NOTICE TO CUSTOMERS

Notice 25 of 2016

COMPANY AND CLOSE CORPORATION DOCUMENTS AND CERTIFICATES

Dear Customers,

Kindly find the process to retrieve MOI documents and Certificates (if not received) after lodgement:
- Visit the CIPC website at www.cipc.co.za and click on On-line transacting/Certificates and Disclosures
- Log in with your customer code and password;
- Confirm correct details by clicking on “edit customer details” - ensure that the e-mail and cell phone number are correct;
- Click on certificates and disclosures;
- Click the required service:
  o Reprint New Company registration document;
  o Reprint Director (CoR 39) document;
  o Reprint Close Corporation Amendment (CK2) document;
  o The system generates the document and sends it to the customer’s e-mail address.

To retrieve MOI documents after company has been registered:
- Click on certificates and disclosures;
- Click on MOI Documents - select transaction;
- The system generates the document and sends it to the customer’s e-mail address.

Kindly note that only Directors may retrieve company documents. Each Director must register their own customer code and password. The ID of the Director links to all the companies he/she is director of.

Sincerely,

Mrs. Astrid Ludin
Commissioner: CIPC
....7. October 2014