



Companies and Intellectual  
Property Commission

a member of the dti group

## NOTICE TO CUSTOMERS (Notice 66 of 2017)

### CHANGES RELATING TO FREE DISCLOSURES AND RETRIEVAL OF MOI DOCUMENTS

Kindly take note of the following changes relating to free disclosures and retrieval of MOI documents as effective from 15 December 2017:

#### Memorandum of Incorporation documents:

A decision was made by CIPC to only issue free Memorandum of Incorporation (MOI) documents to directors of the relevant company. All other customers must pay a fee of R30 to download any company MOI. See Annexure A for a print screen for the MOI Retrieval request. Customers registering a new company will only receive the Registration Certificate (CoR14.3).

#### Free Disclosures

The free disclosure now has limited information (name, addresses and who the directors are, with ID numbers masked), a detailed disclosure costs R30.

The following E-services will be available without signing in with customer code and password:

- Name search
- Free disclosure
- Person search

Sincerely,

Andre Kritzinger

Acting Commissioner: CIPC

20 / 12 / 2017



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### Annexure A: Print screen for Retrieval of Incorporation (MOI) Documents

- 1. Directors:** click on +Expand to view the full list of companies and requesting an request the incorporation documents. A message will display that you are not an active director in any companies if you registered the companies manually, or are not a director of the company.
- 2. Any other customer:** Type in the Enterprise Number and click on Generate Certificate. R30 will be deducted from the customer code.

**Reminder:** MOI documents can only be retrieved if the company was registered via E-Services. If registered manually (with tracking numbers starting with 111, you need to do a Paper-based disclosure to receive the MOI documents (See link <http://www.cipc.co.za/index.php/find-enterprise-ip-informatr/moo2/> )

You are here: CIPC eServices > Enterprise Disclosures > Company MOI Documents

Generate Registration Documents to Customer Email

PLEASE NOTE: The documents generated from this page are ONLY for Short Standard MOI for \*

- COR15 1A - Short Standard Form for Private Companies
- COR15 1C - Short Standard Form for Non Profit Companies Without Members

Use this section if you are a director: Click on [+] Expand to view your list of companies [+] Expand

Use this section if you are not a director. You will be charged R30 for every request.

Enterprise Number

GENERATE CERTIFICATE

1. Directors

2. Any other customer