

NOTICE TO CUSTOMERS

(Notice 43 of 2015 – replacing notice 35 of 2015)

REPLACING OF NOTICE 35 OF 2015 WITH NOTICE 43 OF 2015

DISCONTINUATION OF UPLOADING OF CERTAIN DOCUMENTS VIA THE CIPC WEBSITE

Dear Customer

Please note that notice 35 of 2015 are replaced with this notice – Notice 43 of 2015.

Bullet point 7 has been replaced with the following and bullet point 8 added.

- The signed application must be submitted to eservicescoreg@cipc.co.za within **31 calendar days of logging the transaction** on the CIPC website and must adhere to all requirements. Failure of which will result in the application being rejected. Note: this is only applicable to the online applications.
- Sufficient funds in the customer account must be available.

NOTICE TO CUSTOMERS

(Notice 35 of 2015)

Dear Customer

Due to operational reasons, the uploading of documents will be discontinued from 17 June 2015.

Only the following requests/applications will still be done via the website:

- Requests for paper-based disclosure for the public as well as government departments
- Requests for perusal of files
- Standard data sales requests
- Ad hoc data sales requests
- Upload financial accountability supplements

Please ensure that all the specific requirements for submission of documents are met.

All applications for E-Services (electronic CoR39 and new company registrations) have to be submitted via the relevant e-mails and the following specific requirements must be adhered to:-

- The **tracking number** (e.g. 917291526) must be clearly stated in the subject heading of your email. (if applicable) Note: not all transactions lodged have a tracking number.
- The scanned document must be in TIFF or PDF format.
- The scanned documents must be attached as ONE attachment.
- 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.
- The CoR9.4 (Confirmation Notice of Name Reservation) must be attached for an approved name.
- 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. Note: this is only applicable to the online applications (new companies and names).



- If documents are rejected, a new application must be submitted. Customers are required to recapture information and get a **new tracking number**. Attach all the supporting documents required and email them to the relevant address.

For other applications:-

- The application must be submitted as a single e-mail.
- The scanned document must be in TIFF or PDF format.
- 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.
- The size of documents uploaded should not exceed 7 MB. If the size of the application is larger than 7 MB kindly scan your application in a lower resolution (minimum 150 dpi black and white) or TIFF.

Important Note: Ensure that you use the correct email addresses for submitting applications. Documents will not be processed if submitted to incorrect email addresses.

Below, find the relevant email addresses for submission of documents:

Name Reservation

<ul style="list-style-type: none">• Name and defensive name reservations and extensions	<ul style="list-style-type: none">• namereservationsandregistrations@cipc.co.za
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Company Registration

<ul style="list-style-type: none">• New company applications – short standard form for private companies - to e-mail supporting documents once the application was lodged via the CIPC system	<ul style="list-style-type: none">• eservicescoreg@cipc.co.za
<ul style="list-style-type: none">• New Company applications – long standard form for private companies and non profit company registrations OR Notice of Amalgamation or Merger (Manual)	<ul style="list-style-type: none">• companydocs@cipc.co.za
<ul style="list-style-type: none">• Registration of external company	<ul style="list-style-type: none">• companydocs@cipc.co.za
<ul style="list-style-type: none">• Notice of Amalgamation or Merger (Manual)	<ul style="list-style-type: none">• cor89@cipc.co.za

Changes to your Company's Management and Administration

<ul style="list-style-type: none">• Notice of Amendment to the Memorandum of Incorporation	<ul style="list-style-type: none">• moiamentments@cipc.co.za
<ul style="list-style-type: none">• MOI amendment – name change	<ul style="list-style-type: none">• namechange@cipc.co.za
<ul style="list-style-type: none">• Company changes- notice of location of company record	<ul style="list-style-type: none">• companychanges@cipc.co.za



• Notice of person authorised to accept service	• cor21.2@cipc.co.za
• Company changes – notice of change concerning a director - form completed manually	• manualcor39@cipc.co.za
• Company changes – notice of change concerning a director - application submitted via CIPC system	• eservicescor39@cipc.co.za
• Company changes-notice of change of auditor and company secretary (appointments, resignations)	• cor44@cipc.co.za
• Company changes – manual financial year end	• companychanges@cipc.co.za
• Urgent MOI amendment applications for listed companies on the JSE only	• JSEapplications@cipc.co.za

Changing the status of your Company or Close Corporation

• Company and close corporation deregistrations	• deregistrations@cipc.co.za
• Company and close corporation reinstatements	• re-instatements@cipc.co.za
• Company and close corporation liquidations	• liquidations@cipc.co.za
• Application to transfer registration of foreign company	• companydocs@cipc.co.za

Corporate Compliance and Enforcements

• Cor135.1 complaints; request for investigation	• cor135.1complaints@cipc.co.za
• Prospectus Applications and Employee Share Schemes documents	• prospectus@cipc.co.za
• Filing of financial statements (companies and close corporations)	• financialstatements@cipc.co.za
• Filing independent reviews	• independentreview@cipc.co.za

Close Corporation Amendments

• Close corporation amendments - form completed manually	• manualck2@cipc.co.za
• Close corporation amendments - submitted electronically, supporting documents	• eservicesck2@cipc.co.za

Conversions

• Close corporation to company conversions	• companydocs@cipc.co.za
• Conversion from one type of company to another	• moiamendments@cipc.co.za



Companies and Intellectual
Property Commission

Companies Act 71 of 2008

Business Rescue

<ul style="list-style-type: none">• Notice to start Business Rescue Proceedings	<ul style="list-style-type: none">• businessrescue@cipc.co.za
<ul style="list-style-type: none">• Appointment of a Business Rescue Practitioner	<ul style="list-style-type: none">• businessrescue@cipc.co.za
<ul style="list-style-type: none">• Response to filing of Business Rescue Status Report; Business Rescue Terminations and Business Rescue Substantial Implementation	<ul style="list-style-type: none">• businessrescue@cipc.co.za

Your understanding in this regard is appreciated.

Sincerely,

Adv. R. Voller
Acting Commissioner: CIPC

31/8 / 2015