Step by Step Guide: Registration of Non Profit Company (NPC) without members with a Standardised Memorandum of Incorporation (CoR 15.1C Registration)

Requirements for registering a non-profit company without members with a Standardised Memorandum of Incorporation:

1. The minimum number of directors must be 3
2. Each director must also be an Incorporator (irrespective of the number of directors)
3. The ID numbers of directors are validated with Department of Home Affairs
4. Only South African Citizens can be appointed as directors and incorporators via E-Services. Foreign directors must make use of the manual process
5. A director may not be an alternate director if a full director is not appointed first.
6. The fee structure: R175 including name reservation and R125 without a name reservation
7. The Form Code for NPC – CoR15.1C with supporting documents

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.
2. **Click on Login**

You are here: CIPC eServices > Home

ENTERPRISE NAME SEARCH

SEARCH

Enterprise Number Enquiry

Enter your enterprise name or number to conduct an enterprise name search.

Please fill in your enterprise number and click on "Go" to search for the enterprise.

You can also search for the enterprise by searching the number.

Please enter your enterprise name or number and click on "Go" to search for the enterprise.

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PLEASE NOTE

You are using: Firefox 44.0

CIPC eServices System

Welcome to the CIPC eServices System. To transact on this portal you must have a valid CIPC customer code. Please note that currently you can only register a private company with a standard memorandum of incorporation, all other company types must be filed manually. Forms are available on www.cipc.co.za

**CUSTOMER REGISTRATION & LOGIN**

- Click on “Customer Registration”
- Indicate whether you are South African or not
- Type in ID or passport number
- South Africans are verified with Home Affairs
- Fill in required details
- Choose password and answer security question
- Login using customer code and password
- Security code and password are case sensitive

**SERVICE OFFERED**

- Private company registration
- Company director amendments
- CC member amendments
- Annual returns
- Name reservations
- Auditor changes
- B-BBEE certificates

**PASSWORD RESET**

**OPTION 1**

- Click on “Password Reset”
- Answer security question
- New password will be sent via email

**OPTION 2**

- Email resetpassword@cipc.co.za, with
  - Certified ID or passport copy
  - Customer code
  - Current email address
  - Current cellphone number

Please note that security code and password are case sensitive.

You can also search for the enterprise by entering your enterprise name or number.

Please enter your enterprise name or number and click on "Go" to search for the enterprise.

You can also search for the enterprise by entering the enterprise number.

Please enter your enterprise name or number and click on "Go" to search for the enterprise.

You can also search for the enterprise by entering the enterprise number.

PLEASE NOTE

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3. Type your customer code and customer password 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

**Note:** Select **Forgot Password** if you require your customer password to be resend to you. If you have never used the E-Services and experience challenges to reset your password, send an e-mail to resetpassword@cipc.co.za requesting your password to be reset. Include the following in your email:

- Customer code
- Full name and Surname
- ID number
- Certified copy of your ID document (certification should not be longer than 3 months ago)
- Letter (signed by customer) requested resetting of password
- Updated e-mail address
4. The Landing page of e-Services will be displayed. Click on Register a New Company.
5. A drop-down will be displayed. Click on the arrow and choose the relevant type of company.
   a. Private Company – Pty Ltd or
   b. Non Profit Company - NPC

6. Complete the required fields on the screen:
   a. How Directors will be appointed: A drop down will appear, with the following options. Select the relevant option:
      i. During the annual general meeting held within 6 months after financial year end
      ii. General directors meeting/ round robin approval by directors, within 10 working days after resignation/death of any director
   b. Main Objective: A drop down will appear, with the following options. Select the relevant option:
      i. Community Social Welfare
      ii. Community Youth Development
      iii. Community Health Services
      iv. Community Economic Empowerment and Foundation
      v. Religious Worship and other religious community outreach activities
      vi. Community Development and Educational Development
      vii. Home Owner Association
   c. ID Number: Enter the ID number of the Director of the company and click on the + (Add) button to add all directors. The system will confirm the validity of the ID Number. Click on the Continue Button.
7. A screen will display, requesting you to capture the details of the directors. Click on Edit and complete the details of the directors (all of them please), and click on Save. Please note that directors cannot share email addresses and cell phone numbers.
8. The Company Registration: Directors and Incorporators screen will display. Complete the required fields and click on Save and click on Continue.
   a. Director Type – click on the drop down menu to display the options
      i. Director
      ii. Alternate Director
   b. Surname
   c. Name(s)
   d. Country of Origin
   e. ID Number
   f. Director Status – this option is greyed out and cannot be selected
   g. Appointment Date
   h. Date of Birth
   i. Cell phone Number
   j. Email Address
   k. Physical Address
   l. Postal Address

<table>
<thead>
<tr>
<th>ID</th>
<th>Passport Number</th>
<th>Surname</th>
<th>Name(s)</th>
<th>Director Type</th>
<th>Cellphone No</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2009090020088</td>
<td>KILOKOW</td>
<td>CHRISTA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Director Details

- Select Director Type
- Select Country
- Select province
- Tick to copy your physical address to the postal address fields
- Select answer
9. Complete the Company Details on the next screen and click on **Save**.
   a) Financial Year End
   b) Email Address
   c) Website Address
   d) Company Physical Address
   e) Company Postal Address

10. The next screen provide options regarding **Name reservation**, namely:
    a. Apply for a name as part of this process;
    b. Use a name that has already been approved;
    c. Register a company using an enterprise number as the name.

**Option 1: Applying for a name as part of the process.** Click on this option if you want to apply for a name as part of the process. Company will only be added to the company registration queue after the proposed name has been approved. If all proposed names fail, then the company will still be registered using the company's enterprise number as the company name. You will have to apply for another name and when it's approved you will have to follow a company name change process.

**Option 2: Name already approved:** If you have already applied for a name then your company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.
Option 3: Register using the enterprise number as company name: Your Company will be added to the company registration queue immediately, on condition that there is enough credit in your customer account.

11. **Option 1: Applying for a name as part of the process.**

12. **Applying for a name as part of the process.** Enter at least one or a maximum of four proposed names for the enterprise, in order of preference. Click on Submit Proposed Name. A screen will display, indicating if the exact name test was successful or not. If the test for one of the proposed names was not successful, you will be requested to indicate another proposed name. Click on Back and propose another name. Click on Lodge Name Reservation.
13. The next screen will indicate that the proposed name(s) has been lodged, and provide you with a Reservation (tracking) number. Click on Continue.

14. Once the name has been successfully reserved, confirmation of such reservation will be e-mailed. For guidance on the service delivery standards for name reservations consult About / Our Service Turnaround Times.
Dear customer,

Please do not reply to this message as it is sent from an unattended mailbox.

You submitted a name reservation as part of company registration on our eServices system. This serves as confirmation that your name reservation was submitted.

Name Reservation Reference No: 930008074.

Kind Regards,

**Option 2: Name already approved:**

Click on Use a name that has already been approved.
Enter the Reservation Number of the approved name, and click on Continue.

13. All company and director details will be displayed. Verify the correctness, and click on **Modify Company Details** if you need to edit either the company details or the director details. Click on **Lodge Company**. Please note that the names will appear in Duplicate – once as the Incorporator (Director Type – V) and then as Director (Director Type - D).
13. The screen below will be displayed if your company registration has been filed. Please note that the transaction is not yet completed.

![Image of a screen displaying company registration filed]

14. An email will be sent to the email address that you provided, indicating that a request to register a company has been lodged, and that a separate email with the document for all directors to sign has been sent to the customer logged in.

![Image of an email with the message]

Dear customer,

**Please do not reply to this message as it is sent from an unattended mailbox.**

A request to register a new company has been lodged by CHRIS VAN WYK using customer code C92327.

A separate email with a document for all directors to sign has been sent to the customer, CHRIS VAN WYK with customer code C92327. Requirements are also included on that email.

If the document is not received then the customer can resend it to their mailbox from the website by clicking on
15. The second email will indicate all required supporting documentation needed for registration. Print the e-mailed forms and have indicated directors and incorporators sign at the indicated places.

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Dear Customer,

Please do not reply to this message as it is sent from an unattended mailbox.

A request to register a new company has been lodged by CHRIS VAN WYK using customer code C92327.

A form for all directors to sign is attached. After all directors have signed please scan and send back to eServicesCoReg@cipc.co.za together with the customer's and all directors certified ID copies. Use the tracking number 930008073 in the subject field of your email.
16. Send the signed form and required supporting documents to eServicesCoReg@cipc.co.za for the process to be completed. The following supporting documents are required and must be emailed as a single email – with only one attachment in pdf or tiff format:

- The system generated application form must be signed.
- Scanned certified identity copy of the lodging customer;
- Scanned certified copies of the Identity Documents of the Directors and Incorporators;
- The name confirmation certificate (COR9.4), if applicable;
- Power of attorney (if applicable);

**IMPORTANT NOTE**

- The **tracking number** (e.g. 937291526) must be clearly stated in the subject heading of your email.
- The scanned document must be in TIFF or PDF format.
- The scanned documents must be attached as ONE attachment.
- The CoR9.4 (Confirmation Notice of Name Reservation) must be attached for an approved name. See Annexure A for example of Cor9.4
- The application must be finalised within 31 calendar days from date of lodgement, therefore all forms and supporting documents (with fees paid) **MUST be lodged within 10 calendar days** from date of lodgement. Failure of which will result in the application being rejected.
- Documents must only be lodged once funds are reflecting in the customer code.
- Documents must reflect as an attachment and not form part of the body of the e-mail.
- Documents must be legible and only submitted once.
- Application queried/rejected via the eservicescoreg e-mail cannot be reused. Customers are required to recapture information and get a **new tracking number**. Attach all the supporting documents required email them to dedicated email address for registration (eservicescoreg@cipc.co.za).

17. Once the registration is finalised, the customer will receive an email confirming that the company is registered and a directive back to the CIPC website to retrieve the disclosure certificate and Incorporation (MOI) documents.

18. Go to On-line transacting/Disclosure. Sign in with your customer code and password and click on Disclosures/certificates and then on MOI (Incorporation) Documents to retrieve the documents.
For guidance on the service delivery standards for new company registrations consult About / Our Service Turnaround Times.

If you did not receive feedback via email, and the Service Turnaround Times have lapsed, visit the CIPC website, click on “Enquiries” on the home page under Useful Tools, and log an Enquiry on the system.