Step by Step Guide: Name Reservation

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 Name Reservations.
3. Click on **Customer 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.
5. The landing page of E-services will be displayed. Click on **Name Reservations**.

6. Click on **Proposed Name**.
7. **Name Reservation.** Enter at least one or a maximum of four proposed names for the enterprise, in order of preference. Click on **Submit Proposed Name**.

8. 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, it will be indicated with a cross. Click on Back and propose another name if you want to add another name. Click on **Lodge Name Reservation**.

9. The next screen will indicate that the proposed name(s) has been lodged, and provide you with a tracking number. Click on either Back to **Name Reservations** or on **Home**.

For guidance on the service delivery standards for name reservations consult **About / Our Service Turnaround Times**.
10. Once the name has been approved you will receive an SMS and email confirmation of the name reservation, with the tracking number of the name reservation.