



Companies and Intellectual  
Property Commission  
a member of **the dtic** group

# STEP BY STEP GUIDE: NEW E-SERVICES NEW COMPANY REGISTRATION V3.3

the dti Campus (Block F - Entfufukweni), 77 Meintjies Street, Sunnyside, Pretoria | P O Box 429, Pretoria, 0001  
Call Centre: 086 100 2472  
Website: [www.cipc.co.za](http://www.cipc.co.za)

# Step by Step Guide: New E-services New Company Registration

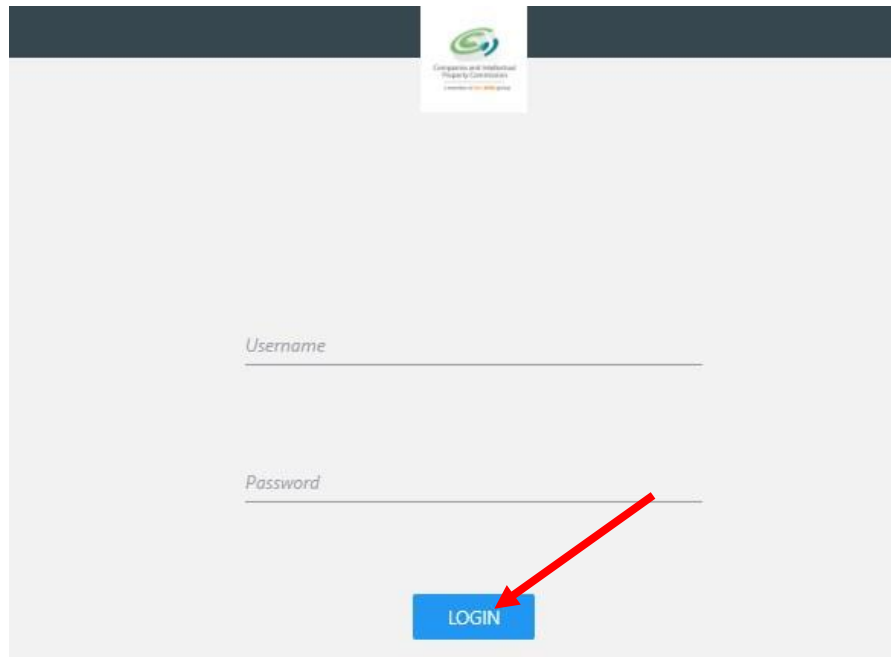
## Note:

- Consult the step by step guide for Customer Registration for assistance on registering on the new e-services platform.
- **Recommended browsers are Internet Explorer or Chrome. (FireFox is not advised)**
- **When using the new e-services platform, the only payment option is via credit or debit card. Payments will only occur when a customer transacts with CIPC. The deposit system will be phased out, and it not available for company registration via New E-Services platform.**
- **Payment must be made within 5 calendar days, failure of which the transaction will be deleted and the processes restarted.**
- No supporting documents need to be send via email to CIPC unless one of the directors and/or incorporators are foreign nationals. However, each customer must familiarize themselves with the CIPC Terms and Conditions, as they agree to them when they register on the New E-services platform.
- CIPC may at any time require any documents that each company must keep record of according to the Companies Act (Act 71 of 2008).
- **Registration certificate of the new company as well as the Memorandum of Incorporation, Web Disclosure and Welcoming Letter, is available for download. The customer who submitted the new company registration and the appointed directors, may download the registration information free of charge for a period of 30 calendar days, where after a fee of R30.00 will be chargeable for each download.**

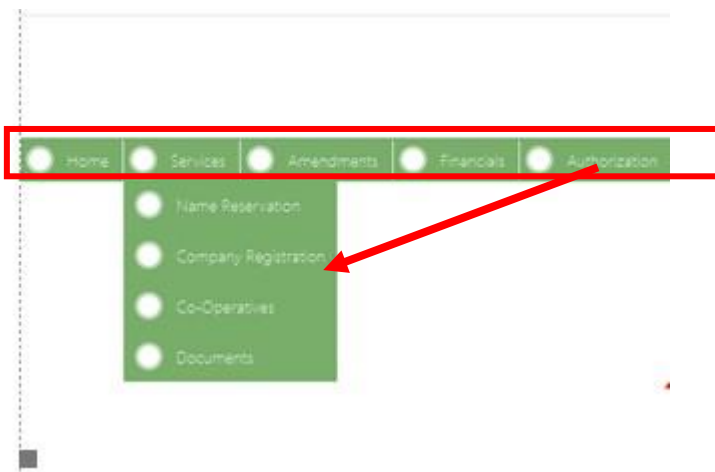
Important: In order to use this step by step guide, you should have registered on the New Eservices platform and verified your details.

**NB: Names approved via New E-services platform cannot be used on any other platform e.g Mobile App, BizPortal or E-Services. The registration of a company or name change must be done via New E-services.**

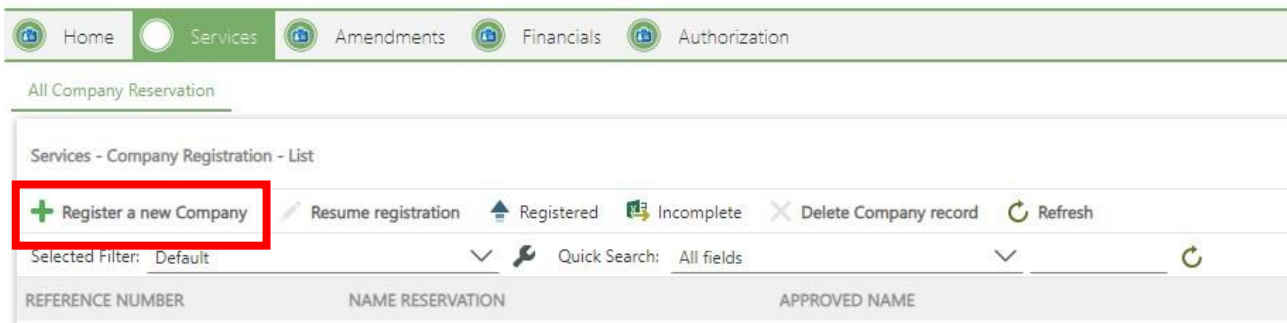
1. Visit the CIPC website [www.cipc.co.za](http://www.cipc.co.za) and click on **On-line transacting/New E-services.**
2. Complete your Username (e-mail address and Password). Click on **Login.**



3. Click on **Services/Company Registration**.

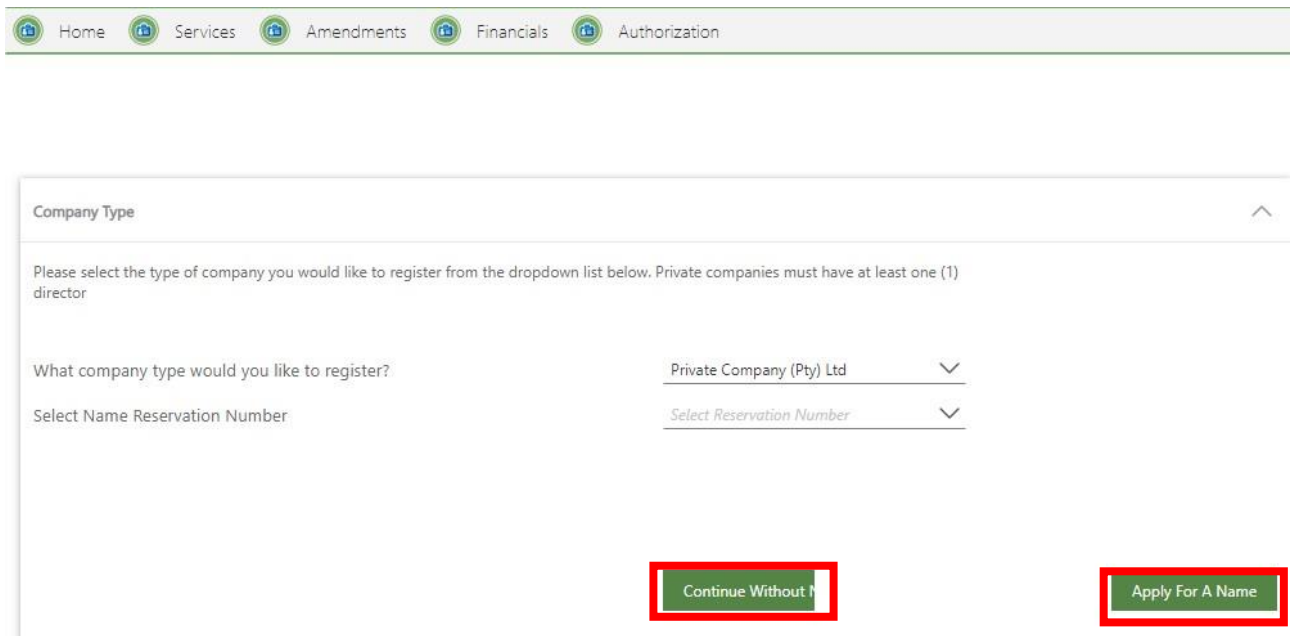


4. Click on **+ Register a new Company**.



5. If you have not applied for a name reservation yet, you can click on **Apply for A Name**. Consult the step by step guide on Name Reservation to apply for a name.

- The Companies Act (Act 71 of 2008) makes also provision for registering a for profit company without a name. You can use the registration number with the suffix (South Africa) of the company as a name. Alternatively, you may apply for a name later, and do an automated company name change. If you prefer this option, select **Continue without a Name**



6. If you applied for a name already, click on the **type of company** you would like to register (currently private company is the only option available via this channel). Click on the drop down for the **Enterprise name**, and select the relevant Name reservation to link to the private company. Click on **Next**.

Home Services Amendments Financials Authorization

Please select the type of company you would like to register from the dropdown list below. Private companies must have at least one (1) director

What company type would you like to register? Private Company (Pty) Ltd

Select Name Reservation Number 60000007121 (JEAN MONIQUE TRE...

Enterprise Name (s)

PROPOSED/ RESERVED NAMES  
JEAN MONIQUE TRENDS

Continue Without Name Reservation Apply For A Name

Back **Next** Save Submit

7. Complete the required Enterprise information and click on **Next**

- Financial Year End
- Enterprise email
- Authorised shares that will be issued  Enterprise Contact Number
- Customer Email (pre-populated)

Home Services Amendments Financials Authorization

Enterprise Information

In compliance with the Companies Act and standard Memorandum of Incorporation (MoI) you need to provide us with founding information for the company.

Which month will the company financial year end be?  How many authorised shares will be issued? 1000 Shares

Enterprise Contact Number: 0833216906

Customer Email  Enterprise Email magdas@mweb.co.za

Back **Next** Save Submit

8. A notice will display, confirming that the Enterprise e-mail address will be regarded as *domicilium citandi et executandi* for purposes of all legal notices to be served by CIPC on the company. Click on **Yes** to continue.

**NB: This means that CIPC may e-mail legal notifications (including notices that must be issued by registered mail), instead of posting it to the company.**

Home Services Amendments Financials Authorization

Enterprise Information

In compliance with the Companies Act and standard Memorandum of Incorporation (MoI) you need to provide us with founding information for the company.

Which month will the company financial year end be?

Enterprise Contact Number:

Customer Email

CIPC.CR.ITEMVIEW.ACKNOWLEDGEMENT

This email address is regarded as domicilium citandi et executandi, for purposes of all legal notices to be served by CIPC on the company.

Yes No

Back Next

9. Complete the Enterprise Location information and click on **Next**
- Business Address
  - Postal Address
  - Location address if not the same as business address

Enterprise Location

Business Address

Street:  Suburb:

City:  Country:

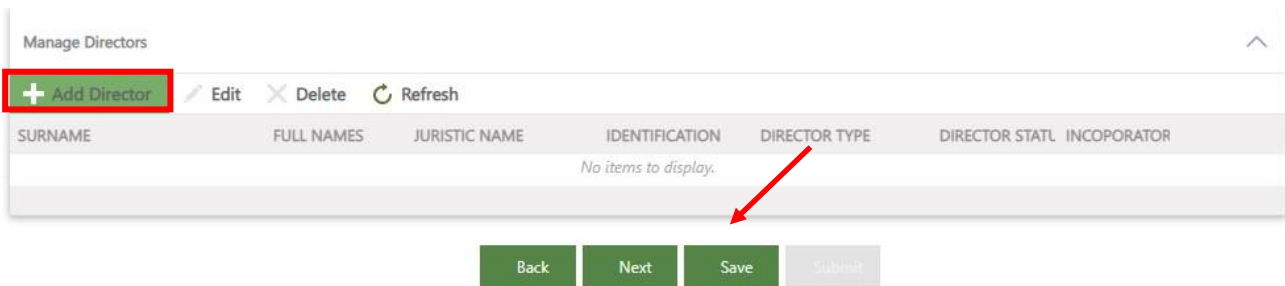
Postal Code:  Region:

Is the Postal address same as business address  Yes  No

Is the Location address same as business address  Yes  No

Back Next Save Submit

10. Click on **+ Add Director** under Manage Directors to add directors to the company. You may save the information and continue later. Click on **Next**

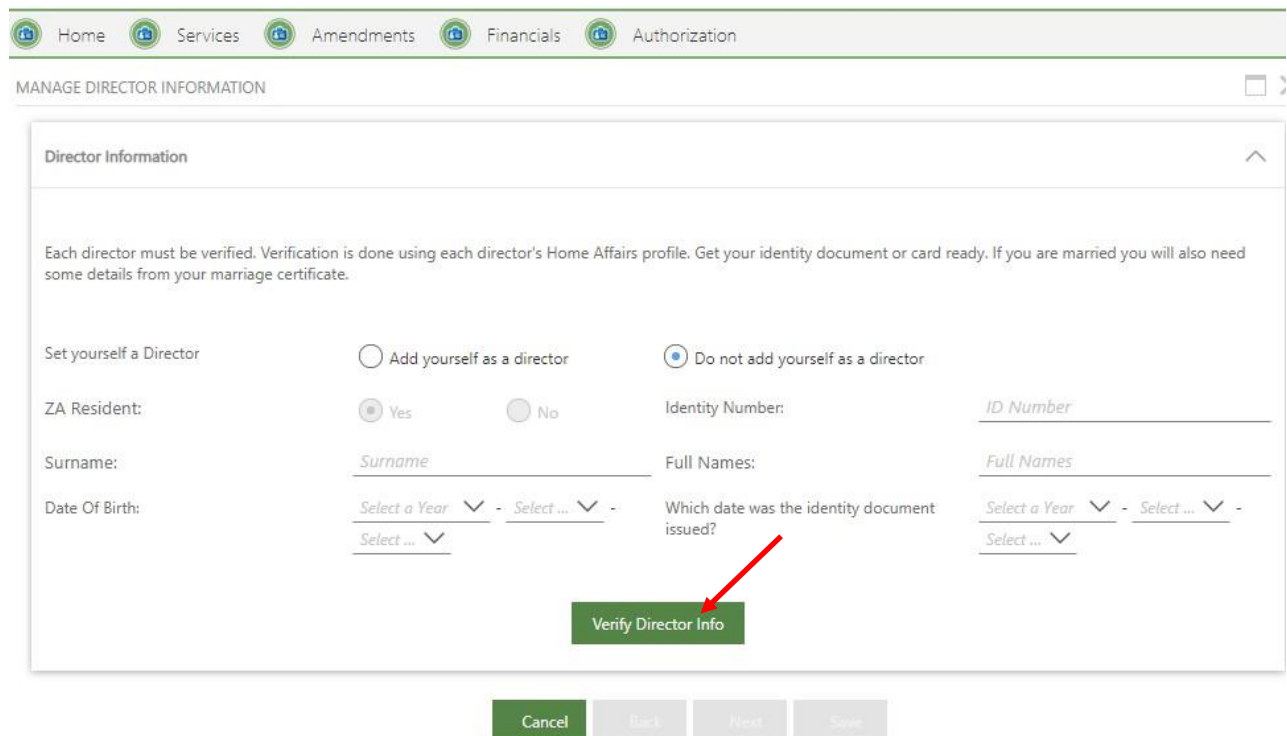


11. Complete the Director's detail and click on **Verify Director Info**.

- For the first director, the question will be asked Add yourself as a Director
- If you ticked Yes, you need to indicate if you are a ZA Resident (Yes/No)
- Surname
- Date of Birth
- ID Number
- Full Names
- Date of issue of ID document

**Note:**

- A director cannot be a minor, and must at least be 18 years of age.
- Companies can only be registered via this channel if all directors are **South African citizens with a RSA Identity Document / Smart Card**. Verification is done via the Department of Home Affairs. Each director's detail is verified. If married, you will need the details from your marriage certificate as well.



12. You will receive confirmation once each director has been verified. Click on **OK**.

Director Information

Each director must be verified. Verification is done using each director's Home Affairs profile. Get your identity document or card ready. If you are married you will also need some details from your marriage certificate.

ZA Resident:  Yes

Surname:

Date Of Birth:

Director Swemmer, Maria Magdalena verified. kindly continue with registration.

OK Cancel

13. Click on **Next** to Continue.

14. Complete the contact details of the director and click on **Next**

- The Director's cellphone number
- The Director's e-mail address
- **Director Type**  Alternate Director  Director  Non Executive Director
- Click the tick box if the Director is also an Incorporator. The first director will automatically be an incorporator.
- Indicate if the relevant director will be responsible for company tax

Home Services Amendments Financials Authorization

MANAGE DIRECTOR INFORMATION

Director Enterprise Information

Please type in contact details for each of the directors listed below. Please note that an Incorporator MUST be a director

What is the director's Cellphone Number?  What is the director's Email Address?

Director Type:  Incorporator

Will you be responsible for company tax?  Yes  No

Cancel Back Next Save



MANAGE DIRECTOR INFORMATION

Director Location

Residential Address

Street: 77 MEINTJIES STR City: SUNNYSIDE

Postal Code: 0001 Country: South Africa

Region: Gauteng

Is the Postal address same as residential address  Yes  No

Cancel Back Next Save

**Note:** An incorporator MUST be a director.

15. Complete the location for the director and click on **Save** □ Residential address
- Postal address if not the same as residential address

MANAGE DIRECTOR INFORMATION

Director Location

Residential Address

Street: 77 MEINTJIES STR City: SUNNYSIDE

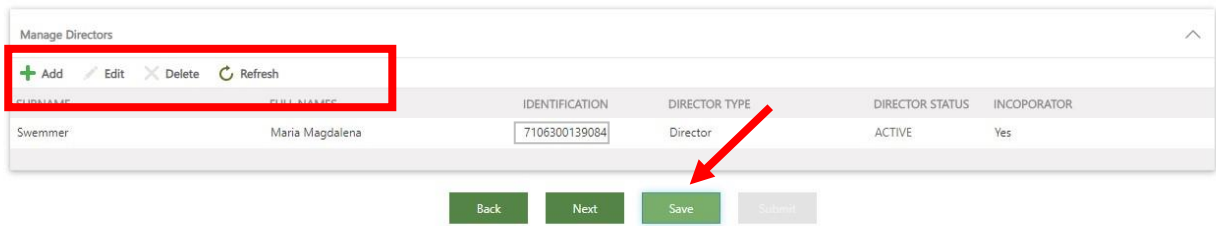
Postal Code: 0001 Country: South Africa

Region: Gauteng

Is the Postal address same as residential address  Yes  No

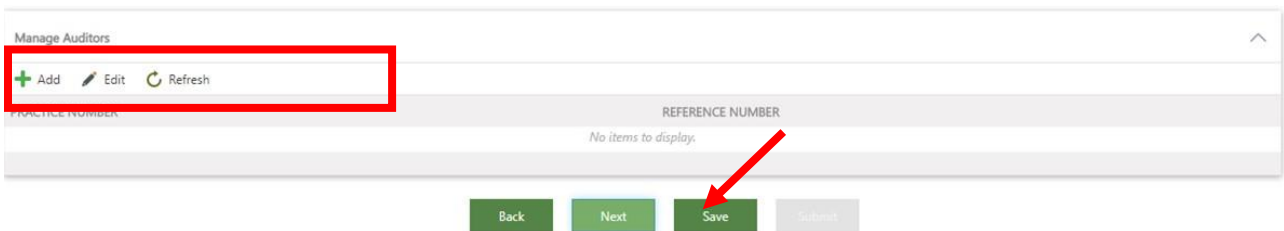
Cancel Back Next Save

16. The details of the director will display. To edit, click/highlight the name of the director, and click on Edit. To add another director, click on **+Add**. Repeat the steps until all directors of the company have been added. Click on **Next**.

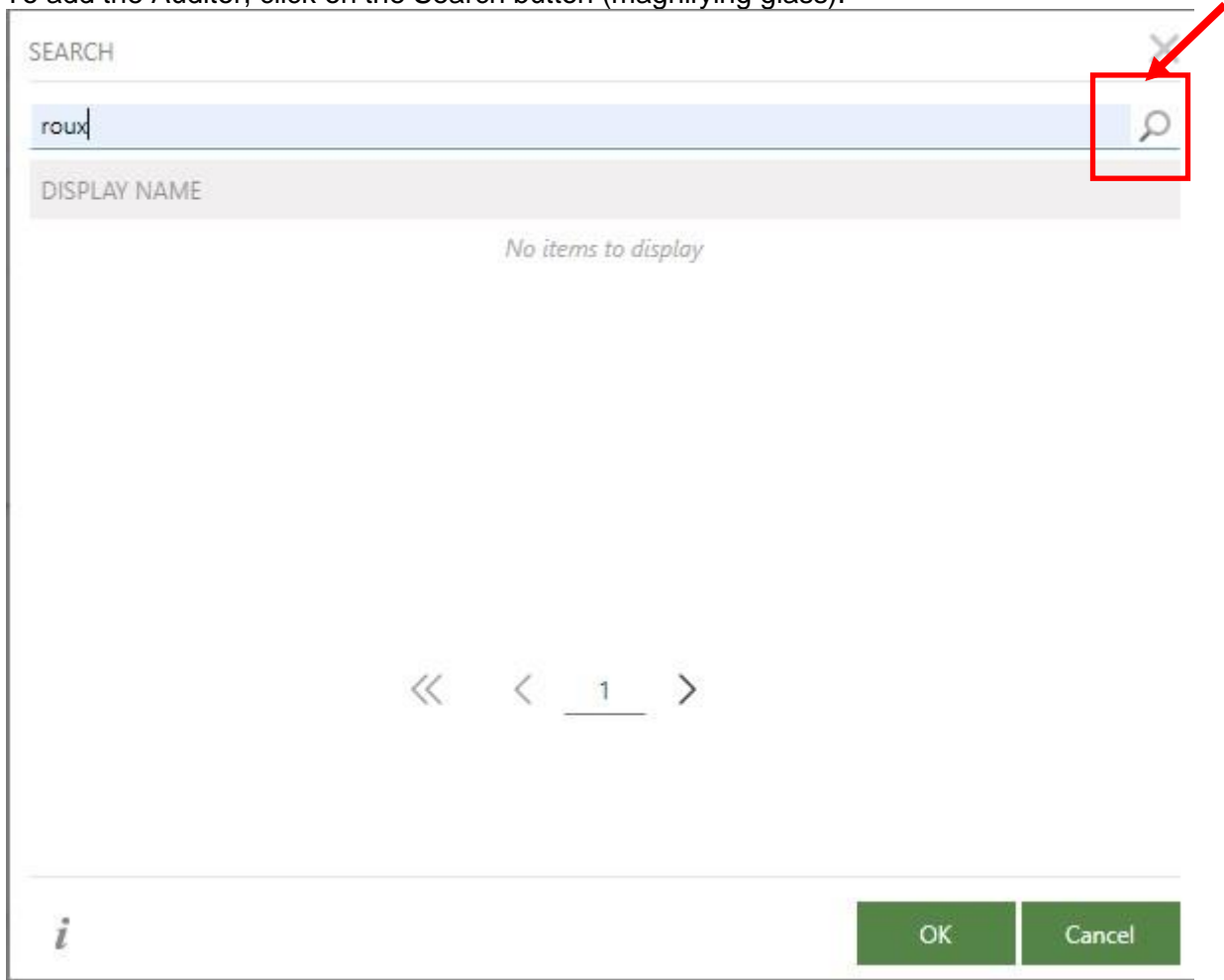


17. To add an Auditor, click on **Add**, or click on **Next** to Continue.

**NB: Appointing an Auditor on a private company is voluntary.**



18. To add the Auditor, click on the Search button (magnifying glass).



19. Type in the surname of the auditor and click the search button. Highlight/click on the relevant auditor and then on **OK**.

SEARCH

roux

DISPLAY NAME

110700 - 2512 - J J ROUX

110742 - 405 - A E LE ROUX

110937 - 0049888 - THERON LE ROUX

111116 - 924792 - A E ROUX t/a LLOYD & JANSEN

111314 - 3686 - WEBER LE ROUX AND PARTNERS

111350 - 7691 - E ROUX

111558 - 2880 - LE ROUX AND COMPANY

113263 - 7671 - S J LE ROUX

OK Cancel

20. The details of the auditor, as well as the Practice Number will be displayed. Click on **Save**.

LINK AUDITOR INFORMATION

Link Auditors

Select Auditor: 111314 - 3686 - WEBER LE ROUX Practice Number: 3686

Cancel Save

21. The practice number of the Auditor and the reference/tracking number of the company registration will display. Click on **Next**.

Manage Auditors

+ Add Edit Refresh

PRACTICE NUMBER	REFERENCE NUMBER
3686	60000007157

Back Next Save Submit

22. The payment details will display. Click on **Proceed to Payment**.

Payment

The registration process will now require payment.

Unpaid Cart Items

+ Add Item X Remove Item

Selected Filter: Default Quick Search: All fields

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
No items to display.				

Selected Items To Pay

X Remove Item

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Company Registration	60000007157	2/21/2021	Selected To Pay	1.00

Total Amount Due: R1.00

**Proceed to Payment**

23. Alternatively, you can finalise all transactions, and click on **Financials/Shopping Cart**. All unpaid cart items will be listed. Select the transactions that you would like to pay, and click on **"Add Item"**. The relevant items will move to the bottom of the screen under **"Selected Items to pay"**.

CIPC Electronic Self Service

Welcome, MARIA MAGDALENA SWEMMER (MAGDAS@MWEB.CO.ZA)

Logout

Home Services Amendments **Financials** Authorisation

All Company Reservation

Services - Company Registration - List

REFERENCE NUMBER	NAME RESERVATION	APPROVED NAME	ENTERPRISE NUMBER	ENTERPRISE TYPE	FINANCIAL YEAR END	STATUS
60000006281	60000006278	MAGDA PASTA	K202500333	Private Company	March	Approved

NEW\_E-SERVICES\_...pdf Step\_by\_step\_guid...pdf New\_Eservices\_Na...pdf

Type here to search

16:55 21/02/2021

24. Complete required payment information and click on **Pay**.

PAYMENT INFORMATION

Card Number

Currency:  
ZAR

Expiry Date:  
00 0000

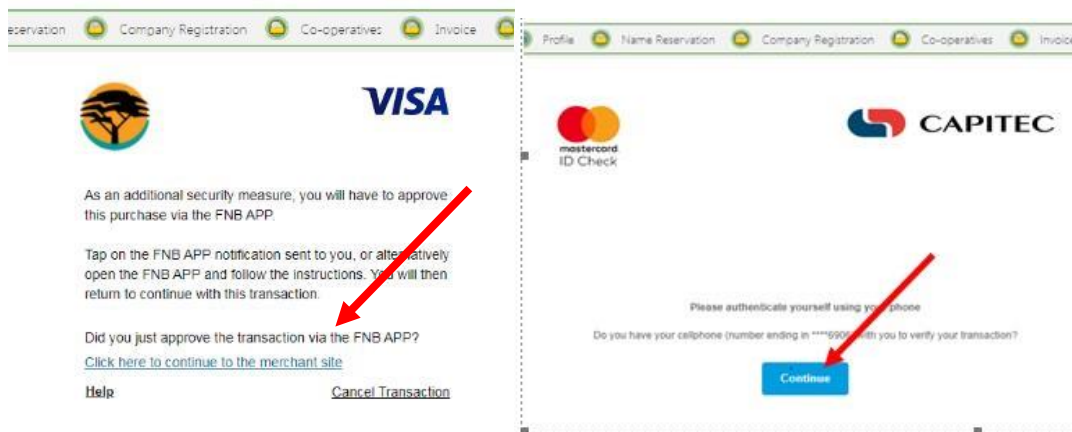
CVV Number:  
000

Amount:  
R50.00

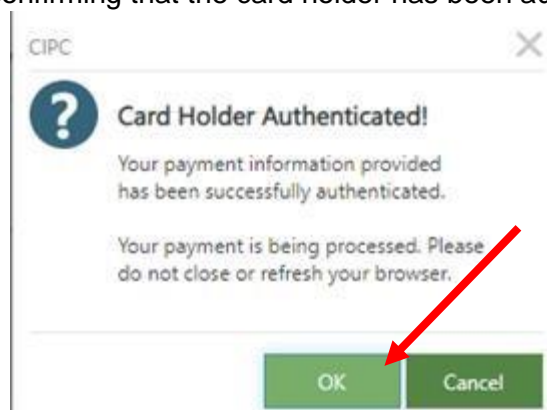
Pay Cancel

25. Authenticate the transaction and click on **Continue**.

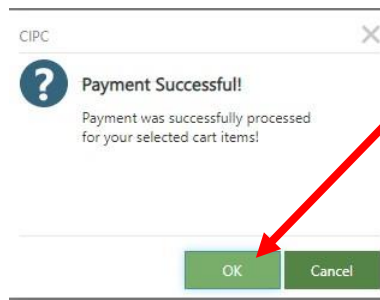
Examples FNB and Capitec



26. A message will display, confirming that the card holder has been authenticated. Click on **OK**.



A payment confirmation message will display. Click on **OK**.



27. To continue, click on the relevant menu button to proceed to the following transaction.

A screenshot of the CIPC web application. The top navigation bar is highlighted with a red box and contains the following menu items: Home, Services, Amendments, Financials, and Authorization. Below the navigation bar, the main content area displays a "Payment Successful" message. It addresses the customer as "MARIA MAGDALENA SWEMMER" and lists the items successfully paid for. A table with 5 columns (ITEM TYPE, ITEM DESCRIPTION, CREATED DATE, ITEM STATUS, AMOUNT) lists seven items, all with a status of "Paid" and an amount of "1.00". The total amount paid is "R7,00". At the bottom of the page, a red box highlights a message: "Dear Customer, Please use the Menu System to continue transacting with CIPC and navigate away from this page."