How to Reserve a Company Name On-Line

Does your business have a Name?

The CIPC makes reserving a name simple, cost effective and efficient

CIPC Contact Number: 086 100 2472
CIPC Website: www.cipc.co.za
Postal Address: PO Box 429, Pretoria, 0001

QUERY RESOLUTION:
Service delivery standards can be viewed at www.cipc.co.za. A three tier escalation process must be followed in an attempt to address the enquiry, where after customers can lodge a formal complaint with the CIPC ombud at ombud@cipc.co.za.

WARNING:
CIPC does not have any agents. Please be aware of fraudsters offering loans or other business advice and always verify credentials.

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You can register a company on the CIPC website with or without a company name. If you wish to register a company with a name, you must first reserve a name. Once you have an approved name, you can proceed to register your company with the name. In order to change an existing name or add a name to a company that is trading with its registration number, you will first need to reserve a name and then apply for a name change.

1. **Register as a customer**
   - Go to [www.cipc.co.za](http://www.cipc.co.za)
   - Click on "Register as a customer"
   - Create a Customer Code by completing the form and typing in 6 letters or digits and a password by typing in 8 letters or digits or combination of both.
   - Go to [www.cipc.co.za](http://www.cipc.co.za)
   - Click on "Login to E-Services"
   - Continue to follow the prompts. The fields will be verified. If there is any problem or missing information, an error message will display in red, indicating what is required. Correct the fields as indicated and click on "Register" again.
   - If the registration was successful, the following message will display: "Register as a customer. You have successfully registered an account. Please deposit money into your virtual account"
   - **Forgot your customer code or password:** Please scan and email a signed letter (preferably on a company letterhead), as well as a certified copy of your ID to: resetpassword@cipc.co.za
   - **Skip this step,** if you already have a customer code.

2. **Deposit Funds**
   - Pay R50 into the CIPC bank account for each name reservation application
   - **CIPC Banking Details:**
     - **Bank Institution:** ABSA
     - **Account Type:** Transmission Account
     - **Account Name:** CIPC
     - **Account Number:** 4055681017
     - **Branch name:** Van der Walt Street
     - **Branch Code:** 632005
     - **Reference:** Use your 6-Digit customer code. Add the date of the transaction after your customer code in the following sequence dd/mm/yyyy and add 01 (must make up a 16 digit code) E.g: MAKGOS1308201301
   - Pay into the CIPC bank account
   - It will take approximately 48 hours to reflect in the CIPC account. ABSA to ABSA deposits will take 30 minutes.

3. **Reserve a Name**
   - Go to [www.cipc.co.za](http://www.cipc.co.za)
   - Click on “Login to E-Services”
   - Click on “Name Reservation”
   - Select and Click on “Proposed Names”
   - Click on “continue” with the reservation and “Print”
   - You will receive an email notifying you if any of the names were successful (Cor 9.4 approved name reservation) also stating the period of availability.
   - The service delivery standard for these changes is 5 working days from the date of receipt, provided that all the requirements are met.

   - **Capture four names in order of preference**
   - **Note:** Ensure that you capture the names accurately. If you make a mistake you will need to apply for a name change at a later stage.
   - **Click on “Submit”.** Please ensure that you only press “submit” once. If you press the button more than once, you will be making multiple submissions and will be charged for them individually.
   - **Click on “continue” with the reservation and “Print”**
   - **You can track the progress of your document by checking on our website.** Go to “Additional Services”, select “Customers” and then select “Document Status”.
   - **To check the tracking number,** go to “Customer Transactions” under “Customers”