



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

STEP BY STEP GUIDE: NEW E-SERVICES NAME RESERVATION V2.3

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Step by Step Guide: New E-Services Name Reservation

Note:

- Consult the step by step guide for Customer Registration for assistance in registering on the New E-services.
- **Recommended browsers are Internet Explorer or Chrome. (FireFox is not advised)**
- Name reservation fees are regarded as filing fees and not administrative fees and therefore, are non-refundable if rejected. It is thus advised, to provide four unique names when submitting your application instead of one.
- Any review relating to a name reservation should be directed to the Companies Tribunal. For contract information refer to www.companiestribunal.org.za .
- When using the new E-Services platform, card payments is the only payment option.
- Name reservation transactions **MUST** be paid for by midnight of the day the application was submitted, otherwise it will be deleted and the application will have to be restarted.
- **The Name Reservation confirmation is available for download by the customer free of charge for 30 calendar days from date of reservation, where after R30.00 is payable in terms of Item 9 (Issuing an Electronic Certificate) of Table CR2B of the Companies Regulation, 2011 (as amended).**

NB: There is no guarantee to the availability of a name when conducting a name search via the CIPC website or any other search. The name is only formally reserved upon approval by CIPC and the issuing of a notice in that regard.

Important: In order to use this step by step guide, you should have registered on the New E-services platform and verified you 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 and click on **On-line transacting/New E-services**.
2. Complete your Username (e-mail address and Password). Click on **Login**.



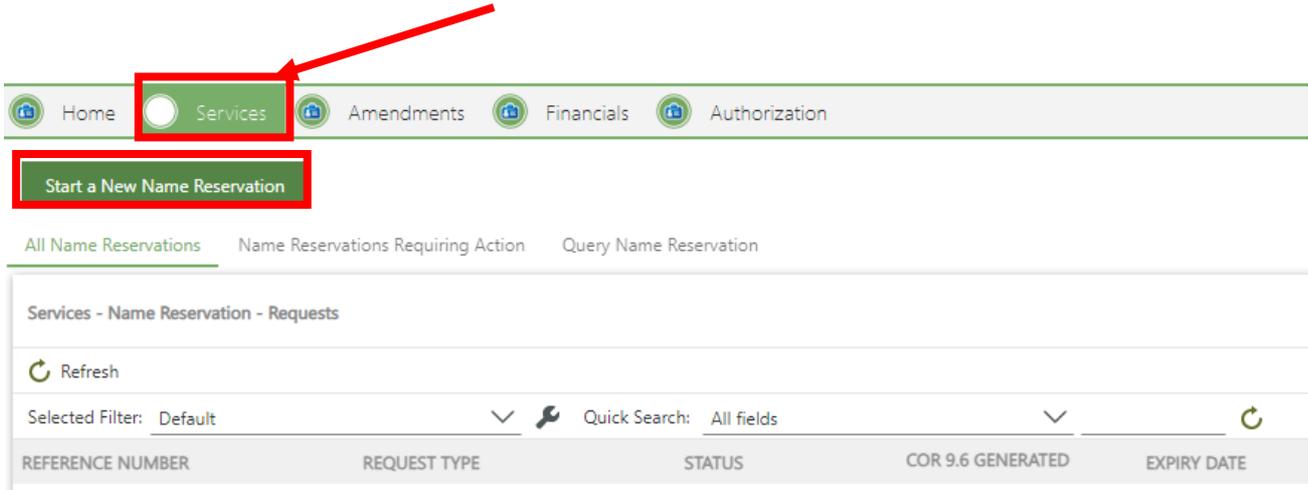
Username

Password

LOGIN



3. Click on **Services** and then on **Start a New Name Reservation**.



4. Type your proposed name in the required field and click on **Check Proposed Name Availability**.

IMPORTANT NOTE: it is advisable to conduct a Trade Mark Search (<https://iponline.cipc.co.za>) and a general web search using a search engine like Google, Yahoo etc. before submitting your name reservation application.

Proposed Name(s) Availability Check :

*Please enter at least 1 (one) proposed name, maximum of 4 (four), in order of preference.

*It is advised before submitting your name reservation application that you conduct a free Trade Mark search (<https://iponline.cipc.co.za>) and general web search using a search engine such as Google, Yahoo, etc.

Please Enter the Proposed Name here

Check Proposed Name Availability

Add Proposed Name

Clear Proposed Name

5. **IMPORTANT NOTE:** Names may only contain Alphabetical and numeric characters and the following special characters: () . -

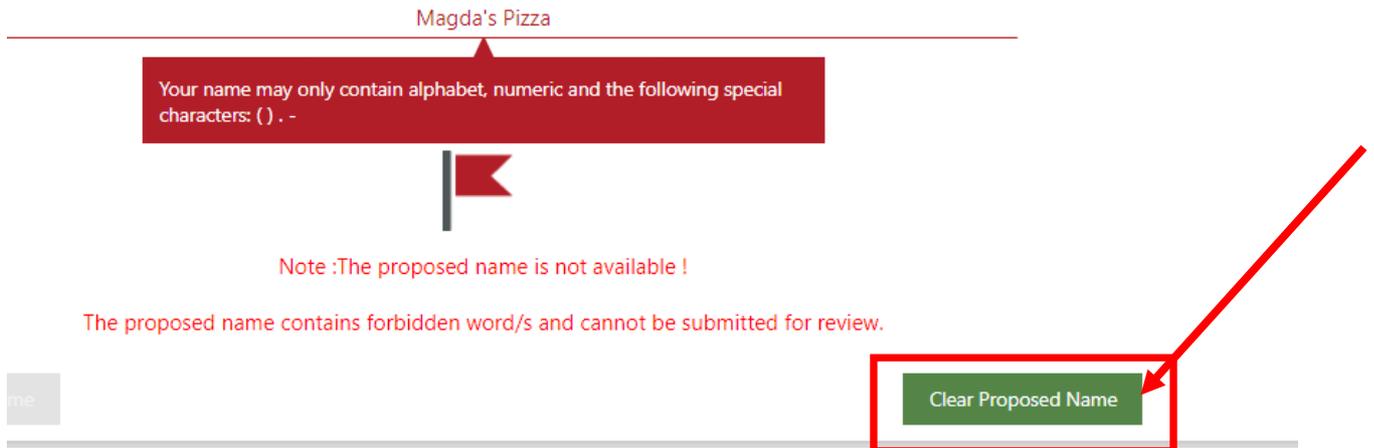
Your name may only contain alphabet, numeric and the following special characters: () . -

If the proposed name is **NOT AVAILABLE**, the message below will display, with the reason why the name is not available.

Note: The proposed name is not available.

- The proposed name contains forbidden word/s and cannot be submitted for review.
- The proposed name contains prohibited word/s and cannot be submitted for review.
- The proposed name has already been registered with an enterprise.

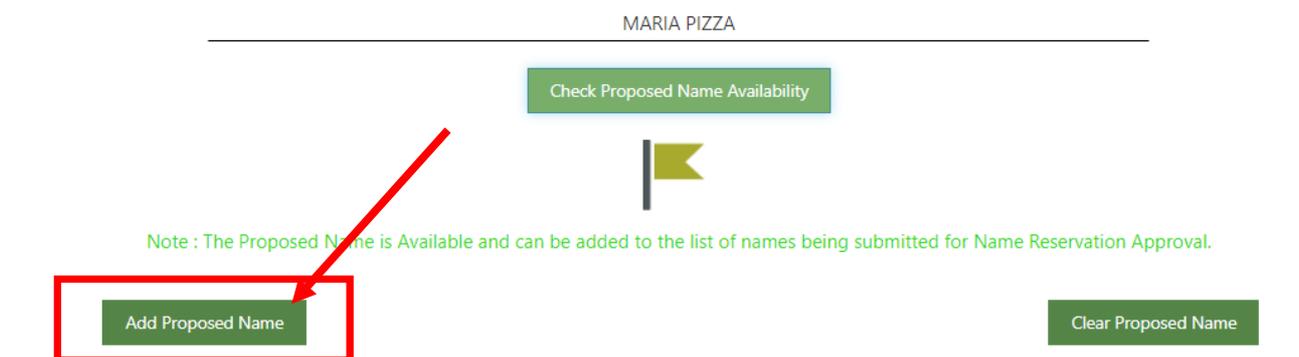
Click on “**Clear Proposed Name**” to enable you to continue.



6. If the name is available, a green flag will display with the words: **Note:** The Proposed Name is Available and can be added to the list of names being submitted for Name Reservation Approval. Click on “**Add Proposed Name**”

*Please enter at least 1 (one) proposed name, maximum of 4 (four), in order of preference.

itting your name reservation application that you conduct a free Trade Mark search (<https://iponline.cipc.co.za>) and general web search using a search en



7. Follow the same process to add more names (Up to four proposed names can be added in order of priority).

8. Once all names have been added, you can “**Add to Cart**” if you want to add more transactions. You can finalise all transactions and pay only once. Click on “**Submit & Pay**” if it is the only transaction that you would like to process.

Proposed Names For Request

Remove Selected Name

REQUESTED NAME

MARIA PIZZA

MARIA REBEL PIZZA

MARIA UNIQUE PIZZA

MARIA SMILEY PIZZA

4 of 4 Names Added

Back to dashboard

Add To Cart

Submit & Pay

9. **Take note of the disclaimer:** This is only a preliminary search and does not guarantee that one of the proposed names will be reserved. You will be notified via email of the final results. Click on OK to submit the name reservation request.

CIPC - NAME RESERVATION

Confirm Action

Hi MARIA

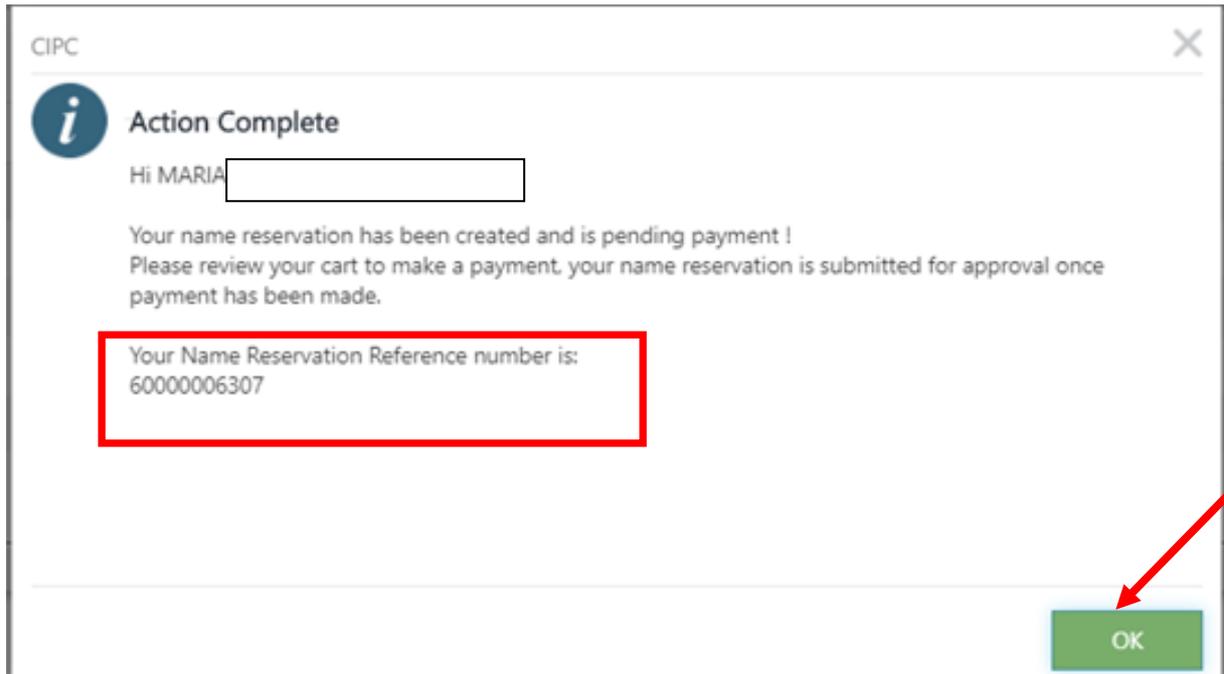
Please note: The results as reflected on this screen is based on a preliminary search conducted on entity names and does not guarantee that one of the proposed names will be reserved.

You will be notified of the final results via the e-mail address as per your customer profile.

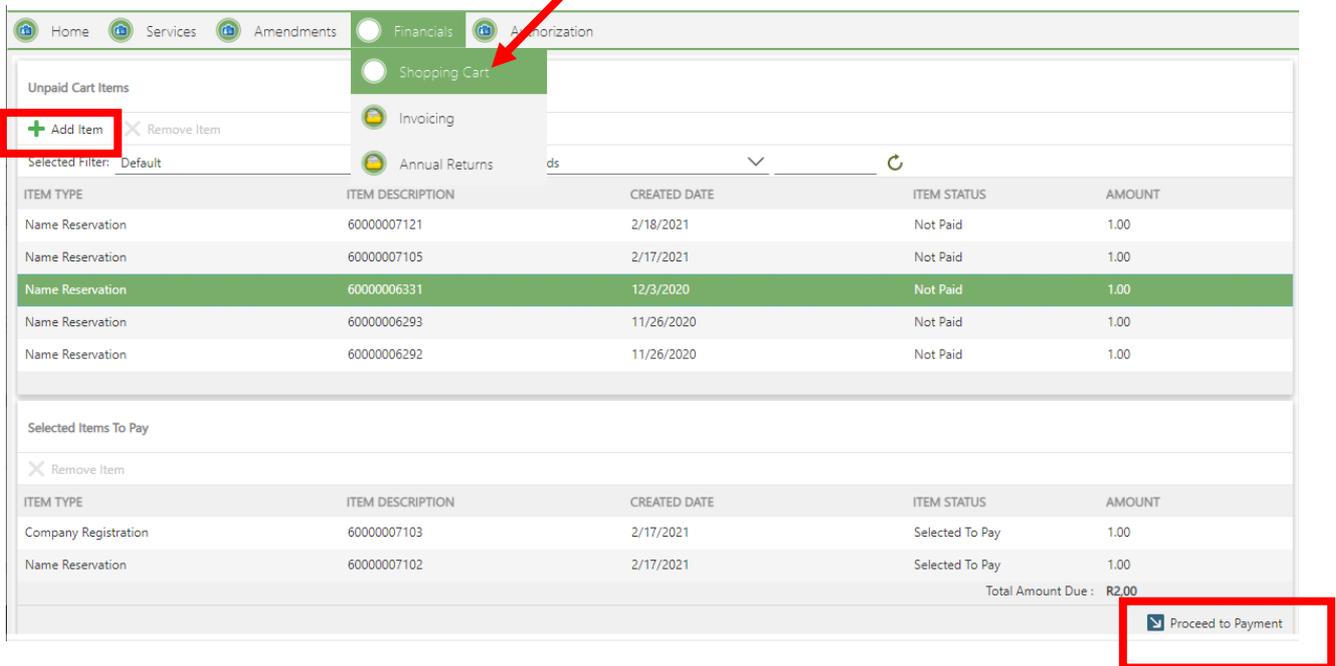
Do you want to submit this name reservation request ?

OK Cancel

10. You will receive a **name reservation reference number**. Click on **OK**.



11. When clicking 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”**. Click on **Proceed to Payment**.



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**



12. The total amount will be reflected. Click on **Proceed to Payment**.

Unpaid Cart Items

+ Add Item - Remove Item

Selected Filter: Default Quick Search: All fields

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Name Reservation	60000002733	5/12/2020	Not Paid	50.00
Name Reservation	60000002735	5/12/2020	Not Paid	50.00
Name Reservation	60000002745	5/12/2020	Not Paid	50.00

Selected Items To Pay

- Remove Item

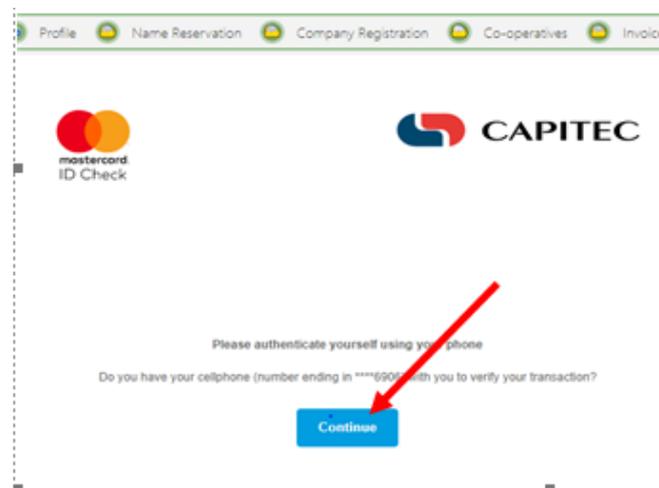
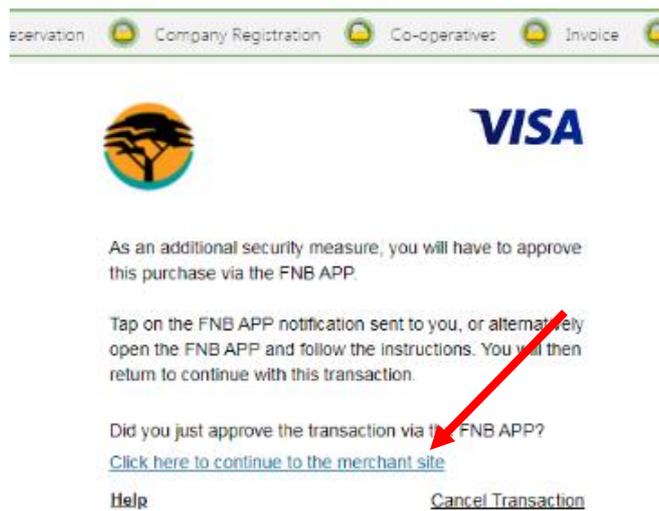
ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Name Reservation	60000006307	11/19/2020	Selected To Pay	50.00

Total Amount Due: R50.00

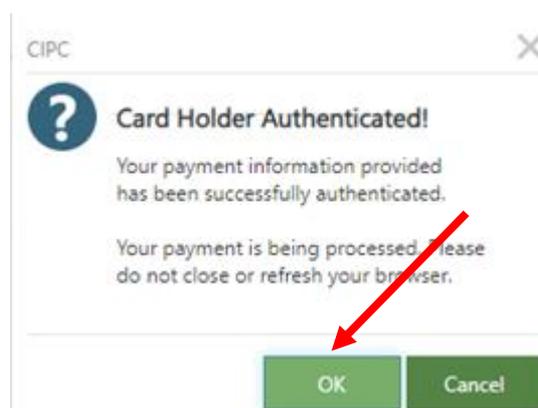
Proceed to Payment

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

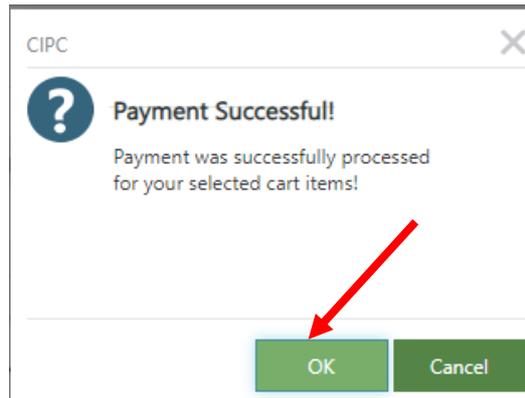
Examples FNB and Capitec



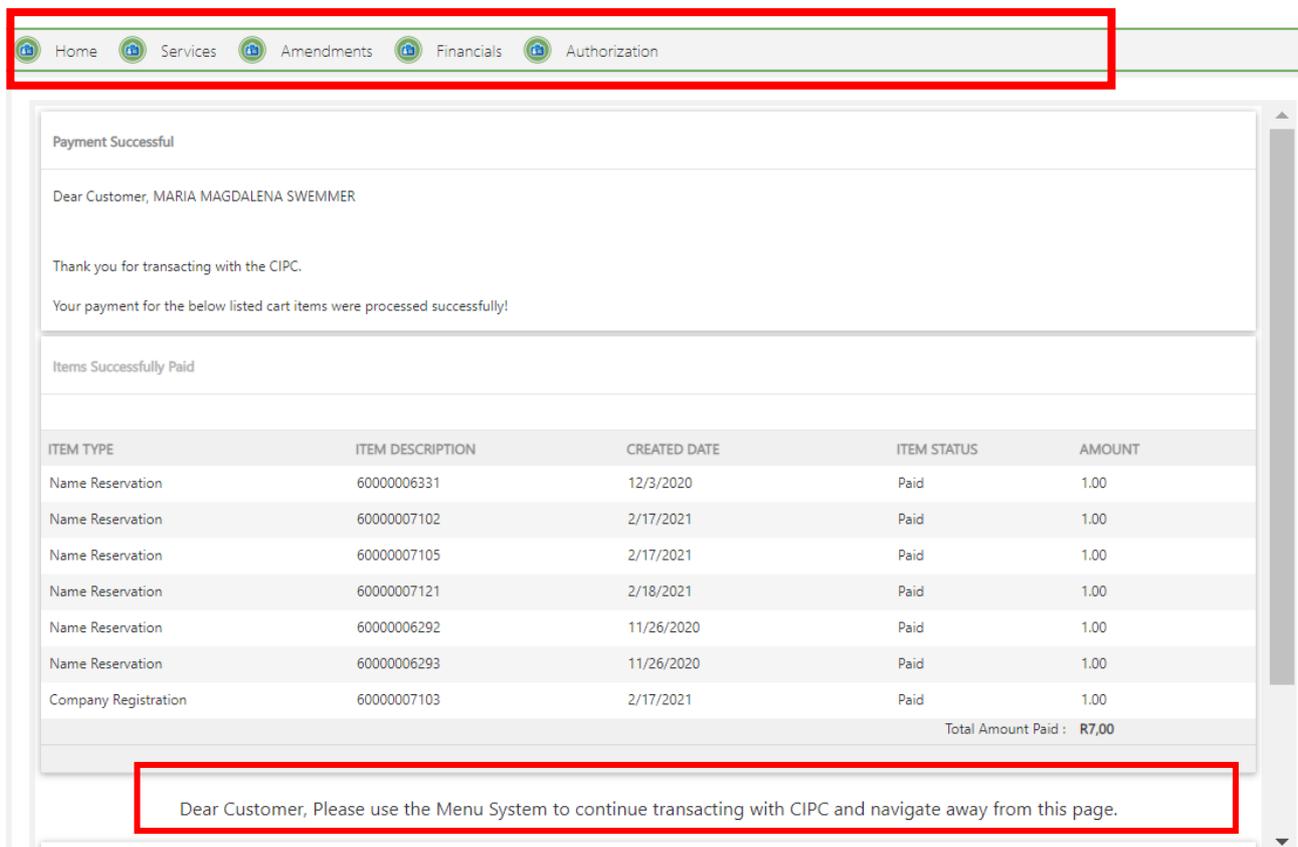
13. A message will display, confirming that the card holder has been authenticated. Click on **OK**.



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



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



Home Services Amendments Financials Authorization

Payment Successful

Dear Customer, MARIA MAGDALENA SWEMMER

Thank you for transacting with the CIPC.

Your payment for the below listed cart items were processed successfully!

Items Successfully Paid

ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Name Reservation	6000006331	12/3/2020	Paid	1.00
Name Reservation	6000007102	2/17/2021	Paid	1.00
Name Reservation	6000007105	2/17/2021	Paid	1.00
Name Reservation	6000007121	2/18/2021	Paid	1.00
Name Reservation	6000006292	11/26/2020	Paid	1.00
Name Reservation	6000006293	11/26/2020	Paid	1.00
Company Registration	6000007103	2/17/2021	Paid	1.00

Total Amount Paid : R7,00

Dear Customer, Please use the Menu System to continue transacting with CIPC and navigate away from this page.