

Step by Step Guide: Company & CC Address Change

In order to use this step by step guide, you should have registered a customer code and have adequate credit in your customer code.

- Consult the step by step guide for Customer Registration for assistance in registering a customer code.
- Consult the Contact Us on the home page for the CIPC banking details.

1. Visit the CIPC website www.cipc.co.za, and click on **On-line transacting**.

Companies and Intellectual Property Commission

Register your Business

- Register as a Customer
- Register a Company
- Register a Co-operative
- Other useful info
- Help for your business

Maintain your Business

- File Annual Returns
- Information on Annual Returns
- Change Directors of companies
- Change members of CC
- Name changes
- Business Rescue
- Re-instatements
- Close Corporations
- Co-operatives
- Other

Protect your IP

- Trade Marks
- Patents
- Designs
- Copyright
- Intellectual Property Enforcement

Business & IP Search

- Name / Enterprise Search
- Copies of business documents
- Download certificates
- Request perusal of files
- Electronic Data Sales
- Perusal of company and CC files
- IP E-Services

2. Click on **Company and Close Corporation address changes**.

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On-line transacting

Home > On-line transacting

R Register as a Customer

To do any transactions with CIPC, you first have to register as a customer.

e E-Services

1. Name Reservations
2. Private Company Registrations
3. Company Director changes (CoR39)
4. Close corporation member amendments (CK2)
5. Annual returns
6. Company and close corporation address changes
7. Company and close corporation financial year end changes
8. Certificates & Disclosures
9. Enterprise Enquiry
10. Customer Transactions

Annual Returns

Additional Services

- Check Document Status
- Name Search

IP e-Services

- IP Online
- Public Patent Search
- E-Journal
- E-Filing Sign-In
- E-Searching: Trade Marks (coming soon)
- IP Trade Portal

3. Click on **Customer Login**.

You are here: CIPC eServices » Home

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a member of the dti group

Logged in as: Not logged in

Welcome to CIPC eServices system

Select a service below. For all other services click on "customer login".

- eServices Home
- Customer Login**
- Password Reset
- Customer Registration

REGISTER COMPANY
REGISTER A NEW COMPANY

AMEND DIRECTORS
AMEND COMPANY DIRECTOR DETAILS

AMEND MEMBERS
AMEND CLOSE CORPORATION MEMBERS

ANNUAL RETURNS
FILE ANNUAL RETURNS

To transact with CIPC you must:

- Have a valid CIPC customer code
- Have a valid cellphone number and email address

To register as a CIPC customer

- Click on Customer Registration on the left menu and complete required details
- Your username and password will be emailed and SMSed to you
- Log in by clicking on Customer Login and provide your customer code and password each time you transact

To login into the Self-help system

- Click on Customer Login on the left menu
- If you have forgotten your username, click on Customer Login and type in your ID number
- If you have forgotten your password, click on Password Reset and type in your ID number

Please note:

- This process only caters for the registration of private companies with the standard Memorandum of Incorporation

Login

4. Complete the required fields and click on **Login**.

- a. Customer Code
- b. Customer Password (case sensitive)
- c. Security code (case sensitive)
- d. Click on CIPC Terms & Conditions to read it, and in the circle next to it to accept the terms and conditions


Select **Forgot Password** if you require your customer password to be resend to you.

- [Self-help Home](#)
- [Customer Login](#)
- [Password Reset](#)
- [Customer Registration](#)

Login to CIPC eServices

Customer Code

Customer Password (case sensitive)



Enter security code displayed above. (case sensitive)

Tick to accept the CIPC Terms & Conditions

[Login](#)
[Forgot Password?](#)

Before you login make sure you have a valid email address as you will not be able to proceed with filing your annual returns if you don't have one. You can register for a free email address at GMail.

5. The landing page of E-services will be displayed. Click on **Company & CC Address Change**.

- [Self-help Home](#)
- [Edit Customer Details](#)
- [Logout](#)
- [Balance: R 0.00](#)

 REGISTER A NEW COMPANY	 AMEND COMPANY DIRECTOR DETAILS	 AMEND CLOSE CORPORATION MEMBERS	 FILE ANNUAL RETURNS
 NAME RESERVATIONS	 COMPANY & CC ADDRESS CHANGE	 CO & CC FINANCIAL YEAR END CHANGE	 CERTIFICATES & DISCLOSURES
 ENTERPRISE ENQUIRY	 CUSTOMER TRANSACTIONS	 TRANSACTION STATUS	 AUDITORS & ACCOUNTING OFFICERS

You are here: CIPC eServices » Home Logged in as: S50645 | Balance: R 0.00

6. Enter the Enterprise Number and click on **Validate**.

7. Confirm that the detail of the correct entity is displaying and click on **Continue**.

8. Complete the required fields and click on **Lodge**. Compulsory fields are indicated with an asterisk (*). The fields are:
 - a. Effective Date
 - b. *Email Address
 - c. Website Address
 - d. *Physical Address
 - e. *Postal Address

Companies may only select an effective date 5 working days from the date of lodging the change. Close corporation change may be immediate.

9. The next screen will confirm that the address change has been lodged. The address change is updated on the system.
10. The customer will receive an e-mail confirmation that the application has been lodged, and indicating the date when the request will be processed.



eServices Home

Edit Customer Details

Logout

Balance: R 0.00

ADDRESS CHANGE FILED!

Your request to change the address for entity with enterprise number K2015000123 has been filed. The address change will take effect on 2015/04/28. A confirmation email has been sent to your email address.

Logout

11. To display/confirm the changes, you can generate a new disclosure certificate by clicking on “Home” and then on “**Certificates & Disclosures**”.