-type: none"> <li>CoR15.2</li> </ul> <b>Secondary forms</b> <ul style="list-style-type: none"> <li>CoR15.1 B, C, D, E or own MOI (if aligning MOI)</li> <li>CoR15.2 Annexure A - if ring fencing</li> </ul>	<ul style="list-style-type: none"> <li>Certified copy of the written resolution or minutes of the meeting at which the decision to amend was taken</li> <li>Certified copy of ID of signatory (active director/company secretary or representative)</li> <li>Power of attorney – if representative</li> <li>Certified copy of ID of applicant</li> </ul>	<a href="mailto:moiamendments@cipc.co.za">moiamendments@cipc.co.za</a>	<b>R250</b>
<i>Company Name Change</i>	<b>N/A</b>  <b>Process fully automated.</b> <b>Access via E-services or Third party Channel</b>			<b>R250, except if first company name change AND registered name is the registration number</b>  <b>Name reservation R75/R50</b>
<i>Notice of alteration of MOI and company rules</i>	<ul style="list-style-type: none"> <li>CoR15.3</li> </ul>	<ul style="list-style-type: none"> <li>Copy of proof of publication</li> <li>Originally certified ID copy of signatory (active director/company secretary/representative)</li> <li>Power of attorney – if representative</li> <li>Originally certified ID copy of applicant</li> <li>Copy of MOI or extract of MOI indicating corrections</li> </ul>	<a href="mailto:moiamendments@cipc.co.za">moiamendments@cipc.co.za</a>	<b>R250</b>



Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<b>Notice of Translation of MOI</b>	<ul style="list-style-type: none"> <li>CoR15.4</li> </ul>	<ul style="list-style-type: none"> <li>Copy of translated Memorandum of incorporation</li> <li>Translation Certificate</li> <li>Originally certified ID copy of signatory (active director/company secretary/representative)</li> <li>Power of attorney – if representative</li> <li>Originally certified ID copy of applicant</li> </ul>	<a href="mailto:moiamendments@cipc.co.za">moiamendments@cipc.co.za</a>	<b>R250</b>
<b>Notice of Consolidation of MOI (CoR15.5)</b>	<ul style="list-style-type: none"> <li>CoR15.5</li> </ul>	<ul style="list-style-type: none"> <li>Consolidated Memorandum of Incorporation</li> <li>Sworn statement by director/attorney or notary republic</li> <li>Originally certified ID copy of signatory (active director/company secretary/representative)</li> <li>Power of attorney – if representative</li> <li>Originally certified ID copy of applicant</li> </ul>	<a href="mailto:moiamendments@cipc.co.za">moiamendments@cipc.co.za</a>	<b>R250</b>
<b>Voluntary Winding Up for solvent companies and cc's</b>	<ul style="list-style-type: none"> <li>CoR40.1</li> </ul>	<p><b>(Section 82 of Companies Act, 2008)</b></p> <ul style="list-style-type: none"> <li>Security - JM12 or consent to dispense with security – if winding up is by company / members</li> <li>Certified copy of the written special resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to wind-up was taken</li> <li>Certified ID copy of signatory (active director/company secretary/representative)</li> <li>Certified ID copy of owner of customer code</li> <li>Power of attorney – if representative</li> </ul>	<a href="mailto:liquidations@cipc.co.za">liquidations@cipc.co.za</a>	<b>R250</b>

<p><b>Voluntary Winding up for insolvent companies and cc's</b> (Chapter 14 of the Companies Act, 1973)</p>	<ul style="list-style-type: none"> <li>• CM26</li> </ul>	<p><b>(Chapter 14 of the Companies Act, 1973)</b></p> <ul style="list-style-type: none"> <li>• CM25a or CM25 plus notice of the meeting</li> <li>• Certified copy of the written special resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to wind-up was taken</li> <li>• Security - JM12 or consent to dispense with security – if winding up is by company</li> <li>• CM100 – Statement of Company Affairs duly deposited</li> <li>• Certified ID copy of signatory on the CM 26 (active director/company secretary/representative)</li> <li>• Certified ID copy of owner of customer code</li> <li>• Power of attorney – if representative</li> </ul>	<p><a href="mailto:liquidations@cipc.co.za">liquidations@cipc.co.za</a></p>	<p><b>R80 Plus R150</b> penalty if not lodged within a month after the meeting</p>
<p><b>Conversion of Par Value Shares to No Par Value Shares</b></p>	<ul style="list-style-type: none"> <li>• COR15.2</li> <li>• CoR31</li> </ul>	<ul style="list-style-type: none"> <li>• Original or certified copy of the written board resolution or minutes of the meeting at which the decision to convert was taken</li> <li>• Originally certified ID copy of signatory</li> <li>• Power of attorney – if representative</li> <li>• Originally certified ID copy of applicant</li> <li>• Board report in terms of Reg 31(7)</li> </ul>	<p><a href="mailto:moiamendments@cipc.co.za">moiamendments@cipc.co.za</a></p>	<p><b>R250</b></p>

## BUSINESS RESCUE

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Notice of beginning of Business Rescue proceedings</i>	<ul style="list-style-type: none"> <li>CoR 123.1</li> </ul>	<ul style="list-style-type: none"> <li>CoR123.1 (duly completed including customer code and signature)</li> <li>Certified ID copy of the owner of the customer code</li> <li>Sworn statement with reasons for resolution set out in detail</li> <li>PI Score break down and total</li> <li>Indication of primary business activities</li> <li>Resolution by company / close corporation to start business rescue</li> <li>Practitioner Nomination letter by company /close corporation</li> <li>Acceptance letter from Practitioner</li> </ul>	<a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a>	<b>R0.00</b>
<i>Notice of Termination of Business Rescue proceedings</i>	<ul style="list-style-type: none"> <li>CoR125.2</li> </ul>	<ul style="list-style-type: none"> <li>CoR125.2 (duly completed including customer code and signature of practitioner)</li> <li>Certified ID copy of the owner of the customer code</li> </ul>	<a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a>	<b>R0.00</b>
<i>Notice of Substantial Implementation of Business Rescue Plan</i>	<ul style="list-style-type: none"> <li>CoR125.3</li> </ul>	<ul style="list-style-type: none"> <li>CoR125.3 (duly completed including customer code and signature of practitioner)</li> <li>Certified ID copy of the owner of the customer code</li> </ul>	<a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a>	<b>R0.00</b>
<i>Notice of appointment of Business Rescue Practitioner</i>	<ul style="list-style-type: none"> <li>CoR123.2</li> </ul>	<ul style="list-style-type: none"> <li>CoR123.2 (duly completed including customer code and signature of the active Director / Board member)</li> <li>Signed acceptance letter from the practitioner accepting the appointment</li> </ul>	<a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a>	<b>R0.00</b>
<i>Application for license as a Business Rescue Practitioner</i>	<ul style="list-style-type: none"> <li>CoR126.1</li> </ul>	<ul style="list-style-type: none"> <li>See Notice 48 of 2016 (Guideline for the application for conditional licensing as a business rescue practitioner)</li> </ul>	<a href="mailto:businessrescue@cipc.co.za">businessrescue@cipc.co.za</a>	<b>R500</b>

CONVERSIONS				
Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<i>Conversion from close corporation to private company</i>	<p><b>Main forms</b></p> <ul style="list-style-type: none"> <li>CoR18.1</li> </ul> <p><b>Secondary Form:</b></p> <ul style="list-style-type: none"> <li>CoR15.1A, B or own Memorandum of Incorporation (MOI)</li> </ul>	<ul style="list-style-type: none"> <li>Original or certified copy of the written resolution or minutes (accompanied by the agenda/notice) of the meeting at which the decision to convert was taken</li> <li>CoR39 to appoint initial directors</li> <li>Certified copy of ID of directors</li> <li>Certified copy of ID of applicant</li> <li>Written statement in the form of a letter that the close corporation is not in liquidation or engaged in business rescue proceedings</li> <li>CoR21.1 – if a change in registered office</li> <li>CoR25 - if a change in financial year end</li> <li>CoR44 - if a change in auditor or the appointment of an auditor</li> <li>CoR44 - if a change in company secretary or the appointment of a company secretary</li> <li>CoR44 - if a change in audit committee members or the appointment of an audit committee</li> <li>CoR9.4 (reserved name) or CoR9.1 - if a change in name</li> </ul>	<a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>	<p><b>R175.00</b> or <b>R475.00</b> depending on MOI</p> <ul style="list-style-type: none"> <li><b>CoR25</b> - if a change in financial year end – R100</li> <li><b>CoR9.4</b> – name reservation <b>R75.00</b> for manual reservation/<b>R50.00</b> electronic name reservation</li> </ul>
<i>Conversion from one type of company to another</i>	<p><b>Main forms</b></p> <ul style="list-style-type: none"> <li>CoR15.2</li> </ul> <p><b>Secondary forms</b></p> <ul style="list-style-type: none"> <li>CoR15.2 Annexure A if the MOI of the company is to contain any ring fencing provisions</li> <li>CoR15.1, B, C, D, E or own MOI</li> </ul>	<p>Certified ID copy of directors</p> <ul style="list-style-type: none"> <li>Certified ID copy of applicant</li> <li>Original or certified copy of the written resolution or minutes of the meeting at which the decision to convert was taken</li> <li>Relevant MOI for newly adopted company type</li> </ul>	<a href="mailto:moiamendments@cipc.co.za">moiamendments@cipc.co.za</a>	<b>R250</b>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<p><i>Conversion from company to co-operative</i></p>	<p><b>Main forms</b></p> <ul style="list-style-type: none"> <li>• CR1</li> </ul> <p><b>Secondary forms</b></p> <ul style="list-style-type: none"> <li>• CR4 or CR8</li> <li>• Constitute in duplicate</li> <li>• CR5 or CoR9.4 if change of name with conversion</li> </ul>	<ul style="list-style-type: none"> <li>• Certified ID copy of applicant</li> <li>• Certified ID copy of member document(s)</li> <li>• <b>Proof of</b></li> <li>• (1 Written notice of at least 3 months that the proposal has been given to each creditor who has a claim exceeding R1000.00;</li> <li>• Any creditors who have demanded payment of any amount due to them have been paid in full; and</li> <li>• (3) No creditor will be prejudiced by the conversion.</li> <li>• Copy of the resolution and explanation of the reasons for the conversion</li> <li>• Proof of the company registration</li> <li>• Two certified copies of the company memorandum and articles of association</li> <li>• A certified copy of the latest audited financial statements of the company</li> <li>• A schedule of the full names and addresses of the members, number of shares and class of shares held by each one in the company and the occupation of the members</li> <li>• A schedule of full names and addresses of the directors of the company</li> <li>• A schedule of particulars and extent of the interest of the company in any other company.</li> </ul>	<p><a href="mailto:cooperativesonline@cipc.co.za">cooperativesonline@cipc.co.za</a></p>	<p><b>R215</b> Name reservation – <b>R75</b> manually OR <b>R50</b> electronically</p>

Function	Forms to complete	Supporting documents required	E-mail address for filing applications	Fees
<b>Conversion from co-operative to company</b>	<b>Main form</b> <ul style="list-style-type: none"> <li>• Same as for new incorporation</li> </ul>	<ul style="list-style-type: none"> <li>• Cover letter, requesting conversion to a company and cancellation of the registration of the co-operative.</li> <li>• A copy of the proposal by the board of directors at a general meeting of members to convert to a company and the detailed reasons for the proposed conversion. This proposal must have been approved by special resolution of members.</li> <li>• A copy of the notice of the general meeting.</li> <li>• <b>A declaration by the board of directors stating</b> <ul style="list-style-type: none"> <li>○ that the application to convert complies with the provisions of the Co-operatives Act, 2005 and</li> <li>○ that the interests of creditors will be protected in accordance with section 64 of the Co-operatives Act, 2005.</li> </ul> </li> <li>• <b>Proof of</b> <ul style="list-style-type: none"> <li>○ Written notice of at least 3 months that the proposal has been given to each creditor who has a claim exceeding R1000.00; and</li> <li>○ Any creditors who have demanded payment of any amount due to them, have been paid in full; and</li> <li>○ No creditor will be prejudiced by the conversion.</li> </ul> </li> <li>• Approval letter from the Registrar of Co-Operatives</li> </ul>	<a href="mailto:companydocs@cipc.co.za">companydocs@cipc.co.za</a>	

## FINANCIAL STATEMENTS

<p><i>Reportable Irregularities arising from Independent Review of financial statements.</i></p>	<p><b>Main Form</b></p> <ul style="list-style-type: none"> <li>• <b>No form</b></li> </ul>	<ul style="list-style-type: none"> <li>• No supporting documents required</li> </ul>	<p><a href="mailto:independentreview@cipc.co.za">independentreview@cipc.co.za</a></p>	<p><b>R0.00</b></p>
<p><i>Audited Financial Statements and Independently Reviewed Financial Statements</i></p>	<p><b>Main Form</b></p> <ul style="list-style-type: none"> <li>• <b>No Form</b></li> </ul>	<ul style="list-style-type: none"> <li>• No supporting documents required</li> </ul>	<p><a href="mailto:financialstatements@cipc.co.za">financialstatements@cipc.co.za</a> OR upload via <a href="http://www.cipc.co.za/index.php/contact-us/register-customer/financial-statements">http://www.cipc.co.za/index.php/contact-us/register-customer/financial-statements</a></p>	<p><b>R0.00</b></p>
<p><i>Annual Financial Supplement</i></p>	<p><b>Main Form</b></p> <ul style="list-style-type: none"> <li>• <b>CoR30.2</b></li> </ul> <p>Form has been converted into an online form</p>	<ul style="list-style-type: none"> <li>• No supporting documents required</li> </ul>	<p><a href="http://www.cipc.co.za/index.php/contact-us/register-customer/financial-accountability-supplement">http://www.cipc.co.za/index.php/contact-us/register-customer/financial-accountability-supplement</a></p>	<p><b>R0.00</b></p>

## List of forms and purpose of company and close corporation forms

<b>FORM</b>	<b>PURPOSE OF FORM</b>
CoR 9.1	Application to reserve a company name
CoR 9.2	Application for extension of name reservation
CoR 10.1	Application for Defensive Name Registration
CoR 10.2	Application for Renewal of Defensive Name Registration
CoR 11.1	Application to Transfer Reserved or Registered Name
CoR 14.1	Notice of Incorporation (Must have Memorandum of Incorporation attached)
Cor14.1 App A	Notice of Incorporation – initial directors of the company
Cor14.1 App B	Notice of Incorporation – alternative names for the company
Cor14.1 App C	Notice of Incorporation – notice of ring fencing provisions
Cor14.1 App D	Notice of Incorporation – notice of company appointments
Cor14.1 App E	Notice of Incorporation
CoR 15.1	Standard Form of Memorandum of Incorporation (May be in any form A, B, C, D or E)
Cor15.1A	Short standard form for private companies
CoR15.1B	Long standard form for profit companies
CoR15.1C	Short standard form non profit companies without members
CoR15.1D	Long standard form non profit companies without members
CoR15.1E	Long standard form non profit companies with members
CoR 15.2	Notice of Amendment to the Memorandum of Incorporation (Draft of proposed amendment may be lodged for vetting purposes)
CoR 15.3	Notice of Alteration of Memorandum of Incorporation (purpose of correcting mistakes such as errors, etc)
CoR 15.4	Notice of Translation of Memorandum of Incorporation (into another SA official language)
CoR 15.5	Notice of Consolidated revision of Memorandum of Incorporation (3 or more amendments have been made)
CoR 16.1	Notice of adoption, alteration or repeal of Company Rules
CoR 16.2	Notice of result of rule ratification vote
CoR 17.1	Application by foreign company to transfer registration to the Republic of South Africa
<b>FORM</b>	<b>PURPOSE OF FORM</b>
CoR 18.1	Notice of Conversion of a Close Corporation to a Company (relevant Memorandum of Incorporation to be attached)

V2.0

April 2017



CoR 20.1	Notice of Registration of External Company
CoR 21	Notice of Change of registered office
CoR 25	Notice of Change of financial year end
CoR 39	Notice of Change concerning a director
CoR 40.1	Notice of Resolution to Wind up solvent company
CoR 40.2	Notice of Transfer of company jurisdiction to a foreign country
CoR 40.5	Application for re-instatement of de-registered company
CoR 46.3	Application to Commission to exclude categories of persons from rights offers
CoR 46.4	Application to Commission to register prospectus (draft can be filed prior to CoR 46.4)
CoR 46.6	Application to permit information to be excluded from prospectus
CoR 89	Notice of Amalgamation or Merger
CoR 123.1	Notice of Business Rescue Proceedings to start
CoR 123.2	Notice of appointment of Business Rescue Practitioner
CoR 126.1	Application for license as a Business Rescue Practitioner
CoR 134.1	Application to Commission to be accredited ADR provider
CK2	Registration of an amended founding statement
CK2A	Amendment regarding Accounting Officer and addresses
CK2/CK2A Control Sheet	Use this Control sheet to verify that ALL information is correctly submitted with your CK2(A) forms.
CK5	Court order for alteration of founding statement
CoR 9.1	Application for name/translated/shortened (only for existing CC's)
CoR 40.1	Notice of resolution to wind up solvent CC
CoR 40.5	Application for re-instatement of deregistered CC